



Agency Records Disposition Schedule

Department: Department of Revenue
Division: Taxation Bureau

Section: Tax Administration
Sub-Section: Individual Income Tax

TITLE: Extension of Time to File	CUTOFF:	
DESCRIPTION: Form 60, maintained in DLN (Document Locator Number) order (RSMo 143.971).	RETENTION: Years: 4 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 6990	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Fiduciary Income Tax Returns	CUTOFF:	
DESCRIPTION: Form 41 (RSMo 143.711 and 143.971).	RETENTION: Years: 4 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 6986	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Income Tax Statistical Data (Annual Basis)	CUTOFF:	
DESCRIPTION: Statistics from computer program pertaining to individual tax returns.	RETENTION: Years: 4 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 6987	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Information Report for 99 MSIC, form 96	CUTOFF:	
DESCRIPTION: Federal form 1099 MISC/NEC (Miscellaneous Non employee Compensation) and federal form 1096 may be substituted. Reports of payments to non- employees of rents, royalties, commissions, fees, prizes, awards and other compensation.	RETENTION: Years: 4 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 6984	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003



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TITLE: Microfiche - Includes financial and account info from form 1040 and 1040ES	CUTOFF:
DESCRIPTION: Microfiche - Includes financial and account info from form 1040 and 1040ES	RETENTION: Years: 6 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 6992 SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003

TITLE: Microfilm - Includes financial and account info from form 1040 and 1040ES	CUTOFF:
DESCRIPTION: Microfilm - Includes financial and account info from form 1040 and 1040ES	RETENTION: Years: 6 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 6991 SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003

TITLE: Missouri Partnership Returns	CUTOFF:
DESCRIPTION: Form 65 (RSMo 143.711 and 143.971).	RETENTION: Years: 4 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 6985 SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003

TITLE: Partnership Return Reference Files (Alphabetic number)	CUTOFF:
DESCRIPTION: Return is located by control number (RSMo 143.711 and 143.971).	RETENTION: Years: 4 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 6989 SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003



Agency Records Disposition Schedule

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TITLE: Refund Warrant Requisitions and Check Register Files

CUTOFF:

DESCRIPTION: Computer listing of income tax refunds in warrant number order.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 6988

SERIES STATUS: Approved

APPROVAL DATE:

07/31/2003

TITLE: Withholding Tax Statements

CUTOFF:

DESCRIPTION: State copy of MO-W2 Copy sent to the state from the employer indicating salary paid to employee and amount of state income tax withheld from employee wage. Information of name, address of employer and employee, account number, and social security number of employee.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 6983

SERIES STATUS: Approved

APPROVAL DATE:

07/31/2003
