



**Rules of
Elected Officials
Division 30—Secretary of State
Chapter 45—Records Management**

Title	Page
15 CSR 30-45.010 State Records (Rescinded September 30, 2019)	3
15 CSR 30-45.020 Local Records (Rescinded September 30, 2019)	3
15 CSR 30-45.030 Local Records Grant Program Administration	3
15 CSR 30-45.040 Missouri Historical Records Advisory Board (MHRAB) Regrant Program Administration	3



Title 15—ELECTED OFFICIALS

Division 30—Secretary of State Chapter 45—Records Management

15 CSR 30-45.010 State Records

(Rescinded September 30, 2019)

AUTHORITY: section 109.230, RSMo 1986. Original rule filed Aug. 25, 1989, effective Feb. 11, 1990. Rescinded: Filed March 20, 2019, effective Sept. 30, 2019.

15 CSR 30-45.020 Local Records

(Rescinded September 30, 2019)

AUTHORITY: sections 109.241 and 109.255, RSMo 1986. Original rule filed Aug. 25, 1989, effective Feb. 11, 1990. Rescinded: Filed March 20, 2019, effective Sept. 30, 2019.

15 CSR 30-45.030 Local Records Grant Program Administration

PURPOSE: This rule outlines the process of administering the grants-in-aid program for local records preservation through the Office of the Secretary of State.

(1) The local records grant program provides financial assistance to local government officials to support records management and preservation efforts, particularly for records of permanent retention.

(A) Eligible applicants include all local government entities supported by a tax levy.

(B) Ineligible applicants include:

1. Individuals;

2. State agencies (local public records housed by state agencies may be included in a grant application that is submitted and administered by the local official who has statutory authority over the records);

3. Private organizations (local public records housed by private organizations may be included in a grant application that is submitted and administered by the local official who has statutory authority over the records);

4. Federal agencies.

(C) Procedures and Evaluation of Applications.

1. The Missouri Historical Records Advisory Board (MHRAB) recommends grant—

A. Activities, requirements, and objectives;

B. Cost-sharing contributions, budget structure, payment benchmarks, and accounting guidelines; and

C. Calendars.

2. The MHRAB reviews and evaluates grant applications and recommends funding levels for award to the secretary of state.

3. The process to be followed in writing and submitting a grant proposal are found in the *Missouri Local Records Preservation Grant Program Guidebook and Application*. All applicable guidelines, procedures, and standards relating to the local records preservation grants-in-aid program are detailed in *Missouri Local Records Preservation Grant Program Guidebook and Application* and the *Guidelines for Microfilming Public Records*.

A. Any interested person may obtain the most current version of *Local Records Preservation Grant Program Guidebook and Application* from the secretary of state website: www.sos.mo.gov/archives/localrecs/grants/.

B. The most current version of *Guidelines for Microfilming Public Records* are available from the secretary of state website: www.sos.mo.gov/archives/pubs/mfmg/.

4. The current *Guidebook and Application* and the *Guidelines for Microfilming Public Records* may be accessed on the secretary of state website: www.sos.mo.gov/archives/localrecs/grants/.

AUTHORITY: section 59.319, RSMo 2016, and section 109.221, RSMo Supp. 2019. Emergency rule filed June 19, 1991, effective June 29, 1991, expired Oct. 28, 1991. Original rule filed June 19, 1991, effective Oct. 31, 1991. Amended: Filed Nov. 6, 1991, effective May 14, 1992. Rescinded and readopted: Filed July 27, 1999, effective Feb. 29, 2000. Rescinded and readopted: Filed Jan. 18, 2002, effective July 30, 2002. Amended: Filed Jan. 24, 2003, effective July 30, 2003. Amended: Filed July 25, 2014, effective Jan. 30, 2015. Amended: Filed July 1, 2019, effective Dec. 30, 2019.*

**Original authority: 59.319, RSMo 1969, amended 1989, 1994, 2012 and 109.221, RSMo 1989, amended 1990, 1993, 1995, 1998, 2018.*

15 CSR 30-45.040 Missouri Historical Records Advisory Board (MHRAB) Regrant Program Administration

PURPOSE: This rule outlines the authority of the grants-in-aid program for historical records preservation through the Office of the Secretary of State.

PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. This material as incorporated by reference in

this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.

(1) The Missouri Historical Records Grant Program, provides financial assistance to historical records repositories to support cooperative strategies, education for records keepers, and preservation and expanded access to records.

(A) Eligible applicants include historical, ethnic, and religious societies, museums, libraries, colleges, universities, and others whose archival collections or records of historical value are open to the public on equal terms for everyone.

(B) Procedures and Evaluation of Applications.

1. The Missouri Historical Records Advisory Board (MHRAB) recommends grant—

A. Activities, requirements, and objectives;

B. Cost-sharing contributions, budget structure, payment benchmarks, and accounting guidelines; and

C. Calendars.

2. The MHRAB reviews and evaluates applications and makes awards in the program.

3. The process to be followed in writing and submitting a grant proposal is found in the Missouri Historical Records Grant Program Guidelines and Application which can be found on the secretary of state website: www.sos.mo.gov.

AUTHORITY: sections 109.221.3 and 109.221.5, RSMo Supp. 2019. Original rule filed Oct. 6, 2000, effective April 30, 2001. Rescinded and readopted: Filed Oct. 6, 2003, effective April 30, 2004. Amended: Filed April 1, 2010, effective Sept. 30, 2010. Amended: Filed July 1, 2019, effective Dec. 30, 2019.*

**Original authority: 109.221, RSMo 1989, amended 1990, 1993, 1995, 1998, 2018.*