



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Corporations

Division: Business Services

Sub-Section:

TITLE: Active Corporations Registrations and Limited Partnership Files

CUTOFF: EOY

DESCRIPTION: Contains corporation charter, annual reports, forfeiture notices, etc.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 1015

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Bank Interpretive Letters and Statements of No Action

CUTOFF: When superseded or outdated

DESCRIPTION: Interpretive letters and statements of no action regarding specific powers found in 362.106(4) RSMo. that allow Missouri banks to conduct any activity that national banks are expressly authorized by federal law to conduct if standards are met.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Letters and statements shall be published on the Division of Finance public internet website, and filed with the Office of the Secretary of State for ten days prior to effectiveness per 362.106(5) RSMo.

DISPOSITION ACTION: Destroy

SERIES: 24025

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Credit Union Organization Certificates

CUTOFF: Close of Credit Union

DESCRIPTION: Statements of the results of a vote by members, verified by the affidavits of the president or vice president and the secretary of the credit union, approving the conversion from a state to federal, or a federal to state, credit union.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Statements must be filed with the director of the Division of Credit Unions and the Secretary of State within ten days after the vote is taken per 370.359 RSMo.

DISPOSITION ACTION: Permanent

SERIES: 24014

SERIES STATUS: Pending SRC-Approval

APPROVAL DATE:



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Corporations

Division: Business Services

Sub-Section:

TITLE: Daily Cash Receipts Ledger

CUTOFF: EOSFY

DESCRIPTION: Daily Cash Receipts Ledger

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1023

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Inactive Corporation Registration and Limited Partnership Files

CUTOFF: EOCY

DESCRIPTION: Inactive Corporation Registration and Limited Partnership Files

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 1016

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Reservations of Name

CUTOFF: EOSFY

DESCRIPTION: Reservations of Name

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1017

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Corporations

Division: Business Services

Sub-Section:

TITLE: Service of Process

CUTOFF:

DESCRIPTION: For court petitions and summons on out of state motorists having an accident while traveling through the State of Missouri

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1045

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Trademark Applications

CUTOFF:EOCY

DESCRIPTION: Trademark Applications

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 1054

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Training, Travel and Educational Reimbursement Requests - copy - original in Executive Deputy Office

CUTOFF:EOSFY

DESCRIPTION: Training, Travel and Educational Reimbursement Requests - copy - original in Executive Deputy Office

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 446

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996