



Department: Department of Revenue
Division: Taxation Bureau

Agency Records Disposition Schedule

Section: Tax Administration
Sub-Section: Nexus/Discovery Section

TITLE: 1-NR's	CUTOFF:	
DESCRIPTION: 1-NR's received from partnerships and S-Corp. remitting withholding taxed for Nonresident partners and shareholders *	RETENTION: Years: 2 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7104	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Agreements Closed files (over five years since agreement)	CUTOFF:	
DESCRIPTION: Settlement agreements made with taxpayers. *	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7099	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Customs Project Closed Correspondence	CUTOFF:	
DESCRIPTION: Correspondence from taxpayers in regards to use tax. *	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7100	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Employee Match Closed Correspondence	CUTOFF:	
DESCRIPTION: Correspondence received from state of Missouri employees that were non-compliant. *	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7102	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003



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TITLE: Employee Match Review Listings	CUTOFF:	
DESCRIPTION: Listing of all state of Missouri employees. *	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7101	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Form 374's With No Federal Match Record	CUTOFF:	
DESCRIPTION: Department of Defense form Revenue receives showing taxpayer is not required to file.	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7105	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Form W-2's Received From Taxpayers Without MO-1040's	CUTOFF:	
DESCRIPTION: W-2's received from taxpayers that have not filed. *	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7103	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Nexus Compliance met closed leads/correspondence	CUTOFF:	
DESCRIPTION: Correspondence from Nexus questionnaires where taxpayers have met requirements. *	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7096	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003



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TITLE: No Nexus closed leads/correspondence	CUTOFF:	
DESCRIPTION: Correspondence from Nexus questionnaires that do not have Nexus. *	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7095	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Non Filing Partners Closed Correspondence	CUTOFF:	
DESCRIPTION: Correspondence that was sent to partners that were not filing individual income tax and their responses. *	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7092	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Professional Athlete Closed Correspondence	CUTOFF:	
DESCRIPTION: Correspondence from athletic teams. *	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7094	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Professional Athlete Team rosters	CUTOFF:	
DESCRIPTION: Lists of athletic team players. *	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7093	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003



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TITLE: Transient Employer Closed correspondence

CUTOFF:

DESCRIPTION: Correspondence from out of state transient employees. *

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 7097

SERIES STATUS: Approved

APPROVAL DATE:

07/31/2003

TITLE: W-2 Project Closed Correspondence

CUTOFF:

DESCRIPTION: Correspondence that was sent to companies not paying withholding tax and their responses. *

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 7091

SERIES STATUS: Approved

APPROVAL DATE:

07/31/2003
