



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 091 Worker's Compensation Case File	Worker's Comp Records	1981, 1985-1987	Action taken- 10 years after case closed, dismissed, or date of last action; No action taken- 3 years
GS 090 Unemployment Insurance Case Files	Unemployment Records	1985-1986, 1988-1989, 1993, 2003	2 years after last action
GS 028 Time and Attendance Records	Timesheets	1993-1995	3 years plus completion of audit
GS 033 Wage and Tax Statements	W2 Forms	2002	5 years
GS 034 Federal and State Tax Records	Quarterly Tax Records (941)	2003-2005	5 years
GS 032 Employee Benefit Records	Benefit Records	1978-2003	Year-end leave balance reports and a copy of retirement enrollment records 75 years



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			after date of hire. Other records 3 years after separation or eligibility expired.
0003 Annexation Records	Annexations	1973, 1999, 2006-2010, 2012, 2014	6 years after recorded in minutes
GS 049 Request and Complaint Files	Citizen Requests for Service	2017	3 years
GS 066 Public Information Requests and Documentation	Public Information Requests	2017	3 years
GS 055 Bid Records	Bid Documentation	2015	5 years accepted; 3 years not accepted
GS 022 Public Notice Records	Posted agendas	2017	3 years
GS 085 Meeting Records (internal agency staff/committee)	Internal meeting records	2016-2017	3 years
GS 062 Employment Recruitment and Selection Records	Postings and unsuccessful candidates	2017	Retain announcement records, position description, and test and rating records 3 years; unsolicited



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			applications and resumes 6 months if not returned to the solicitor; unsuccessful applications, background checks and other records 1 year after position filled or recruitment canceled.
GS 046 Oaths of Office	Oaths of Elected/Appointed Officials and staff	1953, 1974-1975; 2009, 2011-2017	1 year after expiration of term
GS 060 Contracts, Leases and Agreements	Employment Contracts	1984-1985, 1988	3 years after expiration
GS 012 Correspondence - General	All non-policy correspondence	2019	1 year
GS 012.1 Correspondence - Transitory	Correspondence	2019, 2020	None
GS 016 Telecommunications Log	UB call log	2019	1 year



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GS 022 Public Notice Records	Affidavits of publication, notice of meetings, zoning notices	2017	3 years
GS 049 Request and Complaint Files	Citizen requests	2017	3 years after final disposition
GS 050 Permits and Licenses	Business Licenses	2018	2 years after expiration
GS 065 Participant Registration and Attendance Records	Parks and Recreation Programs/Events	2017	3 years
GS 066 Public Information Requests and Documentation	Public Information Requests	2017	3 Years
GS 085 Meeting Records (internal agency staff/committee)	Internal meeting records	2017	3 years
GS 055 Bid Records	Bid Records	2015	5 years accepted, 3 years rejected
0101 Animal Bite Records	Bite records	2018	2 years after report
0102 Animal Control Cards	Records documenting the history of every animal received at the shelter	2018	2 years
0104 Investigation Logs and Reports	Chronological record of investigations of incidents and cases handled by animal control officers	2018	2 years



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0217 Building Code Inspection and Enforcement File	Inspections, enforcement	2015	5 years or 5 years after defect corrected
1302 Laboratory Reports: Sewage, Water, Etc.	Testing results	2015	5 years
1303 State and Federal Compliance Reports: Wastewater Treatment Plant	Filed reports	2015	5 years
1304 Sewage Treatment Monitoring Reports	Lab results and monitoring	2015	5 years
1323 Backflow Prevention Testing Records	Documents tests to check for water contamination	2015	5 years
1401 Event Files	Records relating to the leasing of municipal facilities to various groups	2015	5 years after cancellation or expiration of lease
1403/1404 Facility Event and Recreation Program Scheduling and Reservation File	Reservation and Scheduling records	2015	5 years