



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Legal and Legislative

Division: Missouri Gaming Commission

Sub-Section:

TITLE: Administrative Case Files

CUTOFF: Close of Case

DESCRIPTION: Files on disciplinary actions against Missouri Gaming Commission personnel that have been challenged by that individual.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Administrative Case files will be combined with Application for Key, Level I and II Personnel at the close of the case.

DISPOSITION ACTION: Transfer to appropriate file

SERIES: 1790

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Disassociated Persons (DAP) File

CUTOFF:EOCY

DESCRIPTION: File contains only application for placement or removal on the List of Disassociated Persons. Disassociated Persons are problem gamblers and have voluntarily excluded themselves from casinos.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES: All other documents, correspondence, and notes relating to the program or to persons on the Disassociated Persons List shall be subject to the retention policy in Series 21531 - General Correspondence - Agency Personnel. Once removed from the DAP, the or

DISPOSITION ACTION: Destroy

SERIES: 20747

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Disassociated Persons (DAP) Files - Removed

CUTOFF: Request for removal

DESCRIPTION: Applications from individuals for placement on the DAP list who were approved for removal by the Missouri Gaming Commission. Individuals can only be removed from the DAP list after being in the program a minimum of five (5) years.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: Applications for placement on the DAP list for individuals that have not been removed are in Series 20747 – Disassociated Persons (DAP) Files. File is maintained in both original hard copy and in an electronic records keeping system.

DISPOSITION ACTION: Destroy

SERIES: 23778

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



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Sub-Section:

TITLE: Disassociated Persons (DAP) Interview Tape

CUTOFF: EOCY

DESCRIPTION: Video recording (analog or digital) of person being interviewed for possible inclusion into the DAP program.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20748

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Exclusion List

CUTOFF: EOCY

DESCRIPTION: Individuals that meet the criteria as set forth in 11 CSR 45 are prohibited from entering a gaming operation. The notices are sent to the gaming operation and to the affected individual.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1787

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009