



## 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 007 Accounts Payable Records	Accounts Payable	2001	Completion of audit
028.006 Ballot Preparation Records 028.010 Certificate of Ballots 028.013 Certification of Election Results to Political Subdivisions 028.018 Election Notices	Election Materials	1996-1997	22 months
GS 045 Bonds, Public Officials and Employees	Surety Bond for Treasurer	1990	Retain 6 years after expiration
0030 Landfill Fee Records	Landfill Fee Records	All years prior to 1980	3 years
0003 Annexation Records	Annexation Records	1972-1975, 1966	6 years after recorded in minutes
028.006 Ballot Preparation Records 028.010 Certificate of Ballots 028.013 Certification of Election Results to Political Subdivisions 028.018 Election Notices	Annexation Election	1973-1974	22 months
0707 Bonds Issued	Bonds/COP's	1981	10 years after final maturity;



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			Rejected Proposals, 5 years
0039 Petitions	Petitions regarding Fluoride Treatment in water	1977	5 years