### Cancer Inquiry Materials

**TITLE:** Cancer Inquiry Materials  
**CUTOFF:** Close of Inquiry

**DESCRIPTION:** Records created during an inquiry to determine if there is excess cancer in a community. Records may be used to update the status of a closed inquiry or to respond to information requests. Records include, but are not limited to, state and federal reports, final inquiry reports, and related correspondence.

**NOTES:**

**SERIES:** 23409  
**SERIES STATUS:** Approved  
**APPROVAL DATE:** 10/23/2018

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

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

### Cancer Inquiry Patient Information Forms

**TITLE:** Cancer Inquiry Patient Information Forms  
**CUTOFF:** Close of Inquiry

**DESCRIPTION:** Forms containing demographic and medical information about cancer patient cases in a particular geographic area. Records are used during investigations to determine if a cancer concern becomes a cancer inquiry.

**NOTES:**

**SERIES:** 23410  
**SERIES STATUS:** Approved  
**APPROVAL DATE:** 5/13/2019

**RETENTION:** Years: 25 Months: 0 Days: 0

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

### Diabetes Screening Registry Records

**TITLE:** Diabetes Screening Registry Records  
**CUTOFF:** End of State Fiscal Year

**DESCRIPTION:** Monthly reports submitted by federally-qualified healthcare centers in Missouri used to track progress on health disparities and risk factors in low-income areas. Records include, but are not limited to, diabetes screening data reports.

**NOTES:**

**SERIES:** 7556  
**SERIES STATUS:** Approved  
**APPROVAL DATE:** 10/23/2018

**RETENTION:** Years: 10 Months: 0 Days: 0

**DISPOSITION ACTION:** Destroy
### Missouri Cancer Consortium (MCC) Organizational Materials

**TITLE:** Missouri Cancer Consortium (MCC) Organizational Materials  
**DESCRIPTION:** Records of meetings of the MCC, a statewide group of individual health-care professionals, health-care organizations, academic and medical institutions, public health agencies, and community-based groups that develop and review the Missouri Comprehensive Cancer Control Plan. Records include, but are not limited to, copies of meeting agendas, minutes, and handouts.  
**CUTOFF:** End of State Fiscal Year  
**RETENTION:** Years: 3 Months: 0 Days: 0  
**DISPOSITION ACTION:** Destroy  
**SERIES:** 23408  
**SERIES STATUS:** Approved  
**APPROVAL DATE:** 10/23/2018

### Organ and Tissue Donor Program and Registry Records

**TITLE:** Organ and Tissue Donor Program and Registry Records  
**DESCRIPTION:** Records generated by the Organ and Tissue Donor Program that are used to provide statistical information for the annual report. Records include, but are not limited to project files, data reports, publication working files, and related correspondence.  
**CUTOFF:** End of State Fiscal Year in which annual report is created  
**RETENTION:** Years: 3 Months: 0 Days: 0  
**DISPOSITION ACTION:** Destroy  
**SERIES:** 23411  
**SERIES STATUS:** Approved  
**APPROVAL DATE:** 10/23/2018