



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: DRL Director's Office

Division: Regulation & Licensure

Sub-Section: Board of Nursing Home Administrators

TITLE: Administrators' Licensing Files

CUTOFF: End of calendar year in which license expires

DESCRIPTION: Records related to the licensing of Residential Care, Assisted Living, or Nursing Home Administrators in the State of Missouri, including records of lapsed, retired, or inactive licenses. Records include, but are not limited to, initial and renewal applications, fee receipts, transcripts, examination results, and continuing education course documentation or continuing education certificates. Records created pursuant 324.009, 344.030, 344.040, 344.070, 344.105, and 344.108 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8955

SERIES STATUS: Approved

APPROVAL DATE:

7/20/2021

TITLE: Board Action Files

CUTOFF: End of State fiscal year in which board action is completed

DESCRIPTION: Records involving board actions or decisions. Records may be related to determinations of applicant qualifications, investigations of violations, or legal cases, and may result in application disqualification, disciplinary action, or license probation, censure, surrender, denial, suspension, or revocation. Records include, but are not limited to, complaints submitted to the board, statements of the discipline imposed by the board, appeals of board decisions, pleadings, motions, case files and original supporting documents, settlement records, and certified files from the Administrative Hearing Commission. Records created pursuant to 344.050 and 344.070 RSMo.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES: Records of claims that are unsubstantiated or resolved without board action will be maintained under the appropriate application or license series.

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 23085

SERIES STATUS: Approved

APPROVAL DATE:

7/20/2021



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: DRL Director's Office

Division: Regulation & Licensure

Sub-Section: Board of Nursing Home Administrators

TITLE: License Application Files - Incomplete

CUTOFF: End of State Fiscal Year in which application is submitted

DESCRIPTION: Records of licensing candidates who did not complete the application or exam process. Records include, but are not limited to, application, high school or college transcripts, letters of reference, and general correspondence. Records created pursuant to 324.009, 344.030, and 344.070 RSMo.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8961

SERIES STATUS: Approved

APPROVAL DATE:

7/20/2021

TITLE: License Application Files - Three Times Fail

CUTOFF: End of State fiscal year in which third examination failed

DESCRIPTION: Records of licensing candidates who did not pass the examination after three attempts. These individuals are allowed to sit for the exam again after completing a course of instruction prescribed and approved by the board. Records include, but are not limited to applications, fee receipts, examination results, transcripts, course completion documentation, and related correspondence. Records created pursuant to 19 CSR 73-2.070 and 324.009, 344.030, 344.040, 344.070 RSMo.

RETENTION: Years: 20 Months: 0 Days: 0

NOTES: Records of candidates who complete course of instruction and pass exam will be maintained under the appropriate application or license series.

DISPOSITION ACTION: Destroy

SERIES: 8964

SERIES STATUS: Approved

APPROVAL DATE:

7/20/2021