



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Rehabilitation Services for the Blind

Division: Family Support Division

Sub-Section:

**TITLE:** Business Enterprise Program Records

**CUTOFF:**EOCY

**DESCRIPTION:** Series Description: Records of employment opportunities provided to legally blind persons. Records include, but are not limited to, correspondence, contracts, licenses, fiscal reports, and paid invoices. Records created per 13 CSR 40-91.010.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8807

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Independent Living Rehabilitation Case Files

**CUTOFF:**EOCY in which case closed

**DESCRIPTION:** Records of services provided to eligible blind and visually impaired persons so they can function independently in their homes and communities. Records include, but are not limited to, case histories, records of services, fiscal data, and correspondence. Records created per Chapter 9 of the Independent Living Rehabilitation Policy Manual.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8805

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Rehabilitation Services for the Blind

Division: Family Support Division

Sub-Section:

**TITLE:** Older Blind Services (OBS) Cases

**CUTOFF:** EOFFY in which case closed

**DESCRIPTION:** Records include, but are not limited to an application and eligibility statement for clients 55 years of age or older requesting OBS services; a Snellen Chart test (eye test) given by a rehabilitation teacher or a statement of self-disclosure; a plan that includes services to be provided, which is agreed upon by the rehabilitation teacher and the client; documentation from a health care professional indicating the need to purchase equipment for management of a secondary disability; and documentation at case closure indicating whether the client's goals and objectives have been achieved. Records kept per 34 CFR 366.42, 34 CFR 379.43(1) and 34 CFR 379.43(m)(7).

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23799

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Older Individual Blind Services Case Files

**CUTOFF:** EOCY in which case closed

**DESCRIPTION:** Records of services provided to eligible individuals who are, age 55 or older, reside in the state of Missouri, and are unable to read newspaper print with best correction. Records include, but are not limited to, case histories, records of services, fiscal data, and correspondence. Records created per Section 208.030.1 RSMo.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8804

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Rehabilitation Services for the Blind

Division: Family Support Division

Sub-Section:

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**TITLE:** Vocational Rehabilitation Case Files

**CUTOFF:** EOY in which case closed

**DESCRIPTION:** Closed cases of applicants who have applied for vocational rehabilitation services. Records include, but are not limited to, progress report narratives, complete case histories, and medical, psychological, social and fiscal data. Records created per Chapter 209.010 RSMo.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8803

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

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