



Record Destruction Request Form

MISSOURI RETENTION MANUAL CODE	NAME/DATE OF RECORDS TO BE DISPOSED	DATE(S) OF DOCUMENTS	RETENTION TIME NEEDED FOR RECORD
WD 017 Delinquent Notices	Shutoff/past due notices	2008-2019	2 years + audit
GS 052 Building Applications and Permits	ROW permits	2007, 2009-2010	Retain other permits (including but not limited to: excavation/Dig Right notifications, curb cuts, culverts, pavement renewals, sidewalk/driveway) 5 years after expiration.
0008.2 Budget Adjustments	Budget Adjustments (still documented in Council Packet)	2000-2017	5 years
0102 Animal Control Cards	Records documenting the history of every animal received at the shelter	1995-2002	2 years
0104 Investigation Logs and Reports	Animal Control Records	1995-2002	2 years
028.009 Candidacy Records	Election Records	1998, 2000	22 months
0105 Dog and Cat License Receipts	Dog and Cat License Receipts	1980-1981, 1986, 1991, 2000-2002	Dog and Cat License Receipts
0718 Motor Fuel Usage	Gas Receipts	1990-2011, 2016-2017	5 years
0745 Delinquent Tax Report Files	Record showing residents who owe delinquent real estate and personal property taxes to the city	1988-1993, 1999-2003, 2005-2016	6 years except certificate of redemption, which need only be retained 2 years
0747 Personal Property Tax Records	A record of residents who owe city taxes on personal property	1966-1969, 1988-1990, 1993-1994, 2011-2016	6 years
0753 Tax Assessment Files	Records relating to assessments for real estate taxes	2007-2017	5 years
0752 Tax Anticipation Notes	All records relating to tax anticipation	2010-2017	5 years
0749 Real Estate Tax Records	Records documenting the collection of real estate taxes from city residents	1970-2016	6 years
0764 Surplus Property	Records pertaining to property owned by the city that has been declared surplus	1980-2017	5 years

1302 Laboratory Reports: Sewage, Water, Etc	Water Sample Records	1973-1978, 1980-1984, 1986, 1989- 1997, 1999- 2014	5 years
1303 State and Federal Compliance Reports: Waste Water Treatment Plant	Reports filed with state and federal agencies monitoring the city's compliance with government regulations	1976-1982, 1984-1985, 1987, 1999- 2002, 2006- 2014	5 years
1304 Sewage Treatment Monitoring Reports	Monthly Waste Water Reports/Sewer Inspection Reports, Lift Station Report	1982, 1984- 1985, 1988- 1997, 1999- 2014	5 years
1318 Equipment, Public Works Check In/Out Cards	Record of municipal public works equipment temporarily removed on a regular or periodic basis from its authorized place of storage	1990-2020	2 years
1323 Backflow Prevention Testing Records	Backflow Prevention Testing Records	1990-2012	5 years
1603 Customer Service Deposit File	A record of whether a resident paid a utility deposit, and amount	2008, 2012- 2019	2 years after deposit is refunded
GS 009 Purchasing Records	Purchase Orders Ledger, Purchasing Requests, Requisitions, Authorizations, Material and Cost specifications, Acquisition Orders	1994-1995	3 years plus completion of audit
GS 020 Work Orders	Maintenance requests; Service requests; Service report; Application for Services Active/Inactive; Rejected Application for Services.	1990-1999, 2003-2006	3 years