



Record Destruction Request Form

GS 116 Employee Benefit Records-Administration	Retirement plan book	2002	6 years
GS 010 Banking and Investment Records	discs-copies of checks	2006	Completion of Audit plus 1 year
GS 116 Employee Benefit Records-Administration	Payments, statements, withholdings, stubs, contributions, and correspondence regarding benefits	2005-2017	6 years
GS 068 Payroll Records	Garnishment checks	2016	5 years
GS 034 Federal and State Tax Records	Unemployment Tax Report	2014-2016	5 years
GS 047 Policy and Procedure Files	ACH procedure	2015	Retain routine clerical manuals until superseded, updated, or no longer needed for reference.
GS 034 Federal and State Tax Records	Unemployment Tax Report/Payments	2008-2016	5 years
GS 034 Federal and State Tax Records	State and Federal Quarterly Withholding Tax	2015-2016	5 years
GS 034 Federal and State Tax Records	941 Quarterly Federal Tax Return	2013-2016	5 years
GS008 Accounts Receivable Records	Credit Card Processor Statements	2017	Completion of Audit
GS 054 Fixed Assets Inventory	Inventory List-superseded	various	Retain current until superseded, then retain superseded through completion of audit
GS008 Accounts Receivable Records	Accounts Receivable Ledgers	2012-2016	Completion of Audit
0718 Motor Fuel Usage Reports Files	Motor Fuel Usage Reports Files	2014	5 years
GS 118 Employee Benefit Records--Participant	claims and appeals regarding employee benefits	2012	6 years after separation and 6 years after expiration of any appeal period
0704 Bank Loans Files	Bank Loan Information (Paid off in 2015)	2005	Until cancellation of loan plus 5 years
GS 049 Request and Complaint Files	Citizen Requests for Service	2019	3 years
GS 066 Public Information Requests and Documentation	Public Information Requests	2019	3 years
GS 055 Bid Records	Bid Documentation	2017	5 years accepted; 3 years not accepted
GS 022 Public Notice Records	Posted agendas	2019	3 years
GS 085 Meeting Records (internal agency staff/committee)	Internal meeting records	2019	3 years

			Retain announcement records, position description, and test and rating records 3 years; unsolicited applications and resumes 6 months if not returned to the solicitor; unsuccessful applications, background checks and other records 1 year after position filled or recruitment canceled.
GS 062 Employment Recruitment and Selection Records	Postings and unsuccessful candidates	2019	
GS 012 Correspondence - General	All non-policy correspondence	2021	1 year
GS 016 Telecommunications Log	UB call log	2021	1 year
GS 022 Public Notice Records	Affidavits of publication, notice of meetings, zoning notices	2019	3 years
GS 050 Permits and Licenses	Business Licenses	2020	2 years after expiration
GS 065 Participant Registration and Attendance Records	Parks and Recreation Programs/Events	2019	3 years
0102 Animal Control Cards	Records documenting the history of every animal received at the shelter	2019-2020	2 years
0104 Investigation Logs and Reports	Chronological record of investigations of incidents and cases handled by animal control officers	2020	2 years
0217 Building Code Inspection and Enforcement File	Inspections, enforcement	2017	5 years or 5 years after defect corrected
1302 Laboratory Reports: Sewage, Water, Etc.	Testing results	2017	5 years
1303 State and Federal Compliance Reports: Wastewater Treatment Plant	Filed reports	2017	5 years
1304 Sewage Treatment Monitoring Reports	Lab results and monitoring	2017	5 years
1323 Backflow Prevention Testing Records	Documents tests to check for water contamination	2017	5 years
1401 Event Files	Records relating to the leasing of municipal facilities to various groups	2017	5 years after cancellation or expiration of lease
1403/1404 Facility Event and Recreation Program Scheduling and Reservation File	Reservation and Scheduling records	2017	5 years
GS 020 Work Orders	Maintenance requests; Service requests; Service report; Application for Services	2019	3 years
GS 037 News Releases	May include news releases announcing routine events or actions carried out within the scope of existing policies.	2020	2 years
GS 038 Scrapbooks, Photographs and Clippings	Photos	2022	Retain as Needed

GS 076 Administrative Reports	Administrative Reports Internal	2020	Completion of Audit
GS 047 Policy and Procedure Files	Bank Instruction Book (US Bank)/banking transition (Obsolete)	2005-2008, 2011-2014	Retain routine clerical manuals until superseded, updated, or no longer needed for reference.
GS 010 Banking and Investment Records	closed Certificate of Deposit accounts	2011-2013	Completion of Audit plus 1 year
GS 055 Bid Records	Bid Documentation	2010	5 years after contract end if accepted; 3 years not accepted
GS 047 Policy and Procedure Files	Old credit card processing instructions/corr	2000-2007	Retain routine clerical manuals until superseded, updated, or no longer needed for reference
0707 Bonds Issued	bond statements	2000-2011 (maturity in 2011)	10 years after final maturity
GS 040 Grant Records	DWI Enforcement/Sobriety Checkpoint Grants Records	2010-2014	Retain final reports from significant grants permanently. Retain other grant records 3 years after submission of final report or as specified by the granting agency, whichever is longer.
GS 040 Grant Records	Local Law Enforcement Block Grant/JAG Grant	2009-2015	Retain final reports from significant grants permanently. Retain other grant records 3 years after submission of final report or as specified by the granting agency, whichever is longer.
GS 040 Grant Records	Click it or Ticket Grant	2010-2014	Retain final reports from significant grants permanently. Retain other grant records 3 years after submission of final report or as specified by the granting agency, whichever is longer.
GS 040 Grant Records	MoDOT HMV Grant	2012-2013	Retain final reports from significant grants permanently. Retain other grant records 3 years after submission of final report or as specified by the granting agency, whichever is longer.

GS 040 Grant Records	Blueprint for Safety Grant	2014	Retain final reports from significant grants permanently. Retain other grant records 3 years after submission of final report or as specified by the granting agency, whichever is longer.
GS 040 Grant Records	EMPG Grants	2006-2014	Retain final reports from significant grants permanently. Retain other grant records 3 years after submission of final report or as specified by the granting agency, whichever is longer.
GS 040 Grant Records	FEMA Fire Act Grant, USDA Grant 2005	2013	Retain final reports from significant grants permanently. Retain other grant records 3 years after submission of final report or as specified by the granting agency, whichever is longer.