



# 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 064 Training Records	Supervisor Meeting/Training-Program Material-Sign in Sheets/attendance record	February 2017-September 2017	2) Program materials, retain 3 years
GS 090 Unemployment Insurance Case Files	Unemployment Claims	1995	2 years after last action