



Record Destruction Request Form

MISSOURI RETENTION MANUAL CODE	NAME/DATE OF RECORDS TO BE DISPOSED	DATE(S) OF DOCUMENTS	RETENTION TIME NEEDED FOR RECORD
0003 Annexation Records	Annexation Records	1978, 2003, 2009, 2011, 2012	6 years after recorded in minutes
GS 085 Meeting Records (Internal)	City School Partnership	1997	3 year
GS 047 Policy and Procedure Files	Storm Water Management	1992	Retain routine clerical manuals until superseded, updated or no longer needed for reference.
GS 047 Policy and Procedure Files	Protecting Water Quality Manual	1999	Retain routine clerical manuals until superseded, updated or no longer needed for reference.
GS 047 Policy and Procedure Files	Urban Conservation Policy Handbook	1998	Retain routine clerical manuals until superseded, updated or no longer needed for reference.
0003 Annexation Records	James River By-Pass Project - Annexations and Planning Materials	2002	6 years after recorded in minutes



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0003 Annexation Records	Annexations for Brookline Village	1997-2002	6 years after recorded in minutes
0211 Street Address Log	HWY 60 Address Change Project	1998	Until superseded or no longer needed for reference.
0003 Annexation Records	HWY 60 Annexation	1998	6 years after recorded in minutes
0211 Street Address Log	Address Changes Various	2000-2002	Until superseded or no longer needed for reference.
1304 Sewage Treatment Monitoring Reports	Daily Operation Summary, Weather Data, Laboratory Sampling Records and Chain of Custody, Sludge Waste Records, Sludge Blanket Measurements.	1999-2017	5 years
028.006 Ballot Preparation Records	Wastewater Special Election	2007	22 Months
GS 123 Building Code Inspection and Enforcement File	Inspection Reports	1998	5 years
GS 012 Telecommunications Log	Telephone Logs-Public Works	2000	1 year