



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: 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