



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Director's Office

Division: Division of Community and Public Health

Sub-Section:

TITLE: Hemp Extract Registration Records - Approved

CUTOFF: EOY in which registration is approved

DESCRIPTION: Approved applications for the registration card required for a Missouri resident with intractable epilepsy to legally obtain, possess, and use hemp extracts in the State of Missouri. Records include, but are not limited to, application forms, neurologist certification forms, waiver forms, copies of applicant's photo identification, and medical records documenting the applicant's treatment history. Records created and maintained pursuant to Section 192.945 RSMo and 19 CSR 20-51.010.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES: Registrants apply annually.

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 24515

SERIES STATUS: Approved

APPROVAL DATE:

10/23/2018

TITLE: Hemp Extract Registration Records - Denied, Withdrawn, or Revoked

CUTOFF: End of calendar year in which registration is denied, withdrawn, or revoked

DESCRIPTION: Denied, withdrawn, or revoked applications for the registration card required for a Missouri resident with intractable epilepsy to legally obtain, possess, and use hemp extracts in the State of Missouri. Records include, but are not limited to, application forms, neurologist certification forms, waiver forms, copies of applicant's photo identification, medical records documenting the applicant's treatment history, denial notices, and withdrawal requests, and any documents regarding registration revocations. Records created and maintained pursuant to Section 192.945 RSMo. and 19 CSR 20-51.010.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 24516

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Director's Office

Division: Division of Community and Public Health

Sub-Section:

TITLE: Hemp Extract Registration Records - Incomplete

CUTOFF: Date forms are received

DESCRIPTION: Forms received that lack the contact information necessary to notify the patient of the additional documents required to complete the application. Records include, but are not limited to, neurologist certification forms and medical records documenting the applicant's treatment history. Records created and maintained pursuant to Section 192.945 RSMo and 19 CSR 20-51.010.

RETENTION: Years: 0 Months: 6 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 24517

SERIES STATUS: Approved

APPROVAL DATE: 10/23/2018