



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 040 Grant Information	Police Grant Information	2006-2011	3 years after submission of final report
GS 012 Correspondence	Police Correspondence	1999-2007	1 year
GS 067 Vehicle Ownership and Maintenance Records	Police Vehicle Records-no longer owned	1999-2007	Retain until sold or disposed of.