



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Office of Rural Health & Primary Care

Division: Community & Public Health

Sub-Section:

TITLE: Adult Oral Health Assessment Surveys

CUTOFF: January 1, 2010

DESCRIPTION: Oral health screening survey forms completed in 2009 of adults in skilled nursing facilities, senior nutrition centers, federally qualified health centers and homeless shelters. Funding for this survey was provided by a grant from the Health Resources and Service Administration. Survey data was compiled and analyzed by the Office of Primary Care and Rural Health.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: This survey was completed in 2009.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 23399

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Dental Access Survey

CUTOFF: January 1, 2008

DESCRIPTION: The Dental Access Survey was created by the Department of Mental Health (DMH) and the Bureau of Special Health Care Needs (BSHCN) in collaboration with the Office of Primary Care and Rural Health (OPCRH). Special needs clients were surveyed by both DMH and BSHCN. Questionnaires/surveys were compiled/analyzed by OPCRH.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: This survey was conducted in 2007.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 23394

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Office of Rural Health & Primary Care

Division: Community & Public Health

Sub-Section:

TITLE: Health Professional Student Loans

CUTOFF: End of calendar year in which contract ends

DESCRIPTION: Records contain health professional student loan information which includes, but is not limited to contracts, bi-annual surveys, grade information, annual application forms, and various correspondence. Information is used to ensure students are fulfilling all contractual obligations.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23392

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Health Professional Survey

CUTOFF: End of Calendar Year

DESCRIPTION: Voluntary survey taken by health professionals who are registering with Professional Registration. Office of Primary Care provides questionnaire/survey forms. Results are used for workforce development studies and Health Professional Shortage Areas designations. Records include the actual survey questionnaires.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23390

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Office of Rural Health & Primary Care

Division: Community & Public Health

Sub-Section:

TITLE: J-1 Visa Waiver Packets

CUTOFF: End of Calendar Year

DESCRIPTION: The J-1 Visa Waiver is given to Foreign Medical Graduates (FMGs) pursuing a waiver to return to their native country prior to applying for immigration to this country. The FMGs must provide services in underserved areas in Missouri. The Department of State grants this waiver, not the State of Missouri. Records in the J-1 application package including but not limited to descriptions of area in need, community support, employment contract, medical license, and approval from Department of State.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23395

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Medicare Rural Hospital Flexibility Grant

CUTOFF:EOCY in which grant is fulfilled

DESCRIPTION: Record includes, but is not limited to annual applications, guidance, contracts, invoices and progress reports that provide information for the Medicare Rural Hospital Flexibility Program Grant. This grant is received annually.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23398

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Office of Rural Health & Primary Care

Division: Community & Public Health

Sub-Section:

TITLE: National Interest Waivers

CUTOFF: End of Calendar Year in which contract expires

DESCRIPTION: Records include, but are not limited to description of the service area, letters of community support, employment contract, medical license and attestation letter. Physicians receiving National Interest Waivers (NIW) must work in underserved areas of Missouri for a minimum of five years. The Office of Primary Care and Rural Health provides letters of attestation to the Immigration and Naturalization Service in support of NIW requests.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23783

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Preventative Services Program Surveys

CUTOFF: End of Calendar Year

DESCRIPTION: Oral health screening surveys submitted by facilities voluntarily participating in the Preventative Services Program for children birth through age eighteen.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23389

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Office of Rural Health & Primary Care

Division: Community & Public Health

Sub-Section:

TITLE: Primary Care Resource Initiative for Missouri

CUTOFF: EOY in which contract fulfilled

DESCRIPTION: Records include professional student loan program information which contains, but is not limited to, contracts, bi-annual surveys, grade information, annual application forms and various correspondence. Information is used to ensure students are fulfilling all contractual obligations.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23391

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Small Rural Hospital Improvement Program Grant

CUTOFF: EOY in which grant is fulfilled

DESCRIPTION: Record includes, but is not limited to annual contracts, applications, invoices, and progress reports that provide information for the Federal Small Rural Hospital Improvement Program Grant. This grant is received annually and Grant Guidance and other department forms that may be included in these files.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23396

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Office of Rural Health & Primary Care

Division: Community & Public Health

Sub-Section:

TITLE: State Office of Rural Health Grant

CUTOFF: EOY in which grant is fulfilled

DESCRIPTION: Record includes, but is not limited to annual guidance, application, contracts, invoices and progress reports that provide information for the State Office of Rural Health Program Grant. This grant is received annually.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23397

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011

TITLE: Student Loan Repayment Loans

CUTOFF: EOY in which contract fulfilled

DESCRIPTION: Student loan repayment program for assistance in paying educational debt to those who agree to continue working in Health Professional Shortage Areas (HPSA). This program assists with educational debt after someone has graduated, obtained appropriate licensure and is working in a Health Professional Shortage Area.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23393

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011