



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Missouri Emergency Response Commission

Division: State Emergency Management Agency

Sub-Section:

**TITLE:** Emergency Planning and Community Right-to-Know Act (EPCRA) Reporting Forms

**CUTOFF:**

**DESCRIPTION:** Information submitted to the comission by companies handling hazerdous material as defined by RSMo 292.600.4. The authority to collect this information is granted under RSMo 292.605 and US Public Law 99-499 (EPCRA).

**RETENTION:** Years: 18 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 19120

**SERIES STATUS:** Approved

**APPROVAL DATE:**

1/17/1997

**TITLE:** Hazardous Materials Training Files

**CUTOFF:** End of Federal Fiscal Year in which student participates in training

**DESCRIPTION:** Documentation of voluntary Hazardous Materials Training provided to first responders in the State of Missouri. Records include, but are not limited to, student registration records, student testing records and results, course setup records, class rosters, proof of prerequisites, course completion certificates, hazmat suit health records, and related correspondence. Records kept per 29 CFR 1910.120.9.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Student registers are stored separate from training records.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24121

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016