



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Child Support

Division: Family Support Division

Sub-Section:

TITLE: Closed Child Support Enforcement Case Files

CUTOFF: EOFFY in which case is closed

DESCRIPTION: Case files containing information relating to parentage and court ordered child support payments. Records include, but are not limited to, complaints, defendant responses, motions, briefs, testimonies, verdicts (if trial by jury), judges orders, paternity results, family counseling evaluations, agreed orders, motions to withhold income and proof of service. Records created per 454-412 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: DoD Compliant Destroy

SERIES: 8471

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Closed Recovery Cases

CUTOFF: EOFFY in-which paid in full

DESCRIPTION: Records of support payments made by a non-custodial parent for a child paid to a custodial parent by the Family Support Division under the provisions of Chapter 454, determined to be erroneously made, either in good faith, fraud, or receipt of inaccurate information. Records include, but are not limited to, documentation pertaining to why recovery is necessary, signed re-payment agreements, narrative entries, and any correspondence pertaining to the case. Records created per Section 454.531.1 and 454.450.1 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Overpayment refund of monies are owed to the non-custodial parent for repayment.

DISPOSITION ACTION: DoD Compliant Destroy

SERIES: 8474

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Child Support

Division: Family Support Division

Sub-Section:

TITLE: Consumer Dispute Verification Forms

CUTOFF: EOFFY in which dispute is resolved

DESCRIPTION: Forms used for obligors to dispute credit bureau reporting information. Form information includes, but is not limited to, date, name, address, phone, e-mail address, residence, city, state, and disputed information.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: DoD Compliant Destroy

SERIES: 13746

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: County Claims - Federal Reimbursement Files

CUTOFF: EOFFY in which reimbursed

DESCRIPTION: Records of reimbursements by the federal government via cooperative agreement with the Division of Family Services and county offices for additional costs incurred for providing services. Records include, but are not limited to, receipts, claim vouchers for expenses, and daily time records. Records created per Section 454.405 RSMo. and Title IV-D child support program. Records Maintained per 13 CSR 40-3.020.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: DoD Compliant Destroy

SERIES: 8467

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: County Payroll Vouchers

CUTOFF:

DESCRIPTION: County Payroll Vouchers

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Shred

SERIES: 8469

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Child Support

Division: Family Support Division

Sub-Section:

TITLE: Genetic Testing Invoices

CUTOFF:

DESCRIPTION: Copies of all the genetic tests performed and/or paid for by the state of Missouri. This includes the amount paid, parties tested, case numbers, specimen numbers. This can also include information pertaining to the cases listed on the invoice.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22772

SERIES STATUS: Approved

APPROVAL DATE:

2/22/2001

TITLE: Missouri Automated Child Support System (MACSS) Records

CUTOFF: EOFFY Case closed

DESCRIPTION: The Missouri Automated Child Support System (MACSS) is used to help locate parents, and establish paternity, child and medical support orders, monitor and enforce compliance with child and medical support orders, review and initiate modification of support orders, and distribute support collections. Records include, but are not limited to, requisite data on state performance, state case registry records, child support orders, collection and distribution of support payments, Copies of unidentified or unmatched child support checks and parent locator records. Records created per 454A. [42 U.S.C. 654a].

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: DoD Compliant Destroy

SERIES: 24142

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Child Support

Division: Family Support Division

Sub-Section:

TITLE: Missouri Automated Child Support System (MACSS) Reports

CUTOFF: EOFFY

DESCRIPTION: The Missouri Automated Child Support System (MACSS) is used to help locate parents, establish paternity, child and medical support orders, monitor and enforce compliance, review and initiate modification, and distribute support collections. Records include, but are not limited to, Child Support Collections reports, 203 Error Reports and Bill Form - 191 Maintenance Reports. Records created per Sec. 454A. [42 U.S.C. 654a].

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: DoD Compliant Destroy

SERIES: 8466

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Recipient Payroll Card Applications

CUTOFF: EOFFY

DESCRIPTION: Prepaid debit card applications designed for distribution of government benefits including pensions and social security; public assistance programs such as Child Support, Unemployment Insurance, Temporary Assistance for Needy Families (TANF); and emergency assistance programs for disaster relief. Records include, but are not limited to, form CS-160 Direct Deposit Applications.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: DoD Compliant Destroy

SERIES: 8472

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Child Support

Division: Family Support Division

Sub-Section:

TITLE: State Intercept Case Files

CUTOFF: EOFFY Case closed

DESCRIPTION: Series Description: Records of money owed to the custodial parent or the state, by a payer who has defaulted on payments of child support. Interception types include, but are not limited to, Unemployment/Disability, Internal Revenue Service, Franchise Tax Board, and License Suspension. Records created per 452.350 RSMo.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: DoD Compliant Destroy

SERIES: 8470

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016