



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Community Health Services and Initiatives

Division: Division of Community and Public Health

Sub-Section: Bureau of Cancer and Chronic Disease Control

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.

RETENTION: Years: 50 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 23409

SERIES STATUS: Approved

APPROVAL DATE: 10/23/2018

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.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 23410

SERIES STATUS: Approved

APPROVAL DATE: 5/13/2019

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.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7556

SERIES STATUS: Approved

APPROVAL DATE: 10/23/2018



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Department: Department of Health and Senior Services

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TITLE: Missouri Cancer Consortium (MCC) Organizational Materials

CUTOFF: End of State Fiscal Year

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.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23408

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Organ and Tissue Donor Program and Registry Records

CUTOFF: End of State Fiscal Year in which annual report is created

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.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23411

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Show Me Healthy Women (SMHW) Client Records

CUTOFF: End of calendar year of final service

DESCRIPTION: Records of clients enrolled in the SMHW program for breast and cervical cancer screenings, diagnostic tests, follow-ups, and reimbursements of services rendered. Records include, but are not limited to, client medical records, test results, diagnoses, treatments, and billing information. Records created and maintained per 19 CSR 30-20.094.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 24501

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016