

Record Destruction Request Form

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		DATE(S) OF	RETENTION TIME NEEDED FOR
MISSOURI RETENTION MANUAL CODE	NAME/DATE OF RECORDS TO BE DISPOSED	DOCUMENTS	RECORD
			If action taken, retain 10 years after
			case closed, dismissed, or date of
			last action; If no action taken,
GS 091 Worker's Compensation Case File	Worker's Compensation Claims	2014	retain 3 years