



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Community Health Services and Initiatives

Division: Division of Community and Public Health

Sub-Section: Bureau of Cancer and Chronic Disease Control

TITLE: Cancer Inquiry Materials

CUTOFF: Close of Inquiry

DESCRIPTION: Materials consists of correspondence, state and federal reports and final inquiry reports for the Cancer Inquiry Database.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23409

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Cancer Inquiry Patient Information Forms

CUTOFF: Close of Inquiry

DESCRIPTION: Demographic and medical information about specific cancer cases submitted by the public during an investigation to determine if a cancer concern becomes a cancer inquiry.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23410

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Diabetes Screening Registry

CUTOFF: End of Calendar Year

DESCRIPTION: Records include diabetes screening data reports provided by Federally Qualified Healthcare Centers in Missouri. Data is received on a monthly basis and used to track progress on health disparities and risk factors in low-income populations. Reports are maintained by the Diabetes Control and Prevention Program.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7556

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Community Health Services and Initiatives

Division: Division of Community and Public Health

Sub-Section: Bureau of Cancer and Chronic Disease Control

TITLE: Missouri Cancer Registry (MCR) Organizational Materials

CUTOFF: End of State Fiscal Year

DESCRIPTION: Bureau's copies of materials consisting of the goals and objectives, progress reports, meeting agendas and minutes, policies and procedures of the MCR.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: These original materials are stored with the University of Missouri.

DISPOSITION ACTION: Destroy

SERIES: 23408

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Organ and Tissue Donor Program and Registry

CUTOFF: End of State Fiscal Year

DESCRIPTION: Records include program operation correspondence, project files, reports, research and publications. Documents are compiled to provide statistical information and create an annual report.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23411

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Requisitions

CUTOFF: End of State Fiscal Year

DESCRIPTION: Working copies of purchase requisitions that are non-grant related: purchase requests, print requests and contract requisitions (DH-10's).

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Original kept by Department of Health and Senior Services, Division of Administration.

DISPOSITION ACTION: Destroy

SERIES: 7563

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Community Health Services and Initiatives

Division: Division of Community and Public Health

Sub-Section: Bureau of Cancer and Chronic Disease Control

TITLE: Show Me Health Women Provider Contracts

CUTOFF: Close of Contract

DESCRIPTION: Records include, but are not limited to, amendments, provider application with clinician license numbers, working copies of contracts yearly renewals, and all related documentation.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Original contracts and amendments kept by the Department of Health and Senior Services, Division of Administration.

DISPOSITION ACTION: Destroy

SERIES: 23407

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Show Me Healthy Women (SMHW) Client Records

CUTOFF: End of calendar year of final service

DESCRIPTION: Records of clients enrolled in the SMHW program for breast and cervical cancer screenings, diagnostic tests, follow-ups, and reimbursements of services rendered. Records include, but are not limited to, client medical records, test results, diagnoses, treatments, and billing information. Records created and maintained per 19 CSR 30-20.094.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Shred

SERIES: 24501

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016