



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 114 Temporary Employee Files	Seasonal and intern employee files	1997-2016	5 years
GS 068 Payroll Records	Payroll	2014-2016	5 years
GS 328 Time and Attendance Records	Timesheets	2018	3 years plus audit