



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 037 News Releases	May include news releases announcing routine events or actions carried out within the scope of existing policies.	2003, 2010, 2015, 2016	2 years
GS 040 Grant Records	Grant Records	2009	Final reports permanent. Other records 3 years after final submission. Unsuccessful 1 year after rejection