



**Agency Records Disposition Schedule**

Department: Office of the Secretary of State

Section: Local Records

Division: Records Services

Sub-Section:

**TITLE:** County Administrative File

**CUTOFF:** End of calendar year

**DESCRIPTION:** Record of activity performed by the Local Records Division for a county and any of its subdivisions. Records may include, but are not limited to individual project reports, clippings, and evidence providing the Local Records Division organizational history by county.

**RETENTION:** Years: 25 Months: 0 Days: 0

**NOTES:** These files are used as ready reference for administrators.

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 1219

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013

**TITLE:** Local Government Inventories

**CUTOFF:** EOY

**DESCRIPTION:** Indexes compiled by Field Archivists listing the holdings of local government offices. Indexes indicate series title, location, and retention period.

**RETENTION:** Years: 25 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 1218

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013

**TITLE:** Local Records Archivist Monthly Report

**CUTOFF:** EOFY

**DESCRIPTION:** Report detailing activities of Field Archivists. Report includes total hours worked in the month, number of hours on the road, leave time used, collections worked on, inventories performed, grant duties, speaking engagements/meetings/workshops/conferences attended and other work related activities.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 1217

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013



**Agency Records Disposition Schedule**

Department: Office of the Secretary of State

Section: Local Records

Division: Records Services

Sub-Section:

**TITLE:** Local Records Conservation Lab Treatment Documentation

**CUTOFF:** End of fiscal year

**DESCRIPTION:** Records documenting the conservation of records, including but not limited to the condition and proposed treatment of public records, permission of owners, actual conservation treatment of records, digital photos, or photo prints. These records document activities and provide information on whether an item has previously been treated and the steps to take if an item requires similar treatment to a previous project. Records also provide a guide to future conservators in case a treatment needs to be reversed.

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

**NOTES:** These are original reports; copies are given to the owners of the records. Under best practices for conservators, these records are to be kept permanently.

**DISPOSITION ACTION:** Permanent

**SERIES:** 23995

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

**TITLE:** Local Records Record Retention Schedules

**CUTOFF:** When superseded or outdated

**DESCRIPTION:** Records documenting the minimum record retention period for local government records as established by the Local Records Board. Schedules include record series, minimum retention periods - may also include description of record series, content of series and notes.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 23996

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013