



## Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Division Directors Office

Division: Division of Regulation and Licensure

Sub-Section: Family Care Safety Registry

<b>TITLE:</b> Employer Background Screening Requests	<b>CUTOFF:</b> End of Calendar Year in Which Record Received
<b>DESCRIPTION:</b> Records include legal documents that contain a signature indication that an employer acknowledges their responsibilities and compliance with 210.906 RSMo.	<b>RETENTION:</b> Years: 75 Months: Days:
<b>NOTES:</b> Originals are scanned and paper copy is kept for 90 days then destroyed.	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 23426	<b>SERIES STATUS:</b> Pending
	<b>APPROVAL DATE:</b> 10/13/2011
<b>TITLE:</b> Good Cause Waiver Applications and Related Correspondence	<b>CUTOFF:</b> End of Calendar Year in Which Record Received
<b>DESCRIPTION:</b> Records include applications and documentation used to determine whether or not there is good cause to waive the hiring restrictions in section 660.317 RSMo. Documents are referenced for the entirety of a registrants employment.	<b>RETENTION:</b> Years: 75 Months: Days:
<b>NOTES:</b> Originals are scanned and paper copy is kept for 90 days then destroyed.	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 23428	<b>SERIES STATUS:</b> Pending
	<b>APPROVAL DATE:</b> 10/13/2011
<b>TITLE:</b> Result Letters	<b>CUTOFF:</b> End of Calendar Year in Which Record Received
<b>DESCRIPTION:</b> Records include legal documents created in response to a worker registration and employer background screening request, that is required by 210.909 RSMo to inform the registrant and their employer of the results of the background screening. Records are needed as proof of screenings.	<b>RETENTION:</b> Years: 75 Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 23427	<b>SERIES STATUS:</b> Pending
	<b>APPROVAL DATE:</b> 10/13/2011
<b>TITLE:</b> Worker Registration and Employer Background Screening Requests	<b>CUTOFF:</b> End of Calendar Year in Which Record Received
<b>DESCRIPTION:</b> Records include legal documents that contain a signed release to verify identifying information and granting permission to perform background screening of an individual on an ongoing basis. Records created per 19 CSR 30-80.030 and 210.906 RSMo.	<b>RETENTION:</b> Years: 75 Months: Days:
<b>NOTES:</b> Originals are scanned and paper copy is kept for 90 days then destroyed.	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 23425	<b>SERIES STATUS:</b> Pending
	<b>APPROVAL DATE:</b> 10/13/2011