



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Health Standards and Licensure

Division: Division of Regulation and Licensure

Sub-Section: Bureau of Narcotics and Dangerous Drugs

TITLE: Applications, Fee Receipts and Address Changes

CUTOFF: Date of registration

DESCRIPTION: Records contain applications, registration information and fee receipts provided by the applicant. Information is used to register medical personnel that have access to controlled substances.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7407

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Controlled Substance Destruction File

CUTOFF: Date drugs are destroyed

DESCRIPTION: Records list what substances under Federal and State control were destroyed and date of destruction. Records maintained per 195.050.6 RSMo and 21 CFR 1304.04(a).

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7394

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Registrant File

CUTOFF:

DESCRIPTION: Records contain, but are not limited to registration forms, non-compliant inspections, investigative reports, disciplinary processes and actions, confidential records and disciplinary action from other agencies. Records are used to track medical personnel that have access to controlled substances. Cutoff: Date of original registration

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7409

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



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TITLE: Reports of Losses and Thefts of Controlled Drugs

CUTOFF: End of calendar year

DESCRIPTION: These records contain the registrants contact information, the date loss or theft was discovered, list of drugs missing and the amount missing, person responsible for the loss and a copy of the registrant's internal investigation. All registrants must report losses and thefts of controlled drugs to the Bureau of Narcotics and Dangerous Drugs.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23828

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013
