### Immunization Records K-12

**TITLE:** Immunization Records K-12  
**DESCRIPTION:** Records include a copy of a student's full vaccination records for K-12 or the appropriate corresponding time period.  
**NOTES:**  
**SERIES:** 24356  
**SERIES STATUS:** Approved  
**CUTOFF:** Graduation or date of last attendance  
**RETENTION:** Years: 5 Months: 0 Days: 0  
**DISPOSITION ACTION:** Destroy  
**APPROVAL DATE:** 11/15/2016

### Meningococcal Vaccine Status

**TITLE:** Meningococcal Vaccine Status  
**DESCRIPTION:** Records include documentation that the institution has alerted each student living on campus, or if the student is a minor, the student's guardians, of the risks associated with the meningococcal disease and the availability and effectiveness of the meningococcal vaccine. Records also include either a copy of a vaccination record for each student who has received the vaccine or a waiver signed by students declining to receive the vaccine. Records are maintained per 174.335 RSMo.  
**NOTES:**  
**SERIES:** 24355  
**SERIES STATUS:** Approved  
**CUTOFF:** Graduation or date of last attendance  
**RETENTION:** Years: 5 Months: 0 Days: 0  
**DISPOSITION ACTION:** Destroy  
**APPROVAL DATE:** 11/15/2016

### On Campus Health Services Log

**TITLE:** On Campus Health Services Log  
**DESCRIPTION:** Documentation of health services provided by the institution. Records include, but are not limited to, listing of the number of students using on-campus health services, types of services rendered, and if possible, any follow-up information.  
**NOTES:**  
**SERIES:** 24352  
**SERIES STATUS:** Approved  
**CUTOFF:** EOCY  
**RETENTION:** Years: 10 Months: 0 Days: 0  
**DISPOSITION ACTION:** Destroy  
**APPROVAL DATE:** 11/15/2016
## Agency Records Disposition Schedule

**Department:** Department of Higher Education and Workforce  
**Division:** University General Retention Schedule  
**Section:** Health Services

### Student Health and Accident Insurance

**TITLE:** Student Health and Accident Insurance  
**DESCRIPTION:** Documentation of a student's participation in an institution's insurance program, what level of insurance has been purchased, coverage details, and all other information necessary to provide the student with insurance coverage.  
**RETENTION:** Years: 5 Months: 0 Days: 0  
**CUTOFF:** Graduation or date of last attendance  
**DISPOSITION ACTION:** Destroy

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<tbody>
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<td>24357</td>
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### Student Medical File

**TITLE:** Student Medical File  
**DESCRIPTION:** Medical records of students who have reached the majority. Records include, but are not limited to, medical reports, laboratory reports, complete hospital records, and ancillary reports of a student's medical needs. These records are used to verify any special needs a student may have.  
**RETENTION:** Years: 6 Months: 0 Days: 0  
**CUTOFF:** Graduation or date of last attendance  
**DISPOSITION ACTION:** HIPAA-Compliant Destruction

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<td>11/15/2016</td>
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### Student Medical File - Minor

**TITLE:** Student Medical File - Minor  
**DESCRIPTION:** Medical records of students who have left the institution before reaching the majority. Records include, but are not limited to, medical reports, laboratory reports, complete hospital records, and ancillary reports of a student's medical needs. These records are used to verify any special needs a student may have.  
**RETENTION:** Years: 6 Months: 0 Days: 0  
**CUTOFF:** Graduation or date of last attendance  
**DISPOSITION ACTION:** HIPAA-Compliant Destruction

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<tr>
<td>TITLE: Student Mental Health Services</td>
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<td>DESCRIPTION: Documentation of mental health services provided by the institution. Records include, but are not limited to, listing of the number of students using on-campus mental health services, types of services rendered, and if possible, any follow-up information.</td>
<td>RETENTION: Years: 6 Months: 0 Days: 0</td>
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