



**Agency Records Disposition Schedule**

Department: Department of Health & Senior Services

Section: Section for Health Standards & Licensure

Division: Regulation & Licensure

Sub-Section: Bureau of Narcotics & 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



## Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Section for Health Standards & Licensure

Division: Regulation & Licensure

Sub-Section: Bureau of Narcotics & Dangerous Drugs

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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

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