



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section: Office of Childhood

Division: Learning Services

Sub-Section: Home Visiting Section

**TITLE:** Community Based Home Visiting Records

**CUTOFF:** End of State Fiscal Year

**DESCRIPTION:** Contract records and correspondence regarding a variety of activities under the umbrella of Home Visiting Programs. These include "Building Blocks of Missouri Program," Missouri Community-based Home Visiting Program," and the "Fetal Alcohol Syndrome Project." All of these activities are designed to promote the health and well being of Missouri families with newborn children. Records are organized by county.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22576

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Safe Cribs for Missouri Program Files

**CUTOFF:** Submission of all forms and invoices by local public health agency

**DESCRIPTION:** Records pertaining to the Safe Cribs for Missouri Program. Records include, but are not limited to, program referrals, education checklists, initial assessments, home visit compliance questionnaires, vendor requests for payment, and supporting documentation.

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

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 24532

**SERIES STATUS:** Approved

**APPROVAL DATE:**

5/13/2019