



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section:

Division: Election Services

Sub-Section:

TITLE: Amendments and Referendum Petitions

CUTOFF: End of Calendar Year

DESCRIPTION: Amendments and referendum petitions containing a full and correct text of the measure on which the petition is sought. Each page of a petition contains all matter which is to be deleted included in its proper place enclosed in brackets and all new matter shown underlined including all sections of existing law or of the constitution which would be repealed by the measure and otherwise conform to the provisions of Article III, Section 28 and Article III, Section 50 of the Constitution and those of Section 116.030 RSMo. Records include related correspondence, fiscal notes submitted by the State Auditor, and any certifications.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1085

SERIES STATUS: Approved

APPROVAL DATE:

7/20/2021

TITLE: Amendments and Referendum Petitions - Ballot Language Pages

CUTOFF: End of calendar year

DESCRIPTION: Records include, pages of ballot language containing a full and correct text of the measure on which an amendment or referendum is sought. Records created pursuant to Section 116.030 RSMo., and Sections 49, 50, 51 and 53 of Article III of the Missouri Constitution.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES: A sample of each ballot language is to be sent to the Missouri State Archives for permanent retention with the records from Series #1085.

DISPOSITION ACTION: Destroy

SERIES: 24521

SERIES STATUS: Approved

APPROVAL DATE:

7/20/2021

TITLE: Amendments and Referendum Petitions - Signed Petitions Pages

CUTOFF: End of calendar year

DESCRIPTION: Records include, signature pages containing the signatures of registered voters collected on petitions to place initiatives on a ballot. Records created pursuant to Section 116.030 RSMo., and Sections 49, 50, 51 and 53 of Article III of the Missouri Constitution.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES: A sample of each petition is to be sent to the Missouri State Archives for permanent retention with the records from Series #1085.

DISPOSITION ACTION: Destroy

SERIES: 24522

SERIES STATUS: Approved

APPROVAL DATE:

7/20/2021



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section:

Division: Election Services

Sub-Section:

TITLE: Annual Report of County Officials Compensation

CUTOFF: End of calendar year

DESCRIPTION: Records include certified lists compiled by county clerks of all salaries and non-accountable fees received by each elected county official for the preceding calendar year before March 1. The lists include the source of each fee, the amount of mileage allowance received and the total fees less expenses. The county clerk is to file the list with the Secretary of State per 51.150 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24018

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Annual Statements-County Officials

CUTOFF: End of calendar year

DESCRIPTION: Records of listings of fees and salaries of county officials. Financial reports reflect the County's performance in carrying out its mission of public service. Financial highlights point to the County's performance in managing its financial resources while performing its functions and its ability to perform these activities in the future. Records create and maintained pursuant to 15 CSR 40-3.030, and Section 105.145 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1089

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Certification of Nomination

CUTOFF:EOCY

DESCRIPTION: Records of certifications for each selection of candidates made by a parties nominating committee pursuant to section 115.363. Records include, but are not limited to, paid filing fee receipts from candidate's political party, copies of proof of identity, filed affidavits, and Campaign Finance Reporting or Personal Financial Disclosures. Records created pursuant to Section 115.377.1.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1077

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section:

Division: Election Services

Sub-Section:

TITLE: Declaration of Candidacy File

CUTOFF:EOCY

DESCRIPTION: Records of persons filing for election in the State of Missouri. Records include, but are not limited to, Form of Candidate's Declaration which includes the following information, name of the chairman of the party nominating committee, date, name of party candidate nominee, office and/or district, date election is to be held, election committee chairman signature, and signature of election official or notary public. Records created Pursuant to Section 115.377.1 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1076

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Election Abstracts/Official Ballots

CUTOFF:EOCY

DESCRIPTION: Records of Returns from General, Primary, and Special Elections. Records include, but are not limited to, Certification of Ballots and Precinct Recount Certifications. Records produced pursuant to Chapter 70.050 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1080

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Election Complaints

CUTOFF:Resolution of Complaint

DESCRIPTION: Records related to the receipt or investigation of election complaints. Records include, but are not limited to, election complaints, evidentiary documents, and related correspondence. Records created pursuant to 115.219 and 115.642 RSMo, and maintained per 556.036 RSMo.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24593

SERIES STATUS: Approved

APPROVAL DATE:

1/25/2024



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section:

Division: Election Services

Sub-Section:

TITLE: Federal Felony Conviction Reports

CUTOFF: End of Calendar Year

DESCRIPTION: Reports received from a court regarding the National Voter Registration Act (NVRA).

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Section 303(a) of Help America Vote Act (HAVA) adds an additional requirement for NVRA covered states to coordinate the statewide voter registration database with state records on felony status and death. HAVA provides that list maintenance on the statewide database shall be done on a regular basis in accordance with the requirements of the NVRA.

DISPOSITION ACTION: Destroy

SERIES: 1091

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: General Election Information

CUTOFF:EOCY

DESCRIPTION: Records pertaining to general elections in the State of Missouri. Records include, but are not limited to, samples of notices of elections, ballot abstracts, ballot titles, proof of certification of candidates and related correspondence pertaining to the general elections. Records produced and maintained Pursuant to Chapter 115.401 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1081

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Local Election Authority Monthly Surveys

CUTOFF:End of Calendar Year

DESCRIPTION: Records of surveys conducted by local agencies who provide voter registration services to individuals as required by the U.S. Election Assistance Commission (EAC), as part of its biennial Election Administration and Voting Survey (EAVS). Information collected relates to Missouri's election policies and procedures. Records include, but are not limited to, monthly surveys from Local Election Authorities.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1092

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section:

Division: Election Services

Sub-Section:

TITLE: Name Changes for Villages/Towns/Municipalities Records

CUTOFF: End of Calendar Year

DESCRIPTION: Records include, but are not limited to certificates granted by the Secretary of State to a city, town or village designating that the requested name has, or has not, been adopted. No petition to change a name can be acted upon without a certificate per 71.030 RSMo. Unincorporated towns and villages may have their names changed under the requirements of 71.090 RSMo, which includes filing a notice with the Secretary of State.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24015

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Names of Cities, Towns, Villages and Other Municipal Corporations

CUTOFF: When superseded or outdated

DESCRIPTION: An alphabetical listing of all cities, towns, villages and other municipal corporations in the state of Missouri. Created and kept per 71.040 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24039

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section:

Division: Election Services

Sub-Section:

TITLE: Nomination and Certificate of Presidential Electors

CUTOFF: EOY

DESCRIPTION: This series contains records relating to presidential electors and the Electoral College in Missouri. The certificate of ascertainment gives the names of the electors chosen by the voters and the total number of popular votes received; it also names all other candidates for elector and the number of votes received. The certificate of vote states the number of electoral votes, as opposed to popular votes, cast for president and vice president. Records include, but are not limited to, certificates of nomination, declinations of nomination, certificates of election for electors, meeting agendas and minutes, official ballots, voting procedures, campaign finance reports, and media coverage.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1079

SERIES STATUS: Approved

APPROVAL DATE: 10/23/2018

TITLE: Notices of Approval and Absorption

CUTOFF: End of Calendar Year

DESCRIPTION: Notices sent by the clerk of the county in which the municipalities involved are located containing the results of the election and a copy of the resolutions of absorption. Notice is sent to the Secretary of State per 72.345 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24026

SERIES STATUS: Approved

APPROVAL DATE: 10/23/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section:

Division: Election Services

Sub-Section:

TITLE: Petition Election Information

CUTOFF:EOCY

DESCRIPTION: Records pertaining to petition elections in the State of Missouri. Records include, but are not limited to, samples of notices of elections, ballot abstracts, ballot titles, proof of certifications of candidates and related correspondence pertaining to petition elections. Records maintained pursuant to Chapter 78.030 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1084

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Political Party Platforms and Emblem Certifications

CUTOFF:EOCY

DESCRIPTION: Records of Missouri party platforms and emblems submitted to the Missouri Secretary of State in writing for certification. Records include, but are not limited to, a Notice of Candidates form consisting of each party's emblem and list of registered and certified candidates in official ballot order for each election authority. Records produced pursuant to Sections 115.385, 115.387 and 115.401 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: The Missouri Secretary of State certifies party platforms and emblems prior to each primary election. When the certification of the names of candidates are approved, the Secretary of State transmits the list to each election authority.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1078

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Precinct Recount Certification Forms

CUTOFF:End of calendar year in which election cycle ends

DESCRIPTION: Records include Precinct Recount Certifications of Electronic and Manual Recounts per 15 CSR 30-10.060 and 15 CSR 30-10.110.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Every election cycle begins on the day after the general election and ends on the day of the general election two years later.

DISPOSITION ACTION: Destroy

SERIES: 24049

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section:

Division: Election Services

Sub-Section:

TITLE: Primary Election Information

CUTOFF:EOCY

DESCRIPTION: Records pertaining to primary elections in the State of Missouri. Records include, but are not limited to, sample notice of elections, ballot abstracts, ballot titles, proof of certification of candidates and related correspondence pertaining to the primary elections. Records produced and maintained pursuant to Chapter 70.035 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1082

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Redistricting Maps and Files

CUTOFF:End of Calendar Year

DESCRIPTION: Records of census guidelines, data and maps used to obtain population totals for locally defined voting districts (e.g., election precincts), in Missouri. Missouri governments will submit to the Census Bureau specific boundaries for their voting districts, legislative districts, and desired census block boundaries, following technical criteria established by the Census Bureau, under the provisions of P.L. 94-171.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1086

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Special Election Information

CUTOFF:EOCY

DESCRIPTION: Records pertaining to special elections in the State of Missouri. Records include, but are not limited to, samples of notices of elections, ballot abstracts, ballot titles, proof of certification of candidates and related correspondence pertaining to special elections. Records Produced and Maintained Pursuant to Chapter 78.030 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1083

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section:

Division: Election Services

Sub-Section:

TITLE: Township and County Boundary Records

CUTOFF: End of calendar year

DESCRIPTION: Records from the county clerk notifying the Secretary of State of the establishment of a new township, or a change in the boundary lines of any or all the townships in the respective county. Records include abstracts of such division or change, giving the bounds of such townships and the names designated. Records created per 65.540 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24042

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Voter Registration Solicitor Information Files

CUTOFF: End of calendar year in which election cycle ends

DESCRIPTION: Records documenting information on individuals who do not work for a governmental entity and are compensated by a non-governmental entity for soliciting more than ten voter registration applications. Records include, but are not limited to information about the individuals such as name and address, and an oath attesting that the information about themselves is true and correct per 115.205 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Every election cycle begins on the day after the general election and ends on the day of the general election two years later.

DISPOSITION ACTION: Destroy

SERIES: 24020

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018