



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 090 Unemployment Insurance Case Files	Unemployment records	1989-1990, 1992-2001, 2003, 2005-2013	2 years after last action
GS 027 Employee Medical Records	Insurance Claims and medical documentation	2001-2013	7 years after separation
GS 064 Training Records	Training Records-training materials	2000	1) Training materials, retain one copy until superseded; 2) Program materials, retain 3 years
GS 043 Drug Testing Records	Drug Test Results	2002, 2005-2010	Retain positive 5 years, retain negative 1 year.
GS 063 Position Description, Classification, and Compensation Records	Wage Surveys	2004, 2007, 2013	3 years after obsolete or superseded
GS 091 Worker's Compensation Case File	Worker's Comp	2005-2010	10 years after closed if action



Record Destruction Request

Form

			taken, 3 years if no action
GS 028 Time and Attendance Records	Timesheets	1993-1999, 2001-2002, 2004, 2016-2017	3 years plus audit
GS 033 Wage and Tax Statements	W-2's	2006-2008, 2013-2015	5 years
GS 034 Federal and State Tax Records	1099's, 941's, W-9's, and similar federal and state completed forms.	2013	5 years
GS 062 Employment Recruitment & Selection Records	Postings and unsuccessful applicants.	2017	Retain unsuccessful application and other records 1 year, Announcements 3 years