



### Agency Records Disposition Schedule

Department: Department of Revenue  
Division: Taxation Bureau

Section: Taxpayer Services  
Sub-Section: Sales/Use Tax

<b>TITLE:</b> MITS (Mo Integrated Tax System) Survey Letters	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Survey letters from taxpayers.	<b>RETENTION:</b> Years: 10 Months: 0 Days: 0	
<b>NOTES:</b> Originals microfilmed, paper destroyed.	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 7158	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003
<b>TITLE:</b> MITS Application File Maintenance Documents	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> File maintenance documents from taxpayers used to modify or change accounts.	<b>RETENTION:</b> Years: 10 Months: 0 Days: 0	
<b>NOTES:</b> Originals microfilmed, paper destroyed.	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 7159	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003
<b>TITLE:</b> Revocation Order, DOR 123	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Maintenance to revoke taxpayer files.	<b>RETENTION:</b> Years: 10 Months: 0 Days: 0	
<b>NOTES:</b> Original microfilmed, paper destroyed.	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 7160	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003
<b>TITLE:</b> Sales Tax Bond and Related Information	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Bonds posted by new accounts Must be over three months estimated tax liability. If no deficiencies for two years the bond is refunded.	<b>RETENTION:</b> Years: 10 Months: 0 Days: 0	
<b>NOTES:</b> Original microfilmed, paper destroyed.	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 7157	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/31/2003



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**TITLE:** Sales/Use Tax Applications

**CUTOFF:**

**DESCRIPTION:** Sales/Use Tax Applications

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:** Originals microfilmed, paper destroyed.

**DISPOSITION ACTION:** Destroy

**SERIES #:** 7156

**SERIES STATUS:** Approved

**APPROVAL DATE:**

07/31/2003

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