



## 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 125 Certification of Tax Rates	Pro-Forma Tax Rate Letter	2006-2022	Completion of Audit
GS 026 Employee Personnel Records	Master personnel files (employment summary remains)	2010-2013	Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years
GS 052 Building Applications and Permits	Hwy Permits	1987-2017	5 years after expiration
GS 027 Employee Medical Records	Medical records from personnel files	2000-2010	7 years after separation
GS 033 Wage and Tax Statements	W-2's	2016-2018	5 years
GS 035 Employee Withholding Forms	W-4 Forms	2004-2018	5 years after superseded or separation
GS 042 Volunteer Worker Records	Reserve and Auxiliary Volunteers	2006-2020	3 years after separation
GS 043 Drug Testing Records	Drug test results	2013-2021	Retain positive 5 years, retain negative 1 year.
GS 064 Training Records	Employee training records	2002-2018	Individual Employee/Official Training Records, retain 5 years after termination of employment any records not transferred to the employee/official's master Personnel Record
GS 090 Unemployment Insurance Case Files	Unemployment Case Files; Unemployment Claims Files	2014-2015;	2 years after last action
GS 091 Worker's Compensation Case File	Worker's Compensation Claims	2011-2013	If action taken, retain 10 years after
GS 118 Employee Benefit Records--	Health/Vision/Dental Insurance, long-term disability insurance, life	2000-2017	6 Years after separation and 6 years
GS 060 Contracts, Leases, and Agreements	Employment contracts	2000-2018	5 years after expiration