



Agency Records Disposition Schedule

Department: Department of Elementary & Secondary Education

Section: Office of Educator Quality

Division: Learning Services

Sub-Section:

TITLE: Educator Certificate Documentation

CUTOFF: Death, Expiration, or Surrender of Certificate

DESCRIPTION: Records that support educator certificates. Records include, but are not limited to: applications, educational background, work experience, letters of recommendation, areas of certification, and discipline information. Records created pursuant to: Sections 43.540, 168.021, 168.071, 168.133, and 610.120, RSMo; and 5 CSR 20-400.125, 5 CSR 20-400.180, 5 CSR 20-400.210, 5 CSR 20-400.220, 5 CSR 20-400.230, 5 CSR 20-400.240, and 5 CSR 20-400.500-700.

RETENTION: Years: 60 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 21770

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2024

TITLE: Roster of Missouri Educator Certificates Issued

CUTOFF: End of State Fiscal Year

DESCRIPTION: Roster of persons who have received any educator certificate. Records include, but are not limited to: certificates issued by educator name; subject area and grade level; classification; certificate status; effective date; expiration date; name of school if teaching; and city and state of residence, if reported to the agency. Records created pursuant to: sections 43.540, 168.021, 168.071, 168.133, and 610.120, RSMo; and 5 CSR 20-400.125, 5 CSR 20-400.180, 5 CSR 20-400.210, 5 CSR 20-400.220, 5 CSR 20-400.230, 5 CSR 20-400.240, and 5 CSR 20-400.500-700.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: Disciplined certificate holders will show up in the certificate status column of the roster.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21923

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2024