



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Genetics & Healthy Childhood

Division: Community & Public Health

Sub-Section:

TITLE: Comprehensive Family Planning Contractor Files

CUTOFF: End of Calendar Year

DESCRIPTION: All contract records/correspondence for this program, including clinic reports, comprehensive family planning monthly reports, and invoices.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22568

SERIES STATUS: Approved

APPROVAL DATE: 6/28/2023

TITLE: Newborn Blood Spot Screening and Testing Records

CUTOFF: End of Calendar Year

DESCRIPTION: Records related to the screening of a newborns' blood spots. Records include, but are not limited to: blood test results, newborn screenings, and monthly reports. Records maintained per 516.105(3) RSMo.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 22559

SERIES STATUS: Approved

APPROVAL DATE: 6/28/2023

TITLE: Newborn Hearing Screening Records

CUTOFF: End of Calendar Year in Which Screening is Performed

DESCRIPTION: Records documenting hearing screenings for babies born in Missouri. Records include, but are not limited to: audiological diagnostic evaluation results or reports and parental or legal guardian consent forms. Records created pursuant to 191.925 RSMo.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 22558

SERIES STATUS: Approved

APPROVAL DATE: 6/28/2023



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Genetics & Healthy Childhood

Division: Community & Public Health

Sub-Section:

TITLE: Participant Records

CUTOFF: Date of Last Service or Denial of Service

DESCRIPTION: Files containing medical, financial, and social information used for participant enrollment in bureau services. Records may include, but are not limited to: doctors' notes, annual financial statements, tax information, service coordination, and education records.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 22560

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Perinatal Hepatitis B Test Reports

CUTOFF: Submission of Report

DESCRIPTION: Reports submitted by healthcare providers and public health professionals regarding active or inactive Perinatal Hepatitis B diagnosis of mothers. Records include but are not limited to, individual case reports, supplemental reports, lab results, patient contact information, and investigation files. Reports created by 210.030 RSMo and protected by 192.067 RSMo.

RETENTION: Years: 50 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 24598

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2024

TITLE: SAFE-CARE (Sexual Assault Forensic Examination-Child Abuse Resource and Education) Medical Examination Records

CUTOFF: Completion of Data Entry

DESCRIPTION: Documented interactions, related to the SAFE-CARE program, between a patient and a health care provider.

RETENTION: Years: 23 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 22562

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023
