



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 067 Vehicle Ownership and Maintenance Records	BUILDS vehicles-sold: legal titles, registration documents, purchase invoice, contracts, warranties, inspections, maintenance logs.	2005-2022	Retain titles, licenses, warranties, and maintenance records until vehicle is sold or disposed of. Retain registration records until superseded or disposition of vehicle.
GS 085 Meeting Records (internal agency staff/committee)	Unified Development Code Meetings	2012-2013	3 years
1302 Laboratory Reports: Sewage, Water, Etc	Water Sample Records	2015-2017	5 years
1303 State and Federal Compliance Reports: Waste Water Treatment Plant	SCLS Failure	2017	5 years
1303 State and Federal Compliance Reports: Waste Water Treatment Plant	Report on WW Discharge from Station 5	1991	5 years
0718 Motor Fuel Usage Reports File	Fuel Logs	2009-2014	5 Years
GS 070 Expense Reimbursement Records	Expense Reports	2008-2016	Completion of audit plus 1 year.
GS 122 Monthly Reports of Building Permits Issued File	permit reports to Us Census Bureau	1983-2004	3 years
GS 123 Inspection Reports	Inspection Books	2006-2012	5 years
GS 040 Grant Records	Ice Storm Recovery Billing/Documentation	2007	3 years after submission of final report
GS 123 Building Code Inspection and Enforcement File	Volation notices	2003	5 years
GS 085 Meeting Records (internal agency staff/committee)	City/School Partnership Notes		3 years
GS 056 Insurance Policy Records	Insurance Policy Information	2002-2009	Retain until canceled or expired, plus 6 calendar years.
GS 057 Insurance Claims Files	Filed Claims	2002-2009	If legal action taken, retain 10 years after case disposed, or date of last action; If no legal action taken, retain 5 years + legal review.