



Agency Records Disposition Schedule

Department: Department of Revenue
Division: Taxation Bureau

Section: Tax Administration
Sub-Section: Sales Use Tax

TITLE: Application for Tax Refund Credit, DOR 472	CUTOFF:	
DESCRIPTION: Application for Tax Refund Credit, DOR 472	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7001	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Bank Account Ledgers	CUTOFF:	
DESCRIPTION: Bank Account Ledgers	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 18391	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: City Sales Tax Bank statements, Stubs (Copies)	CUTOFF:	
DESCRIPTION: Originals in Dept. of Revenue Investment and Cash Management Office	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 18393	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: City Sales Tax Journal	CUTOFF:	
DESCRIPTION: Journal sheet with the amount	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 18386	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003



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TITLE: City Sales Tax Records	CUTOFF:	
DESCRIPTION: Receipts, Reports, Motor Vehicle records, Refunds, etc.	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 18392	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Computer Printout Listings	CUTOFF:	
DESCRIPTION: Distribution reports and history reports	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7003	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Daily Report of Bank Transactions (Copies)	CUTOFF:	
DESCRIPTION: Originals in Dept. of Revenue Investment and Cash Management Office	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 18390	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Deposit, Debit/Credit Slips (Copies)	CUTOFF:	
DESCRIPTION: Originals in Dept. of Revenue Investment and Cash Management Office	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 18389	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003



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TITLE: Exemption Cards	CUTOFF:	
DESCRIPTION: Exemption issued and denied for non-profit and government organizations.	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7005	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Exemption for Missouri Sales/Use	CUTOFF:	
DESCRIPTION: Card file on all letters of exemption issued by the department	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 18385	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Issuing Office Publication Record Set Files	CUTOFF:	
DESCRIPTION: Missouri sales tax act and compensating use tax law with rules and regulations	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 18384	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
TITLE: Microfiche - Sales Tax	CUTOFF:	
DESCRIPTION: Microfiche - Sales Tax	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 18388	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003



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TITLE: Motor Vehicle and Conservation Reports	CUTOFF:	
DESCRIPTION: Motor Vehicle and Conservation Reports	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7004	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003

TITLE: Protest Payment Accounts - (Sales Tax)	CUTOFF:	
DESCRIPTION: Protest Payment Accounts - (Sales Tax)	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 18387	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003

TITLE: Sales Tax Returns and Maintenance File	CUTOFF:	
DESCRIPTION: Sales Tax Returns and Maintenance File	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7002	SERIES STATUS: Approved	APPROVAL DATE: 07/31/2003
