



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section:

Division: Administrative Rules

Sub-Section:

TITLE: Code of State Regulations

CUTOFF: WSO

DESCRIPTION: Official record of the Code of State Regulations. The Code of State Regulations (CSR) is updated monthly. Used as the governing source of rules and regulations for state agencies. Records include, but are not limited to, state division chapters explaining the rules and regulations that govern each division. Records created or maintained pursuant to Section 536.021.8 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Pursuant to section 536.021.8, RSMo, "no rule...shall become effective prior to the thirtieth day after the date of publication of the revision to the Missouri code of state regulations." A rule's effective date is found in the authority section at the end of the rule. If a rule's effective date has not arrived yet, the previous edition of the rule would be the rule still in effect. Previous editions of these rules may be available in the archived editions.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24504

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Code of State Regulations - Take Out Pages

CUTOFF: WSO

DESCRIPTION: Records of pages removed in the process of updating the Code of State Regulations (CSR). Records are kept and updated monthly, so there is a copy of the CSR at each stage of its existence. Records include, but are not limited to, take out pages of redacted or revised sections of the CSR. Records created or maintained pursuant to Section 536.031 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Pursuant to section 536.021.8, RSMo, "no rule...shall become effective prior to the thirtieth day after the date of publication of the revision to the Missouri code of state regulations." A rule's effective date is found in the authority section at the end of the rule. If a rule's effective date has not arrived yet, the previous edition of the rule would be the rule still in effect. Previous editions of these rules may be available in the archived editions.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1248

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section:

Division: Administrative Rules

Sub-Section:

TITLE: Delegation of Authority Records

CUTOFF: End of calendar year

DESCRIPTION: Records include authorization forms allowing individuals to sign rulemaking and emergency rulemaking procedures set out in 536 RSMo. on behalf of the agency director.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24046

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Financial Reports

CUTOFF: EOY

DESCRIPTION: Filed under the Omnibus Reorganization Act of 1974

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 919

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001

TITLE: Materials Incorporated by Reference.

CUTOFF: WSO

DESCRIPTION: Records are used for completing the Administrative Rules and contain the Incorporated by Reference (IBR) material. Records of the complete unabridged version of materials on file in the Administrative Rules Section. The materials listed in the rules by reference, would be unduly cumbersome to print in their entirety. Records include, but are not limited to, federal, industry, department and division publications. Records created or maintained pursuant to 536.031 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: The statute changed in 2004 and Administrative rules no longer receives the IBR material. Unless the statute changes in the future, Administrative Rules will not receive any more of this material.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 917

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section:

Division: Administrative Rules

Sub-Section:

TITLE: Missouri Register

CUTOFF:EOCY

DESCRIPTION: Records verifying that what was published in the Missouri Register is what the agency actually filed and any and all changes that were agreed to by the agency filing the rule. Records include, but are not limited to, original filings by state agencies for rulemaking, and any correspondence between Administrative Rules and the agency discussing and agreeing to any changes made in the editing process. Records created or maintained pursuant to Section 536.015 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 13720

SERIES STATUS: Approved

APPROVAL DATE: 3/6/2018