



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	May include: correspondence, reports, invoices, statements, vouchers, purchase orders, refund files, payment authorizations, receipt records, canceled checks or warrants, and similar documents.	2021-2022	Completion of audit
GS 008 Accounts Receivable	May include: Sales tax/Use tax distribution, reports, receipts, invoices, awards, logs, lists, summaries, statements and similar records. Information may include: receipt amount, date, invoice number, name, account number, account balance, adjustment, and similar data.	2021-2022	Completion of Audit
GS 053 Fee Records	Proposed Fee Changes	2021-2022	Completion of audit
GS 006 Subsidiary Ledgers	Journals, Registers, Monthly Ledgers, Accounting Summary Report File, Revenue Sharing, Trial Balance Fund	2019-2022	Completion of Audit
GS 009 Purchasing Records	Purchase Orders Ledger, Purchasing Requests, Requisitions, Authorizations, Material and Cost specifications, Acquisition Orders	2019-2020	3 years plus completion of audit
GS 010 Banking and Investment Records	Account Statements, Deposit books, Deposit and Withdrawal Slips, Cancelled checks, Check Registers, Passbooks, Statements and Receipts for Interest Income; Monthly Statements; Investment Returns; Certificates of Deposit; Treasury Bills	2021-2022	Completion of audit plus 1 year
GS 011 Receipts	Copies of receipts issued by the office to persons paying fees, turning over funds, or for the accounting of petty cash expenses.	2021-2022	Completion of Audit
GS 015 Postal Records	May include: postal meter records, receipts for registered and certified mail, insured mail, special delivery receipts and forms, loss reports, and related items.	2021-2022	1 year
0717 Journal Entries	Journal Entries	2018	5 years
GS004 Budget Preparation Records	Budget preparation documents	2021-2022	Completion of Audit
GS 070 Expense Reimbursement Records	Expense reimbursement requests	2017-2021	Completion of Audit plus 1 year