



**Agency Records Disposition Schedule**

Department: Department of Health & Senior Services

Section: Office of the General Counsel

Division: Department Director's Office

Sub-Section:

**TITLE:** Employee Disqualification List Files

**CUTOFF:** When added to registry

**DESCRIPTION:** Records regarding individuals who have been added to the Employee Disqualification List registry and are prohibited from employment in the medical field due to abuse or neglect of seniors or disabled persons, or for the misappropriation of their property or funds. Records include, but are not limited to, hotline investigations, employment records, medical records, Department of Revenue documents, financial earnings, and legal notices.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 24137

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016