



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 022 Public Notice Records	Notices of meetings	2016	3 years
0718 Motor Fuel Usage Reports File	Fuel receipts/bills	2015	5 years
GS 023 Capital Improvement Projects Files	US 60 Water System Improvements-hard copy will be destroyed due to contamination; however, a digital copy will remain on file and accessible to staff and the community.	1994-1997	Retain for the life of the structure, sidewalk, or road, plus 10 years; May be subject to federal requirements.
GS 023 Capital Improvement Projects Files	<u>WWTP improvements/sludge truck</u> <u>Engineering services</u> <u>Waterline Agreement</u> <u>Water Improvements-Chlorination</u> <u>Brooks Alley Sewer Replacement</u> <u>Fairwood Street Drainage</u> <u>Hines Street Improvements</u> <u>Lynn Street Box Culverts</u> <u>Pinewood Acres Drainage</u> <u>Senior Citizens Friendship Center</u> <u>Water Tank and Tower</u>	<u>1983-1987</u> <u>1990</u> <u>1986</u> <u>1994-1995</u> <u>1994-1995</u> <u>1996-1997</u> <u>1994-1997</u> <u>1995-1996</u> <u>1986</u> <u>1990</u> <u>1987-1988</u>	Retain for the life of the structure, sidewalk, or road, plus 10 years; May be subject to federal requirements.



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	(Hard copies will be destroyed due to contamination; however, a digital copy will remain on file and accessible to staff and the community.)		
0707 Bonds Issued	Waterworks and Sewer Bond	1984-1986	10 years after final maturity; Rejected Proposals, 5 years
GS 040 Grant Records	EPA Sewerage Construction Grants (Hard copies will be destroyed due to contamination; however, a digital copy will remain on file and accessible to staff and the community.)	1983-1987	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. Retain unsuccessful grant



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			applications 1 year after rejection or withdrawal.
0707 Bonds Issued	<u>Ground Lease Agreement-Senior Citizen's Friendship Center and Civic Center Project</u> <u>Series 95 RSV FD</u> <u>Series 1996 Revenue Fund</u> <u>Series 1990</u> <u>Series 1984B WWSS Bond</u> <u>Series 1986 WWSS</u> <u>Series 1984 A WWSS Bond</u> <u>Lease Revenue Fund-Interest</u> <u>Series 1999A-Construction Loan</u> <u>Park Bonds-General Obligation</u> <u>Park Obligation Bond Series 1981</u> <u>Park Obligation Bond Series 1987</u> <u>Sewer Bond</u> <u>EIERA/SRF-Master TR 99A</u> <u>Series 1978 WWSS Bond</u> <u>Series 1965 Obligation WWSS</u> -includes statements	<u>1990</u> <u>1995-00</u> <u>1996-00</u> <u>1990-00</u> <u>1984-00</u> <u>1986-1994</u> <u>1984-1992</u> <u>1995-1996</u> <u>1999-2000</u> <u>1987</u> <u>1981-1984</u> <u>1986-87</u> <u>1953</u> <u>1999-2000</u> <u>1978</u> <u>1965-1984</u>	10 years after final maturity; Rejected Proposals, 5 years



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GS 023 Capital Improvement Projects Files	Pool Repairs (Pool at JR Martin Park)	1982-1985	Retain for the life of the structure, sidewalk, or road, plus 10 years.
GS 060 Contracts, Leases, and Agreements	Streetlight contracts (Hard copies will be destroyed due to contamination; however, a digital copy will remain on file and accessible to staff and the community.)	1981-1987	5 years after expiration
GS 012-Correspondence	Letters to citizens regarding sewer connection availability	1971	1 year
028.018 Election Notices/ 028.006 Ballot Preparation Records	Sewer Bond Election Documentation/Ballots/etc.	1953, 1964-1966, 1984, 1987-92	22 months
GS 068 Payroll Records	Payroll Documents, withholdings, garnishments, etc. (Hard copies of payroll ledger will be destroyed due to contamination; however, a digital copy will remain on file and accessible to staff and the community.)	1989-1992, 1994-1995, 2000-2005	Retain Year-to-Date Annual Summary 70 years for administrative purposes. Retain all other records 5 years.



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GS 032 Employee Benefit Records	Employee Benefits-statements of previous insurance (Hard copies of retirement benefits will be destroyed due to contamination; however, a digital copy will remain on file and accessible to staff and the community.)	2004-2007	Retain year-end leave balance reports and a copy of retirement enrollment records 75 years after date of hire. Retain other records 3 years after employee separation or eligibility expired.
0015.1 Maintenance Guarantee Bonds (Private Development)	Plat/subdivision bonds	1977-1979	Term of contract plus term of bond plus 4 years
GS 004 Budget Preparation Records	Budget Projections	1972	Completion of audit
GS 034 Federal and State Tax Records	Tax Payment Update Forms	1997	5 years
GS 056 Insurance Policy Records	Insurance Policy statements and coverage books	1980-2005	Retain until canceled or expired, plus 6 calendar years. Retain insurance



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			policy and carrier information until all claims have been settled.
GS 027 Employee Medical Records	FMLA records, vaccine records	2002-2004	Hazard Exposure Records 30 years after separation; all other records 7 years after separation.
GS 090 Unemployment Insurance Case Files	Unemployment cases	2003	2 years after last action