



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Mental Health

Division: Division of Offender Rehabilitative Services

Sub-Section:

TITLE: Mental Health Classification Records

CUTOFF: EOY in which assessment completed

DESCRIPTION: Assessment testing sheets required to produce a Mental Health Classification Score, which becomes part of the record for offenders at reception and diagnostic centers. Records include, but are not limited to, test booklets, answer sheets, and assessments. Records created pursuant to section 217.330 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 24536

SERIES STATUS: Approved

APPROVAL DATE: 5/13/2019

TITLE: Possible Sexually Violent Predator Files

CUTOFF: End of Department of Corrections supervision

DESCRIPTION: Files include police reports, medical/mental health information, assessments and testing used by the Multidisciplinary Team to decide if the offender is a Sexually Violent Predator. If the decision is made that they are a Sexually Violent Predator then they are committed to the Department of Mental Health indefinitely. If the decision is made that they are not a Sexually Violent Predator then they are released.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21739

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Mental Health

Division: Division of Offender Rehabilitative Services

Sub-Section: Missouri Sex Offender Program

TITLE: Missouri Sex Offender Program (MOSOP) Treatment Records

CUTOFF: Offender Discharge

DESCRIPTION: Records created by the MOSOP program documenting the assessment and treatment of offenders. Records include, but are not limited to, Missouri Uniform Law Enforcement System (MULES) records, social histories, MOSOP programming, testing, and End of Confinement forms.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23202

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010
