



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section:

Division: Division of Cannabis Regulation

Sub-Section:

TITLE: Cannabis Regulation Compliance Records

CUTOFF: Resolution of Complaint

DESCRIPTION: Records submitted to or created by the section for compliance and enforcement of medical and recreational marijuana standards and regulation purposes pertaining to facilities, agents, patients, primary caregivers, and physicians. Records include: submitted complaints determined warranted and unwarranted; notices to investigate received from law enforcement; reports of suspected criminal activity by a facility agent; records requested from facilities; and notes and pictures created during investigations. Records created pursuant to MO Const. art. XIV sect. 1(3), 19 CSR 30-95.025(3), 19 CSR 30-95.040(1,3), and 19 CSR 30-95.110(3)

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24587

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Medical and Adult Use Marijuana Facilities Licensing

CUTOFF: End of Calendar Year Facility, License, or Certification is No Longer Valid

DESCRIPTION: Records used for registration and evaluation of eligibility for licenses or certifications of cultivation, infused product manufacturing, testing, dispensary, and transportation facilities. Records include, but are not limited to: applications; certificates of good standing; proof of current Missouri residency; statements denying residency outside of Missouri for at least one year prior to application; ownership structure forms; requests for variances; lists of all facilities that will be under a single applicant; proposals of addresses and supporting documentation; descriptions, schematics, or blueprints; plans for zoning compliance; statements confirming fingerprint submissions, disqualifying felony offenses, and willingness to comply with 19 CSR 30-95.090; facility evaluations; proof of paid fees; Seed-to-Sale Certification Applications; and Medical Marijuana Application Programming Interface User Agreements. Records created pursuant to MO Const. art. XIV sect. 1(3), 19 CSR 30-95.040(2).

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24585

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section:

Division: Division of Cannabis Regulation

Sub-Section:

TITLE: Medical and Adult Use Marijuana Licensing - Patients, Primary Caregivers, Home Cultivators, and Agents of Facilities

CUTOFF: Date ID Card is No Longer Valid

DESCRIPTION: Records used for registration and evaluation of eligibility for identification cards of patients, primary caregivers, and home cultivators, as well as agent identification cards of employees working for cultivation, infused product manufacturing, testing, dispensary, and transportation facilities. Records include, but are not limited to: applications, proof of Missouri residency, patient authorization, physician certifications, parent and legal guardian consent forms, photos of qualified patients, photos of government-issued identification, requests for variances, statements confirming submitted fingerprints, and copies of written offers of employment. Records created pursuant to MO Const. art. XIV sect. 1(3), 19 CSR 30-95.030(3-6), and 19 CSR 30-95.040 (3)(E)(1)

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 24584

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Medical and Adult Use Marijuana Licensing Revocations, Suspensions, and Denials

CUTOFF: Date of revocation, denial, or conclusion of suspension

DESCRIPTION: Records of the licenses and certifications that have been revoked, suspended, or denied. Records created pursuant to MO Const. art. XIV sect. 1(3), 19 CSR 30-95.030(3)(B)(2), and 19 CSR 30-95.040(F).

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24586

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023