



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 007 Accounts Payable Records	May include: correspondence, reports, invoices, statements, vouchers, purchase orders, refund files, payment authorizations, receipt records, canceled checks or warrants, and similar documents.	2023-2024	Completion of audit
GS 008 Accounts Receivable	May include: Sales tax/Use tax distribution, reports, receipts, invoices, awards, logs, lists, summaries, statements and similar records. Information may include: receipt amount, date, invoice number, name, account number, account balance, adjustment, and similar data.	2023-2024	Completion of Audit
GS 053 Fee Records	Proposed Fee Changes	2023-2024	Completion of audit
GS 006 Subsidiary Ledgers	Journals, Registers, Monthly Ledgers, Accounting Summary Report File, Revenue Sharing, Trial Balance Fund	2023-2024	Completion of Audit
GS 009 Purchasing Records	Purchase Orders Ledger, Purchasing Requests, Requisitions, Authorizations, Material and Cost specifications, Acquisition Orders	2021	3 years plus completion of audit
GS 010 Banking and Investment Records	Account Statements, Deposit books, Deposit and Withdrawal Slips, Cancelled checks, Check Registers, Passbooks, Statements and Receipts for Interest Income; Monthly Statements; Investment Returns; Certificates of Deposit; Treasury Bills	2023	Completion of audit plus 1 year
GS 011 Receipts	Copies of receipts issued by the office to persons paying fees, turning over funds, or for the accounting of petty cash expenses.	2023-2024	Completion of Audit
GS 015 Postal Records	May include: postal meter records, receipts for registered and certified mail, insured mail, special delivery receipts and forms, loss reports, and related items.	2023	1 year
0717 Journal Entries	Journal Entries	2019	5 years
GS004 Budget Preparation Records	Budget preparation documents	2023-2024	Completion of Audit
GS 070 Expense Reimbursement Records	Expense reimbursement requests	2022-2023	Completion of Audit plus 1 year
028.006 Elections-Ballot Preparation Records	Ballot Sample and Preparation Records	2017-2022	22 months

028.008 Campaign Finance Reports and Related Documents	Candidate financial disclosure forms.	2017-2019	5 years
028.010 Certificate of Ballots	Election Materials	2017-2022	22 months
028.013 Certification of Election Results to Political Subdivisions	Ballot Certification from County	2017-2022	22 months
028.018 Election Notices	Notice of Election	2017-2022	22 months
GS 046 Oaths of Office	Oaths of office-Council and police	2020-2023	1 year after expiration of term
GS 112 Development and Zoning Requests	Development and Zoning Requests	2000-2014, 2016-2019	Accepted requests--Permanent; denied requests - 5 Years; withdrawn requests that have been publicized, placed on an agenda, or heard - 5 Years
GS 040 Grant Records	Various Police Grants: Bullet Proof Vest Grant, COPS Grant, Cybercrime Grant, Blueprint Grant, Technology Transfer Grant, DWI Sobriety Checkpoint Grant, LLEBG Grant, MoDOT Highway Safety Grant	2006-2018	Retain final reports from significant grants permanently. Retain other grant records 3 years after submission of final report or as specified by the granting agency, whichever is longer.
POL 026 Internal Affairs Records--Use of Force Reports	Documents officer use of force during incidents	2004-2012	5 Years from end of investigation