



### Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Disease Prevention

Division: Division of Community and Public Health

Sub-Section: Bureau of Communicable Disease Control and Prevention

**TITLE:** Annual Reports to Center for Disease Control

**CUTOFF:**EOCY

**DESCRIPTION:** Communicable Disease annual reports submitted to the Center for Disease Control by the Bureau. Contain information on the occurrence of communicable diseases in Missouri, based on reports by the Bureau of Communicable Disease Control and Prevention.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 22587

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Case Reports

**CUTOFF:**EOCY

**DESCRIPTION:** Records include, but are not limited to individual case reports, supplemental reports on case investigations, lab reports, contact information, and death certificates related to investigations of reportable diseases. Initial Case Reports are submitted by healthcare providers. Records of Investigation are conducted and submitted by public health professionals. Records are submitted to the Bureau for surveillance activities and oversight. The reports can contain epidemiological, progress, and diagnostic information. Reports can contain individual identifiable healthcare information protected by 192.067 RSMo.

**RETENTION:** Years: 33 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22584

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011

**TITLE:** Disease Incidents Correspondence

**CUTOFF:**EOCY

**DESCRIPTION:** Correspondence related to specific disease incidents, generally resulting from inquiries by health care providers or others interested in particular cases of disease occurrences. Correspondence file is important to protect Missouri citizens from potential epidemics.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22589

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Health and Senior Services

Section: Section for Disease Prevention

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Sub-Section: Bureau of Communicable Disease Control and Prevention

**TITLE:** Epidemics

**CUTOFF:**EOCY

**DESCRIPTION:** Reports and summaries on an epidemic, prepared as needed on requirements of 19 CSR20.010 (26). These reports document somewhat routine occurrences of diseases in Missouri. Information may come from a variety of sources, but does not systematically summarize any other record series. These reports are not constantly created but are generated in response to special circumstances.

**RETENTION:** Years: 15 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 22585

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Morbidity Data

**CUTOFF:**EOCY

**DESCRIPTION:** Records include reports on disease from all laboratories throughout Missouri. Information is kept per 19 CSR 20-20.020 and is used by the Bureau of Communicable Disease Control and Prevention for oversight of morbidity cases.

**RETENTION:** Years: 33 Months: 0 Days: 0

**NOTES:** Records are prepared for individual patients.

**DISPOSITION ACTION:** Destroy

**SERIES:** 22586

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

**TITLE:** Refugee Health

**CUTOFF:**EOCY

**DESCRIPTION:** Health assessment forms (RFG-1s) Immigrant B1/B2 reports. These records comprise individuals' medical record of a refugee entering Missouri. Records contain reports of medical conditions not otherwise reportable. Information is transferred to county of residence for refugee to serve as long term immunization record.

**RETENTION:** Years: 25 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22588

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



## Agency Records Disposition Schedule

Department: Department of Health and Senior Services

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and Prevention

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**TITLE:** Treatment Records

**CUTOFF:** EOCY

**DESCRIPTION:** Records of prophylaxis treatment on all diseases (Hepatitis, meningitis, rabies, tuberculosis, etc.). These records show that a person who contracted a disease was treated for it at that time. This helps in protecting Missouri citizens from disease by treating contacts of a disease case and the case itself.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22590

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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