



**Agency Records Disposition Schedule**

Department: Department of Health & Senior Services

Section: Bureau of Vital Records

Division: Community & Public Health

Sub-Section:

**TITLE:** Abortion Information

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Records contain the individual abortion report, abortion complication report, tissue report and post-abortion care report, which are both completed by the woman's attending physician as prescribed in Section 188.052 RSMo, and original pathology reports as prescribed in Section 188.047 RSMo.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 23364

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011

**TITLE:** Amendment Documents

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Records include correction affidavits, documents, court orders and documentary evidence to amend original birth, death and fetal death certificates. Authority in Section 193.215 RSMo and 19 CSR 10-10.110, Sections 192.060 and 193.025 RSMo require the permanent and safe preservation of these official records. Only the state registrar of vital records or the custodian of permanent local vital records can disclose information contained in this record per 19 CSR 10-10.090.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 23285

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011



### Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Bureau of Vital Records

Division: Community & Public Health

Sub-Section:

**TITLE:** Birth Records

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Records of births in Missouri and records of births outside U.S. jurisdiction for those adopted by Missouri residents. Records include, but are not limited to: sequential birth certificates, out-of-institution birth records, delayed birth certificates, amended birth certificates, St. Louis City and Kansas City created birth certificates maintained by the state. Records created and maintained pursuant to 192.040 RSMo, 192.060 RSMo, and Chapter 193 RSMo.

**RETENTION:** Years: 21 Months: 0 Days: 0

**NOTES:** Birth records are permanently retained under the Bureau's authority per 192.060 RSMo, 193.025 RSMo, 193.245 RSMo, and 193.255.6 RSMo. A digital copy is maintained by Bureau of Vital Records. A microfilm copy is maintained in the Secretary of State vault. The paper certificates are transferred to Missouri State Archives.

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 7726

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023

**TITLE:** Death Records

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Records contain original and amended death certificates. Content of certificate is prescribed in Section 193.145 RSMo and 19 CSR 10-10.050. Records will also include death indexes created by the Bureau of Vital Records. Section 193.225 RSMo requires the transfer of these records to the Missouri State Archives when death records are over fifty years old. Sections 192.060 and 193.025 RSMo require the permanent and safe preservation of these official records.

**RETENTION:** Years: 50 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 7727

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010



**Agency Records Disposition Schedule**

Department: Department of Health & Senior Services

Section: Bureau of Vital Records

Division: Community & Public Health

Sub-Section:

**TITLE:** Files Not Subject to Inspection

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Records commonly referred to as sealed envelopes, containing court orders and supporting documentation for sealed original birth, death and fetal death certificates. Authority in Sections 193.125 and 193.135, 193.215 and 193.225 RSMo and 19 CSR 10-10.110. Sections 192.060 and 193.025 RSMo require the permanent and safe preservation of these official records.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 7731

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Paternity Documents

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Records include acknowledgement of paternity forms to establish paternity, rescission of paternity acknowledgement forms, and notice of intent to claim paternity forms used to register with the Putative Father Registry. Content of these records is prescribed in Section 193.087 RSMo. Authority in 19 CSR 10-10.010 and Sections 193.087, 193.215 RSMo and 192.016 RSMo. Sections 192.060 and 193.025 RSMo require the permanent and safe preservation of these official records. Only the state registrar of vital records or the custodian of permanent local vital records can disclose information contained in this record per 19 CSR 10-10.090.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 23286

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011



**Agency Records Disposition Schedule**

Department: Department of Health & Senior Services

Section: Bureau of Vital Records

Division: Community & Public Health

Sub-Section:

**TITLE:** Reports of Dissolution of Marriage

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Records include electronic reports of dissolution of marriage from 1948 to present. Content is prescribed in 19 CSR 10-10.070. Authority in Section 193.205 RSMo. Sections 192.060 and 193.025 RSMo require the permanent and safe preservation of these official records.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 7730

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011

**TITLE:** Reports of Marriage

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Records include electronic reports of marriage from 1948 to present. Content is described 19 CSR 10-10.080. Authority in Section 193.185 RSMo. Sections 192.060 and 193.025 RSMo require the permanent and safe preservation of these official records.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 7729

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011

**TITLE:** Reports of Spontaneous Fetal Deaths

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Reports of spontaneous fetal deaths in Missouri as defined in 193.015(10) RSMo. Records include, reports of spontaneous fetal deaths and related records. Records created and maintained pursuant to 192.040 RSMo, 192.060 RSMo, 193.165 RSMo, 193.255 RSMo, and 193.275 RSMo.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:** Reports of spontaneous fetal deaths are permanently retained under the bureau's authority pursuant to 192.060 RSMo, 193.025 RSMo, 193.245 RSMo, and 193.255.6 RSMo.

**DISPOSITION ACTION:** Permanent

**SERIES:** 7728

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023



## Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Bureau of Vital Records

Division: Community & Public Health

Sub-Section:

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**TITLE:** Vital Record Indexes

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Original index books for vital events including births, deaths, stillbirths, marriages and divorces. Sections 192.060 and 193.025 RSMo require the permanent and safe preservation of these official records.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:** Records no longer created.

**DISPOSITION ACTION:** Permanent

**SERIES:** 7732

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011

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