

# RECORD RETENTION



# LOCAL RECORDS PRESERVATION PROGRAM

## Part of the Secretary of State's Office

- Started in 1990
- Main office in Jefferson City
- Nine field archivists throughout the state

## Provides free record consultations to local tax supported entities

- Records management consultations
- Preservation of permanent, historic records
- Competitive grant program

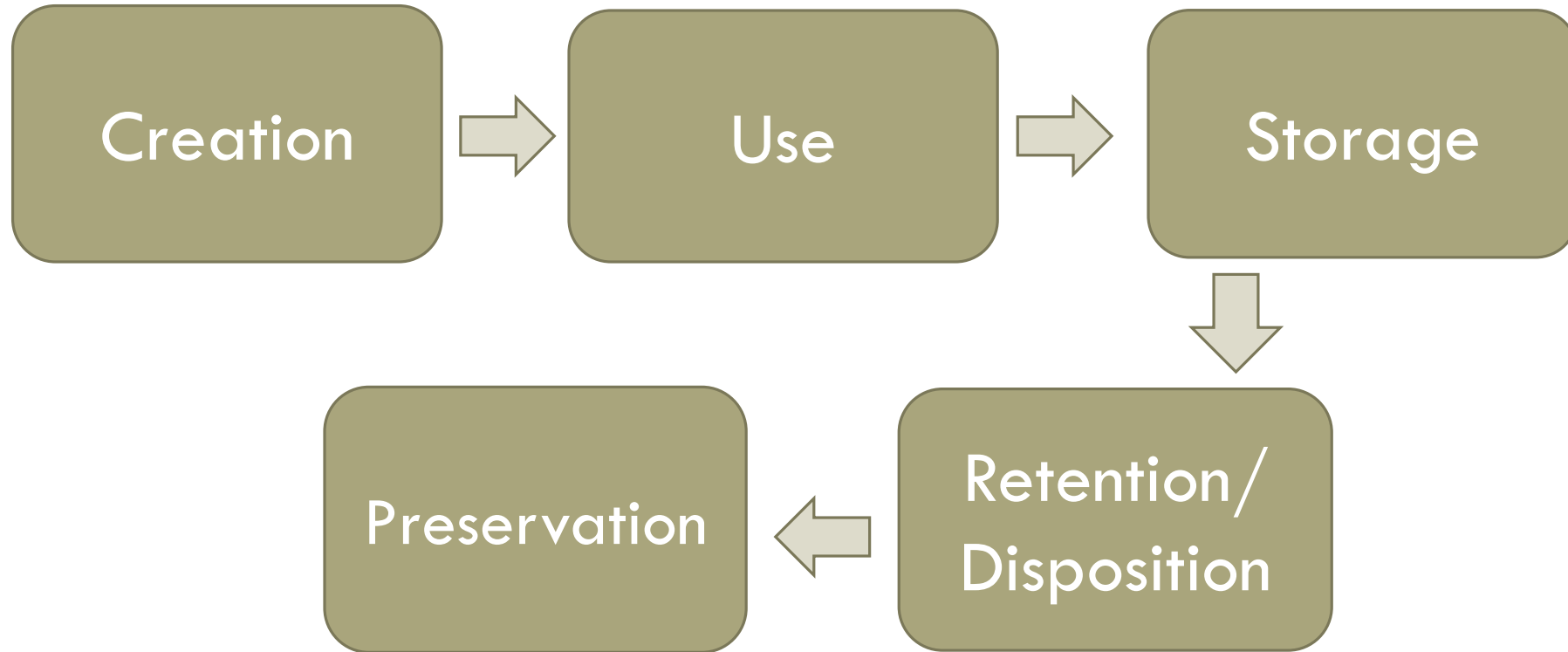
# LOCAL RECORDS BOARD

- Establishes retention schedules for local government
- Derives authority from RSMo 109.230 and 109.255
- At least 12 members, as outlined by statute
- Members serve for three years, board meets once a year in August

# INTRODUCTION TO RECORD RETENTION

- Your legal obligation & statutory authority to manage your records
  - Exceptions & limitations
  - Local governments are responsible for their records
- Defines records and non-records
- Benefits of microfilming
- Electronic records

# MANAGE RECORDS THROUGHOUT THE LIFE CYCLE



# WHAT IS A RECORD?

A **record** is defined as any “document, book, paper, photograph, map, sound recording or other material, **regardless of physical format** or characteristics, made or received pursuant to law or in connection with the transaction of official business.”

# RETENTION SCHEDULES

- Retentions schedules dictate the *minimum*, legal period a record must be retained and accessible
- Retentions are formalized by Local Records Board as authorized by RSMo 109.
- Based on input from local government officials and organizations
- Retentions can change—review the schedules periodically

# USING RETENTION SCHEDULES

- Multiple schedules for municipalities
  - General Retention Schedule
  - Municipal Retention Schedule
  - Election Authority Retention Schedule
- Your office may not have every record listed in a schedule
- Ctrl F command searches electronic versions
- Print, highlight and flag retentions used frequently



# RETENTION SCHEDULE INTRODUCTION

- Each schedule has an introductory section outlining your legal obligation & statutory authority to manage your records
- Defines “record” and “non-record”
- Outlines the benefits of microfilming

# RETENTION SCHEDULE ENTRIES

- Organized by alphabetical function headings
  - **ADMINISTRATIVE**
  - **ANIMAL CONTROL**
  - **BUILDING CODES**
  - **CEMETERY RECORDS**
- Designed to be user-friendly
  - Record Series Name
    - *Also called* identifies alternate titles
    - *Function* describes use of the record
    - *Content* gives information contained in record

# GOOD RECORDS MANAGEMENT PRACTICES

- **Written guidelines**
  - Formulate and write guidelines for
    - Filing system
    - Records management practices
      - Policy is legal protection
- **Storage**
  - Use uniform boxes
    - Standard 10" x 12" x 15" cubic foot boxes
  - Adopt uniform box/folder labeling

# RECORDS DISPOSITION

- Disposal should be done in the normal course of business
  - Create list of records destroyed
  - Disposal lists are permanent records
- Destroy closed records securely
  - Shred
  - Burn
  - Pulp

Retention schedules can be accessed through the Secretary of State website at

<http://www.sos.mo.gov/archives/localrecs/schedules/>



# LOCAL RECORDS PRESERVATION PROGRAM

Please do not hesitate to contact us for help.

- Phone: 573 751-9047
- Email [local.records@sos.mo.gov](mailto:local.records@sos.mo.gov)
- Website: <http://www.sos.mo.gov/archives/localrecs/>