



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Office of the General Counsel

Division: Department Directors 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 Shred

SERIES: 24137

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016