



Record Destruction Request Form

MISSOURI RETENTION MANUAL CODE	NAME/DATE OF RECORDS TO BE DISPOSED	DATE(S) OF DOCUMENTS	RETENTION TIME NEEDED FOR RECORD
0707 Bonds Issued	Sewer Bonds	1990, 1965, 1978, 1995, 1996, 1986, 1984, 1999, 1987, 1961, 1981, 1953	10 years after final maturity; Rejected Proposals, 5 years
GS 116 Employee Benefit Records--Administration	Statements from insurance and other benefits	1990-2005	6 years after end of calendar year
0757 Maintenance Guarantee Bonds	Subdivision bonds	1977-1980	Term of Contract statute of limitations
GS 118 Employee Benefit Records--Participant	FSA Enrollment	2004	6 Years after separation and 6 years after expiration of any appeal period
GS 034 Federal and State Tax Records	Records used to report the collection, distribution, deposit, and transmittal of federal and state income, social security, and unemployment taxes.	1997-2004	5 Years
GS 007 Accounts Payable Records	payable records	2000-2005	Completion of Audit
GS 068 Payroll Records	Payroll Earnings and Deduction Registers	2000-2005	Retain Year-to-Date Annual Summary 70 years for administrative purposes. Retain all other records 5 years.
GS 033 Wage and Tax Statements	W2 Forms	1995	5 years
GS 090 Unemployment Insurance Case Files	Unemployment claim	1987	2 years after last action