



Record Destruction Request

Form

MISSOURI RETENTION MANUAL CODE	NAME/DATE OF RECORDS TO BE DISPOSED	DATE(S) OF DOCUMENTS	RETENTION TIME NEEDED FOR RECORD
0001 Accident Reports	Animal Control volunteer injury report	May 2016	5 years
GS 006 Subsidiary Ledger	Permit Ledger	1959-1983	completion of audit
GS 112 Development and Zoning Requests	Development projects-not completed	2015	5 years