



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Childhood

Division: Learning Services

Sub-Section: Child Care Compliance and Regulation
Section

TITLE: Closed Child Care Facility Records

CUTOFF: EOSFY in which Facility Closed

DESCRIPTION: Records created by the Section for Child Care Regulation (SCCR) on Child Care Facilities that were licensed. Files include, but are not limited to, originals of SCCR inspection reports, applications, and other forms submitted by the child care facility related to the regulation of the facility.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8035

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Disciplinary Action Files

CUTOFF: EOSFY in which Disciplinary Action Completed

DESCRIPTION: Records created by Section for Child Care Regulation for use in litigation, revocations, settlement agreements and other disciplinary actions against child care providers. Includes record reviews and sunshine requests.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23018

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Licensed Exempt Child Care Facility Records

CUTOFF: End of State Fiscal Year

DESCRIPTION: Records created by the Section for Child Care Regulation to determine the regulatory status of child care programs that may qualify for exemption under RSMo 210.201-210.211.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8037

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



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TITLE: Quality Initiative Records

CUTOFF: End of State Fiscal Year

DESCRIPTION: Records created by the Section for Child Care Regulation (SCCR) include documentation on contracts, grants, and resource material for several contracted agencies. These include Missouri Child Care Resource and Referral Network (MOCCRRN), Opportunities in a Professional Education Network (OPEN), and Local Public Health Agencies.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: These are SCCR copies. Originals with Department of Health and Senior Services', Division of Administration.

DISPOSITION ACTION: Destroy

SERIES: 23017

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Withdrawn Child Care Applications

CUTOFF: End of State Fiscal Year

DESCRIPTION: Records created by the Section for Child Care Regulation when a child care facility files an application for licensing and does not follow through with the licensure.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8036

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011