



Agency Records Disposition Schedule

Department: Department of Revenue

Section: Tax Administration

Division: Taxation Bureau

Sub-Section: Motor Fuel Tax

TITLE: Active Remit. License and Registration Files	CUTOFF: EOSFY	
DESCRIPTION: Active Remit. License and Registration Files	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 7029	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Annual State Budget Formulation Papers	CUTOFF:	
DESCRIPTION: Budget Information (Originals in Dept. of Revenue Budget Office)	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7030	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Canceled Distributors License	CUTOFF:	
DESCRIPTION: Out of business distributors	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7044	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Canceled Permittees - Interstate	CUTOFF:	
DESCRIPTION: Canceled Permittees - Interstate	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7047	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003



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TITLE: Canceled Terminal Operators License	CUTOFF:		
DESCRIPTION: Out of business terminal operators	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 7046	SERIES STATUS: Approved	APPROVAL DATE:	07/31/2003
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TITLE: Canceled Transporters License	CUTOFF:		
DESCRIPTION: Out of business transporters	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 7045	SERIES STATUS: Approved	APPROVAL DATE:	07/31/2003
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TITLE: Disapproved and/or Rejected Refund Claim Records	CUTOFF:		
DESCRIPTION: Disapproved and/or Rejected Refund Claim Records	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 7041	SERIES STATUS: Approved	APPROVAL DATE:	07/31/2003
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TITLE: Distribution of Motor Fuel Tax, Motor Vehicle Fee and Motor Vehicle Sales Tax, Warrants and printouts. (Originals in Office of Administration. Reference copies in Dept. of Revenue Accounting and Purchasing	CUTOFF:		
DESCRIPTION: Distribution of Motor Fuel Tax, Motor Vehicle Fee and Motor Vehicle Sales Tax, Warrants and printouts. (Originals in Office of Administration. Reference copies in Dept. of Revenue Accounting and Purchasing Services)	RETENTION: Years: 1 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 7052	SERIES STATUS: Approved	APPROVAL DATE:	07/31/2003



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TITLE: Employee Itineraries	CUTOFF:	
DESCRIPTION: Work Schedules	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7027	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Fuel Tax Control Ledger Records	CUTOFF:	
DESCRIPTION: Tax collections and transmittals	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7034	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Gasoline and Special Fuel Tax Monthly Refund Reports	CUTOFF:	
DESCRIPTION: Payments	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7031	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Gasoline Tax Warrant Requests (Originals in Office of Administration. Reference copies in Dept. of Revenue Accounting and Purchasing Services)	CUTOFF:	
DESCRIPTION: Gasoline Tax Warrant Requests (Originals in Office of Administration. Reference copies in Dept. of Revenue Accounting and Purchasing Services)	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7038	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003



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TITLE: Motor Fuel Distributors Monthly Tax Reports	CUTOFF:
DESCRIPTION: Motor Fuel Distributors Monthly Tax Reports	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 7042 SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Motor Fuel Import Affidavits	CUTOFF:
DESCRIPTION: Fuel imported from another state into Missouri	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 7035 SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Motor Fuel Supply Terminals Monthly Reports River and pipeline reports of receipts and disbursements.	CUTOFF:
DESCRIPTION: Motor Fuel Supply Terminals Monthly Reports River and pipeline reports of receipts and disbursements.	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 7043 SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Motor Fuel Tax Revenue Transmittals (Originals in Office of Administration. Reference copies in Dept. of Revenue Investment and Cash Management Office and State Treasurer's Office)	CUTOFF:
DESCRIPTION: Motor Fuel Tax Revenue Transmittals (Originals in Office of Administration. Reference copies in Dept. of Revenue Investment and Cash Management Office and State Treasurer's Office)	RETENTION: Years: 1 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 7036 SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003



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TITLE: Non-Highway Use Refund Claims	CUTOFF:	
DESCRIPTION: Non-Highway Use Refund Claims	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7048	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Old Assessment and Lien Files	CUTOFF:	
DESCRIPTION: General File Folder - Assessments on people who have failed to pay motor fuel tax	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7049	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Old Assessment and Lien Files	CUTOFF:	
DESCRIPTION: Ledger form - Assessments on people who have failed to pay motor fuel tax	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7050	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Power of Attorney for Bonding Company Files Missouri representative must be authorized and have power of attorney	CUTOFF:	
DESCRIPTION: Power of Attorney for Bonding Company Files Missouri representative must be authorized and have power of attorney	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7040	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003



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TITLE: Printing Room Request Files	CUTOFF:	
DESCRIPTION: Requisitions for printed forms	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7028	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Requisition for Purchases	CUTOFF:	
DESCRIPTION: For supplies and equipment. Original filed in business office	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7037	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Rules and Regulations	CUTOFF:	
DESCRIPTION: Motor Fuel Tax and LP Gas Inspection Unit - Copy filed permanently with the Secretary of State	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7033	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Special Fuel Warrant Request (Originals in Office Administration. Reference copies in Dept. of Revenue Accounting and Purchasing)	CUTOFF:	
DESCRIPTION: Special Fuel Warrant Request (Originals in Office Administration. Reference copies in Dept. of Revenue Accounting and Purchasing)	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7051	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003



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TITLE: Transportation Report Files

CUTOFF:

DESCRIPTION: Monthly report, type of fuel, it's origin and destination

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 7032

SERIES STATUS: Approved

APPROVAL DATE:

07/31/2003
