



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Chief Counsel

Sub-Section:

TITLE: Administrative Hearing Records

CUTOFF: End of state fiscal year in which determined inactive

DESCRIPTION: Records related to arbitration, equal employment opportunity complaints, administrative hearings, and resolution of complaints. Also includes discrimination, employment security, formal termination, disadvantaged business enterprise, motor carrier, railroad safety, post termination, relocation assistance, outdoor advertising, utility relocation, and worker's compensation hearings.

RETENTION: Years: 20 Months: 0 Days: 0

NOTES: Business unit must review each file for destruction every 20 years.

DISPOSITION ACTION: Destroy

SERIES: 23685

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Administrative Rules and Regulations - Agency Files

CUTOFF: Publication of final order of rulemaking in Missouri Register

DESCRIPTION: Agency's statement of general applicability that implements, interprets, or prescribes law or policy, or that describes the organization, procedure, or practice requirements of the agency. Created pursuant to 536 RSMo. Includes significant work papers involved in development of final rule or regulation.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Business unit must review these files for destruction every 3 years.

DISPOSITION ACTION: Destroy

SERIES: 23687

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Chief Counsel

Sub-Section:

TITLE: Legal Files - Long Term

CUTOFF: End of state fiscal year in which resolved or adjudicated

DESCRIPTION: Papers arising through the preparation of legal opinions and in the course of litigation or other legal proceedings by MoDOT counsel or retained legal counsel. Includes condemnation cases with injunctions and mineral rights issues. These cases must be retained due to their high reference value and for the effective and efficient management of related issues.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: See 23688 for legal files that require a shorter retention period. Record will be maintained by MoDOT. Copies to the Missouri State Archives will not include records that fall under attorney client privilege, or those that protect attorney work product.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 23720

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Legal Files - Short Term

CUTOFF: End of state fiscal year in which resolved or adjudicated

DESCRIPTION: Documents arising through the preparation of legal opinions and in the course of litigation or other legal proceedings by agency counsel or retained legal counsel that do not have statutory requirements for retention beyond 10 years or provide business value necessary of the time specified in 23720.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23688

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Office of Disciplinary Counsel – Complaints

CUTOFF: Resolution of complaint

DESCRIPTION: Contains ethical complaints sent to the Chief Disciplinary Counsel of the Missouri Bar about both MoDOT's Chief Counsel's Office' attorney and opposing counsel.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23748

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Chief Counsel

Sub-Section:

TITLE: Railroad Case Files

CUTOFF: End of state fiscal year in which case is closed

DESCRIPTION: Records of administrative proceedings involving railroad crossings, railroad overpasses, or signal improvements in which costs are allocated to the state, the railroad or the local road authority and which record the source of funds used.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Record will be maintained by MoDOT, and one copy to Missouri State Archives. Copies to the Missouri State Archives will not include records that fall under attorney client privilege, or those that protect attorney work product.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 19254

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011