



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Records Management

Division: Records Services

Sub-Section:

**TITLE:** Disposition Pick Lists

**CUTOFF:** Date of Final Disposition

**DESCRIPTION:** System-generated lists of records that have been approved for disposition. The lists are used by Records Services staff to know which records are to be pulled for destruction or for transfer to the archives. Records include, but are not limited to, pick lists and any accompanying documents.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:** See series 21532 for daily pick lists.

**DISPOSITION ACTION:** Destroy

**SERIES:** 13741

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023

**TITLE:** Hold Documentation

**CUTOFF:** Date Hold is Removed

**DESCRIPTION:** Documentation of records placed on or removed from a disposition hold. Records include, but are not limited to, hold notices, hold release forms, and related correspondence.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24578

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023

**TITLE:** Non-Record Material

**CUTOFF:**

**DESCRIPTION:** Manuscripts, Documents, and Artifacts that do not fall under a record schedule approved by the State Records Commission, the Local Records Advisory Board, the Missouri Supreme Court, the Missouri Legislature, or the University of Missouri. Items assigned this record series are special imaging projects undertaken by Records Management on behalf of a state or local agency.

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

**NOTES:** Not approved by the State Records Commission. For internal use by Records Management to facilitate management of special projects.

**DISPOSITION ACTION:** Permanent

**SERIES:** 24572

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/14/2022



**Agency Records Disposition Schedule**

Department: Office of the Secretary of State

Section: Records Management

Division: Records Services

Sub-Section:

**TITLE:** Public Defender Requests

**CUTOFF:** Date Request is Entered

**DESCRIPTION:** File request forms submitted by State Public Defender offices. Records include, but are not limited to, request forms, logs, and related documents.

**RETENTION:** Years: 0 Months: 6 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24580

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023

**TITLE:** Pull Sheets for Items Not Found

**CUTOFF:** Date Resolved

**DESCRIPTION:** System-generated pull sheets for requests that were not fulfilled because the requested item was not located. Pull sheets may include notes about how the request for the item was resolved. Records include, but are not limited to, pull sheets, logs, and related correspondence.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:** These pull sheets are commonly referred to as "Not-In-Centers" or "N/Cs".

**DISPOSITION ACTION:** Destroy

**SERIES:** 1200

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023

**TITLE:** Records Tracking Forms - Nonpermanent Records

**CUTOFF:** Date in Which all Boxes on Form are Dispositioned or Resolved

**DESCRIPTION:** Forms used to track the receipt or disposition of nonpermanent records submitted by agencies for storage at the State Records Center. Records may include, but are not limited to, transmittals, disposition notices or approvals, and accompanying documentation.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 1194

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023



**Agency Records Disposition Schedule**

Department: Office of the Secretary of State

Section: Records Management

Division: Records Services

Sub-Section:

**TITLE:** Records Tracking Forms - Permanent Records

**CUTOFF:** Date in Which All Boxes on Form are Dispositioned or Resolved

**DESCRIPTION:** Forms used to track the receipt or disposition of permanent records submitted by agencies for storage at the State Records Center. Records may include, but are not limited to, transmittals, archives transfer forms, and accompanying documentation.

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

**NOTES:**

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

**SERIES:** 1193

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/28/2023

**TITLE:** Records Tracking System Transactions

**CUTOFF:** When Superseded or Outdated

**DESCRIPTION:** Records of transactions within the electronic records management system documenting services provided to state agencies including, but not limited to: system users; record locations, item creation and requests; and retention schedule changes.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 1198

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/28/2023

**TITLE:** Retention Schedule Working Papers

**CUTOFF:** Date Record Series Approved or Resolved by SRC

**DESCRIPTION:** Documents generated by records analysts while developing or updating record series. Records include, but are not limited to, drafts, notes, analyst copies of State Records Commission (SRC) meeting packets, and related correspondence. Records created pursuant to 109.220 RSMo.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** See series 13742 for official record of SRC-approved record series.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24513

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/28/2023



**Agency Records Disposition Schedule**

Department: Office of the Secretary of State

Section: Records Management

Division: Records Services

Sub-Section:

**TITLE:** Returned To Agency (RTA) Records

**CUTOFF:** Agency confirms receipt of returned records

**DESCRIPTION:** Records that are returned to the owning agency and will no longer be managed in the State of Missouri Records Tracking (SMART) system. The agency will be managing these records in its own records system.

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

**NOTES:** Not approved by the State Records Commission. For internal use by Records Management to facilitate the removal of data from the SMART system.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24563

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/7/2021

**TITLE:** State Records Commission (SRC) Approval Forms

**CUTOFF:** Date Signed by Secretary of State

**DESCRIPTION:** Official documentation of records disposition schedules and series approved by the SRC and signed by the corresponding agency and the Secretary of State. Records include, but are not limited to: single-series SRC Approval Forms, signed disposition schedules containing multiple series, and General Retention Schedule (GRS) Agreements. Records created pursuant to 109.250 RSMo.

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

**NOTES:** Per policy change by the State Records Commission on December 17, 2008, all future retention schedule items will be maintained under the "State Record Commission Approval Form", record series #23137.

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

**SERIES:** 13742

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023