



Agency Records Disposition Schedule

Department: Department of Social Services

Section: State Technical Assistance Team

Division: Office of the Director

Sub-Section:

TITLE: Annual Reports - Annual report on State Technical Assistance Team data

CUTOFF: EOSFY

DESCRIPTION: Annual Reports - Annual report on State Technical Assistance Team data

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 17015

SERIES STATUS: Approved

APPROVAL DATE:

6/18/2002

TITLE: Assistance Requests - Written record of assistance given to county child protection professionals regarding children's events

CUTOFF:

DESCRIPTION: Assistance Requests - Written record of assistance given to county child protection professionals regarding children's events

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17014

SERIES STATUS: Approved

APPROVAL DATE:

6/18/2002

TITLE: Autopsy Invoices (copy of autopsy attached) DBF-14's for autopsy payments

CUTOFF:

DESCRIPTION: Autopsy Invoices (copy of autopsy attached) DBF-14's for autopsy payments

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17013

SERIES STATUS: Approved

APPROVAL DATE:

6/18/2002



Agency Records Disposition Schedule

Department: Department of Social Services

Section: State Technical Assistance Team

Division: Office of the Director

Sub-Section:

TITLE: County correspondence - Letters sent out involving missing data forms

CUTOFF:

DESCRIPTION: County correspondence - Letters sent out involving missing data forms

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 16993

SERIES STATUS: Approved

APPROVAL DATE:

6/18/2002

TITLE: Data Collection Form 1 - (Coroner/Medical Examiner Report) Confidential by state statutes

CUTOFF: EOSFY

DESCRIPTION: Data Collection Form 1 - (Coroner/Medical Examiner Report) Confidential by state statutes

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 17002

SERIES STATUS: Approved

APPROVAL DATE:

6/18/2002

TITLE: Data Collection Form 2 - (Child Fatality Review Panel Data report) Confidential by state statute

CUTOFF: EOSFY

DESCRIPTION: Data Collection Form 2 - (Child Fatality Review Panel Data report) Confidential by state statute

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 17003

SERIES STATUS: Approved

APPROVAL DATE:

6/18/2002



Agency Records Disposition Schedule

Department: Department of Social Services

Section: State Technical Assistance Team

Division: Office of the Director

Sub-Section:

TITLE: DBF 14's -requests for invoice payments

CUTOFF:

DESCRIPTION: DBF 14's -requests for invoice payments

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 16992

SERIES STATUS: Approved

APPROVAL DATE:

6/18/2002

TITLE: DBF 1's - requests for purchases

CUTOFF:

DESCRIPTION: DBF 1's - requests for purchases

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 16991

SERIES STATUS: Approved

APPROVAL DATE:

6/18/2002

TITLE: Death Certificates - Certificates of death for children under the age of 18 Yrs.
Of age

CUTOFF:

DESCRIPTION: Death Certificates - Certificates of death for children under the age of 18
Yrs. Of age

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17005

SERIES STATUS: Approved

APPROVAL DATE:

6/18/2002



Agency Records Disposition Schedule

Department: Department of Social Services

Section: State Technical Assistance Team

Division: Office of the Director

Sub-Section:

TITLE: Fatality Notifications - Information collected by on-call investigators concerning child fatalities

CUTOFF:

DESCRIPTION: Fatality Notifications - Information collected by on-call investigators concerning child fatalities

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17004

SERIES STATUS: Approved

APPROVAL DATE:

6/18/2002

TITLE: Final Reports - Final report of fatality, data released to the public

CUTOFF: EOSFY

DESCRIPTION: Final Reports - Final report of fatality, data released to the public

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 17006

SERIES STATUS: Approved

APPROVAL DATE:

6/18/2002

TITLE: Investigative Reports - Criminal investigation reports by commissioned law enforcement (STAT)

CUTOFF: EOSFY

DESCRIPTION: Investigative Reports - Criminal investigation reports by commissioned law enforcement (STAT)

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 17000

SERIES STATUS: Approved

APPROVAL DATE:

6/18/2002



Agency Records Disposition Schedule

Department: Department of Social Services

Section: State Technical Assistance Team

Division: Office of the Director

Sub-Section:

TITLE: Legal opinions - Definitions and opinions of state statutes

CUTOFF:

DESCRIPTION: Legal opinions - Definitions and opinions of state statutes

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 16999

SERIES STATUS: Approved

APPROVAL DATE:

6/18/2002

TITLE: MULES (Missouri Uniform Law Enforcement System) Teletype (13 months in-house)

CUTOFF:

DESCRIPTION: MULES (Missouri Uniform Law Enforcement System) Teletype (13 months in-house)

RETENTION: Years: 0 Months: 13 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17011

SERIES STATUS: Approved

APPROVAL DATE:

6/18/2002

TITLE: P.O.S.T. (Police officer Standards and Training) Training Files

CUTOFF:

DESCRIPTION: P.O.S.T. (Police officer Standards and Training) Files - Mandated training materials required by state statute

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17010

SERIES STATUS: Approved

APPROVAL DATE:

6/18/2002



Agency Records Disposition Schedule

Department: Department of Social Services

Section: State Technical Assistance Team

Division: Office of the Director

Sub-Section:

TITLE: PHI Disclosure Tracking Log - HIPPA forms

CUTOFF:

DESCRIPTION: PHI Disclosure Tracking Log - HIPPA forms

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18814

SERIES STATUS: Approved

APPROVAL DATE:

6/18/2002

TITLE: Print Requisitions - Documentation of requests for printing

CUTOFF:

DESCRIPTION: Print Requisitions - Documentation of requests for printing

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 16990

SERIES STATUS: Approved

APPROVAL DATE:

6/18/2002

TITLE: Subpoenas - court ordered appearance in court, and or release of reports and documents

CUTOFF:

DESCRIPTION: Subpoenas - court ordered appearance in court, and or release of reports and documents

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17016

SERIES STATUS: Approved

APPROVAL DATE:

6/18/2002



Agency Records Disposition Schedule

Department: Department of Social Services

Section: State Technical Assistance Team

Division: Office of the Director

Sub-Section:

TITLE: Training Attended

CUTOFF:

DESCRIPTION: Training Attended - Record of all training attended by employees

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17009

SERIES STATUS: Approved

APPROVAL DATE:

6/18/2002

TITLE: Training Handouts

CUTOFF:

DESCRIPTION: Handouts - all handout material given to attendees at training

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17008

SERIES STATUS: Approved

APPROVAL DATE:

6/18/2002