



Record Destruction Request Form

| MISSOURI RETENTION MANUAL CODE | NAME/DATE OF RECORDS TO BE DISPOSED | DATE(S) OF DOCUMENTS | RETENTION TIME NEEDED FOR RECORD |
|---|--|----------------------|----------------------------------|
| GS 117 Benefits/Payroll--Mandatory Reporting/Filing | Documents compliance with federal and state regulations relating to personnel matters. | 2017-2018 | 6 Years after filing due |