

University of Missouri Extension
Records Retention and Disposition Recommended Schedule

a. Extension Council	3 years	Destroy	County Extension Office
b. University of Missouri	3 years	Destroy	Human Resources
2) Individual Personnel Records (includes hired applications)			
a. Council Staff	Permanent		County Extension Office
b. University of Missouri	Permanent		Human Resources
3) Vacation & Sick Leave			
a. University of Missouri	Continuous, 1 year after end of employment	Destroy	Human Resources
b. Council Paid Staff	Continuous, 1 year after end of employment	Destroy	County Extension Office
4) Payroll Records - Time Sheets			
a. County Paid Staff	5 years	Destroy	County Extension Office
b. University of Missouri	5 years	Destroy	Human Resources
5) Accident/Incident Reports			
	Permanent		Administrative Management-Fiscal
6) Retirement Records			
a. University of Missouri	Permanent		Human Resources
b. Federal	Permanent		Human Resources
c. County Extension Council Employees	Permanent		County Extension Office
7) Performance Evaluations			
a. Council Staff	3 years	Archive	County Extension Office
b. University of Missouri	3 years	Transfer to Archives	Human Resources
PUBLIC INFORMATION			
1) State Fair Farm Family	Permanent		County Extension Office
2) Leaders Honor Roll	Permanent		County Extension Office
STAFF DEVELOPMENT			
1) In-Service Training Records	Permanent		ETCS
2) Study Leave Records	Permanent		Human Resources
GRANTS & CONTRACTS (University of Missouri Extension & Council Sponsored)			
1) University of Missouri Extension			
a. Requests for Proposals, Proposals	Reference value. If awarded, 3 years after final invoice or audit		Administrative Management-Fiscal
b. Awards/Contracts, Operating Files	3 years after final invoice or audit		Administrative Management-Fiscal
2) County			
a. Requests for Proposals, Proposals	Reference value		County Extension Office
b. Awards/Contracts, Operating Files	3 years after final invoice or audit		County Extension Office