



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Bureau of Environmental Health Services

Division: Community & Public Health

Sub-Section:

TITLE: Abandoned Onsite Wastewater Treatment Systems Project Files

CUTOFF:EOCY in which project is abandoned

DESCRIPTION: Records include, but are not limited to abandoned permit application fees for onsite and decentralized wastewater system projects for participation agreement counties under the Department of Health and Senior Service's authority.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23845

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Abandoned or Denied Onsite Wastewater Treatment System Professional Registration and Licensure Files

CUTOFF:EOCY in which application submitted

DESCRIPTION: Records include, but are not limited to registered installers' (basic and advanced), soil evaluators', percolation testers' and licensed inspectors' course applications; registration and licensure applications, and tests.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23848

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Decentralized Wastewater Treatment System Technology Documents

CUTOFF:WSO

DESCRIPTION: Records include, but are not limited to product technical specifications, installation requirements, product certification and performance data, experimental and innovative protocols, and product technical review documents. This information is used by bureau staff to review new technology and processes used in the onsite wastewater treatment field.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23846

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Bureau of Environmental Health Services

Division: Community & Public Health

Sub-Section:

TITLE: Environmental Childcare Sanitation Contracts and Participation Agreements

CUTOFF:EOCY in which contract expires

DESCRIPTION: Records include the contracts or participation agreements between the Bureau of Environmental Health Services and local county health offices concerning outsourcing inspections of Missouri childcare businesses. Other documents include, but are not limited to inspection reports, invoices and correspondence.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23014

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Food Processing and Manufacturing Inspection Reports

CUTOFF:EOCY

DESCRIPTION: Inspections of food processing and manufacturing operations submitted by Department of Health and Senior Services Environmental Public Health Specialists. Inspections are performed annually and are retained for one year.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Agency copy; the originals are stored by the Food and Drug Administration.

DISPOSITION ACTION: Destroy

SERIES: 23007

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Frozen Dessert Machine Inspection and License Files

CUTOFF:EOCY

DESCRIPTION: Records include, but are not limited to applications, inspection reports and no tax due statements for frozen dessert machine licensing. Records received as part of applications for frozen desert machine licenses issued to Missouri businesses. Machines are inspected annually and licenses are valid for one year.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23008

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Bureau of Environmental Health Services

Division: Community & Public Health

Sub-Section:

TITLE: Local Onsite Wastewater Treatment System Ordinances

CUTOFF:EOCY in which ordinance superseded

DESCRIPTION: Copies of county and municipal onsite wastewater ordinances, and ordinance review documentation. The Bureau of Environmental Health Services provides technical assistance to counties in these matters.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23856

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Local Public Health Facility Audits

CUTOFF:EOCY

DESCRIPTION: Records include, but are not limited to audits performed by the Bureau of Environmental Health Services to ensure that all local public health agencies performing duties for the bureau meet all compliance standards required by their contract(s).

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23831

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Lodging Licensing Files

CUTOFF:EOCY

DESCRIPTION: Records include applications, inspection reports and no tax due statements for lodging licenses. Records are maintained to support the issuance of licenses for the operation of Missouri lodging businesses. Lodgings are inspected annually by either the county in which the lodging is located or the Bureau of Environmental Health Services. Licenses are valid for one year.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23009

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Bureau of Environmental Health Services

Division: Community & Public Health

Sub-Section:

TITLE: Onsite Wastewater Treatment Program Document Files

CUTOFF: Completion of contract

DESCRIPTION: Records include, but are not limited to onsite wastewater construction permit application review participation agreements, reimbursed fee forms from local health agencies, and participation agreement monitoring documents.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23011

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Onsite Wastewater Treatment Program Financial Files

CUTOFF:EOCY

DESCRIPTION: Records include, but are not limited to daily revenue reports, interagency billing records for registration and construction application fees, and registration and construction application fee refund files.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23844

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Onsite Wastewater Treatment System Assessment Reports

CUTOFF:WSO

DESCRIPTION: Records include onsite and/or decentralized wastewater system inspections and evaluations for real estate transactions. Records are needed for regulation of licensed private inspectors, for analysis of the condition of decentralized wastewater treatment infrastructure, and to build an inventory of existing decentralized systems.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23010

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Bureau of Environmental Health Services

Division: Community & Public Health

Sub-Section:

TITLE: Onsite Wastewater Treatment System Complaint Files

CUTOFF:EOCY in which file is closed

DESCRIPTION: Records include, but are not limited to complaint forms submitted by the public, investigation records created by local health agency staff, sanitation observations, photographs, notices of violation, and disposition of complaints.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23852

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Onsite Wastewater Treatment System Complaint Files with Hearing or Other Legal Action

CUTOFF:EOCY in which file is closed or action completed

DESCRIPTION: Records include, but are not limited to complaint forms submitted by the public, investigation records, sanitation observations, photographs, notices of violation, and disposition of complaints.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23853

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Onsite Wastewater Treatment System Professional and Training Provider Complaint Files

CUTOFF:EOCY in which file is closed

DESCRIPTION: Records include, but are not limited to complaint forms submitted by the public, professional complaint record forms, investigation records, sanitation observations, and photographs. Information is used by bureau staff to determine whether a training provider is in compliance.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23854

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Bureau of Environmental Health Services

Division: Community & Public Health

Sub-Section:

TITLE: Onsite Wastewater Treatment System Professional and Training Provider Complaint Files with Warning, Notice, Hearing or Other Legal Action

CUTOFF: EOY in which file is closed or action completed

DESCRIPTION: Records include, but are not limited to citizen complaint forms, professional complaint record forms, investigation records, sanitation observations, photographs, warning letters, and notices of violation. Records used as proof of non-compliance and censure.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23855

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Onsite Wastewater Treatment System Professional Continuing Education Training Provider Files

CUTOFF: EOY in which approval expires

DESCRIPTION: Records include, but are not limited to licensee information, class documentation, and approval documents. This information is used to ensure providers are in compliance with all requirements.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23851

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Onsite Wastewater Treatment System Professional Registration and Licensure Files

CUTOFF: EOY in which license expired, abandoned or denied

DESCRIPTION: Records used for regulation and identification of onsite system professionals. Records include, but are not limited to, previous-term, current-term, and renewal applications for educational courses, registration, and licensure of Onsite and Decentralized Wastewater System Installers (basic and advanced), Soil Evaluators, Licensed Inspectors, and Percolation Testers.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23847

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Bureau of Environmental Health Services

Division: Community & Public Health

Sub-Section:

TITLE: Onsite Wastewater Treatment System Professional Registration Training
Provider Files

CUTOFF: EOCY in which approval expires

DESCRIPTION: Records include, but are not limited to training provider applications, course agendas, presentations, training material handouts, instructor qualification information, sample certificates or identification cards, approval documents, and course rosters. Records provide proof of agency approval.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23849

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Onsite Wastewater Treatment Systems Documentation

CUTOFF: EOCY in which system is installed

DESCRIPTION: Records include, but are not limited to onsite and decentralized wastewater system permit application fee forms, applications and plans, soil evaluation reports, percolation tests, engineering reports, variance requests, construction permits, construction inspection reports, final inspections, variance and technical review files, and site and system inventory records compiled for the regulation of onsite wastewater treatment systems in Missouri. Records are used to document whether systems comply with standards.

RETENTION: Years: 100 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23012

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: State Fair Food Vendor Inspections

CUTOFF: EOCY

DESCRIPTION: Records include inspection paperwork. Inspections are performed by the Bureau of Environmental Health Services to ensure that all food vendors at the Missouri State Fair meet food safety requirements.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23830

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Bureau of Environmental Health Services

Division: Community & Public Health

Sub-Section:

TITLE: Summer Food Program Inspections

CUTOFF:EOCY

DESCRIPTION: Records include contracts or participation agreements between the Bureau of Environmental Health Services and the local county health offices concerning outsourcing inspections of businesses or schools feeding children during the summer months in Missouri. Other documents include, but are not limited to inspection reports, invoices and correspondence.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23829

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Unapproved Onsite Wastewater Treatment System Professional Registration Training Provider Files

CUTOFF:EOCY in which application submitted

DESCRIPTION: Records include, but are not limited to training provider applications, course agendas, presentations, training material handouts, sample certificates or identification cards and instructor information for training providers that were never approved.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23850

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013