



Agency Records Disposition Schedule

Department: Department of Elementary & Secondary Education

Section: Office of Childhood

Division: Learning Services

Sub-Section: Child Care Compliance & Regulation Section

TITLE: Background Checks for Child Care Staff

CUTOFF: End of State Fiscal Year in Which Background Check Expired

DESCRIPTION: Background check records for staff in child care facilities. Records include, but are not limited to: eligibility determination letters, out of state criminal records, appeal records and supporting documentation. Records created pursuant to 210.1080 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Background checks are valid for 5 years.

DISPOSITION ACTION: Destroy

SERIES: 24603

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2024

TITLE: Child Care Facility Records - Licensed and License-Exempt (L/LE)

CUTOFF: End of State Fiscal Year in Which Facility Closed

DESCRIPTION: Records of child care facilities that operated as licensed or license-exempt. Records include, but are not limited to: applications or program evaluation questionnaires, inspection reports, and other forms submitted by the child care facility related to the regulation of the facility. Records created pursuant to sections 210.211, 210.221, and 210.252, RSMo; 5 CSR 25-300.020 through 5 CSR 25-300.120, 5 CSR 25-400.025 through 5 CSR 25-400.220, and 5 CSR 25-500.032 through 5 CSR 25-500.230.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8035

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2024

TITLE: Child Care Facility Records - Operating as License Exempt

CUTOFF: End of State Fiscal Year in Which Facility Closed

DESCRIPTION: Records used to determine whether child care facilities or programs are exempt from licensure. Records include, but are not limited to: notices of licensure status and documentation of exceptions. Records created pursuant to 210.201, 210.211, and 210.278 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8037

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2024



Agency Records Disposition Schedule

Department: Department of Elementary & Secondary Education

Section: Office of Childhood

Division: Learning Services

Sub-Section: Child Care Compliance & Regulation Section

TITLE: Child Care Facility Records - Withdrawn or Expired Applications for Licensure and Program Evaluation Questionnaires for License-Exempt Status (L/LE)

CUTOFF: End of State Fiscal Year in Which the Application Is Withdrawn or Expires

DESCRIPTION: Withdrawn or expired applications for licensure or questionnaires for the license-exempt approval process of child care facilities. Records include, but are not limited to: license applications or Program Evaluation Questionnaires; originals of inspection reports; and other forms submitted by the child care facility related to the regulation of the facility. Records created pursuant to sections 210.211, 210.221 and 210.252, RSMo; 5 CSR 25-300.020, 5 CSR 25-400.045, and 5 CSR 25-500.042.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8036

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2024

TITLE: Complaint and Disciplinary Action Files

CUTOFF: End of State Fiscal Year in Which Disciplinary Action Completed

DESCRIPTION: Records of complaints and actions taken against licensed and licensed-exempt child care providers involving litigation, revocations, settlement agreements, and other disciplinary actions. Records include, but are not limited to: substantiated and unsubstantiated complaints on illegal child care providers, records reviews, investigations and findings, and documentation of action taken. Records created pursuant to sections 210.203, 210.221, 210.241, 210.245, 210.255, and 210.256, RSMo; 5 CSR 25-400.045(15)-(17) and 5 CSR 25-500.042(15)-(17).

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23018

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2024