



Record Destruction Request Form

MISSOURI RETENTION MANUAL CODE	NAME/DATE OF RECORDS TO BE DISPOSED	DATE(S) OF DOCUMENTS	RETENTION TIME NEEDED FOR RECORD
1611 Meter Reading Summary Report	Consumption reports	2015-2017	5 years
GS 020 Work Orders	Service Orders-UB	2007-2019	3 years
1610 Meter Books	Meter and Account Number List	2006-2017	5 years
1602 Customer Account Cards	Billing registers and account information, account list	2008-2017	5 years
GS 008 Accounts Receivable	Use Taxes-Motor Fuel, Motor Sales, Cigarette, Franchise, etc.	2012-2018	Completion of Audit
GS 047 Policy and Procedure Files	Finance/UB/PCard Clerical Manuals	2004-2017	Retain routine clerical manuals until superseded, updated, or no longer needed for reference.
GS 004 Budget Preparation	Budget Prep Information and handouts	2008-2011, 2015-2017, 2019	Completion of Audit plus 1 year
GS 010 Banking and Investment Records	Monthly Bank Reconciliation	2004-2005	Completion of Audit plus 1 year
0717 Journal Entries	Bank Reconciliation through Journal Entries Book	2014-2017	5 Years
GS 054 Fixed Assets Inventory	Inventory-superseded	2000-2005	Retain current inventory in office until superseded. Retain superseded inventories through Completion of Audit.
GS 062 Employment Recruitment and Selection Records	Unsuccessful candidates	2020-2021	Retain 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 064 Volunteer Records	Parks and Recreation Coach Information/Backgrounds	2011-2019	3 years after separation; Unaccepted volunteer applications, 1 Year
GS 052 Building Applications and Permits	ROW Permits	2013-2015	Retain other permits (including but not limited to: excavation/Dig Right notifications, curb cuts, culverts, pavement renewals, sidewalk/driveway) 5 years after expiration.

1323 Backflow Prevention Testing Records	Backflow Prevention Testing Records	2013-2016	5 years
GS 055 Bid Records	Bid Documentation	2002, 2007	5 years after contract end if accepted; 3 years not accepted
0718 Motor Fuel Usage	Fuel Logs	2012-2013	5 years after contract end if accepted; 3 years not accepted
GS 052 Building Applications and Permits2005	demolition documentation	2005	5 years after contract end if accepted; 3 years not accepted
GS 076 Administrative Reports	Activity Reports-Public Works	2008	Completion of Audit
GS 080 Buildings and Grounds Maintenance Reports	Public Works job records	2008	3 years
WD 018 Inspection Records	Backflow Prevention Records	2013-2016	5 years
0101 Animal Bite Records	Animal Control Records	2005-2007	2 years
0107 Animal Control Enumeration Records	Animal Control Records	2005-2007	3 Years
0108 Ownership Verification Records-Animals	Animal Control Records	2005-2007	2 years after court date