



### Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Division Directors Office

Division: Division of Community and Public Health

Sub-Section: Office of Primary Care and Rural Health

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**TITLE:** Adult Oral Health Assessment Surveys

**CUTOFF:** January 1, 2010

**DESCRIPTION:** Oral health screening survey forms completed in 2009 of adults in skilled nursing facilities, senior nutrition centers, federally qualified health centers and homeless shelters. Funding for this survey was provided by a grant from the Health Resources and Service Administration. Survey data was compiled and analyzed by the Office of Primary Care and Rural Health.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:** This survey was completed in 2009.

**DISPOSITION ACTION:** Transfer to Missouri State Archives

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**SERIES #:** 23399

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011

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**TITLE:** Dental Access Survey

**CUTOFF:** January 1, 2008

**DESCRIPTION:** The Dental Access Survey was created by the Department of Mental Health (DMH) and the Bureau of Special Health Care Needs (BSHCN) in collaboration with the Office of Primary Care and Rural Health (OPCRH). Special needs clients were surveyed by both DMH and BSHCN. Questionnaires/surveys were compiled/analyzed by OPCRH.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:** This survey was conducted in 2007.

**DISPOSITION ACTION:** Transfer to Missouri State Archives

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**SERIES #:** 23394

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011

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**TITLE:** Health Professional Survey

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Voluntary survey taken by health professionals who are registering with Professional Registration. Office of Primary Care provides questionnaire/survey forms. Results are used for workforce development studies and Health Professional Shortage Areas designations. Records include the actual survey questionnaires.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 23390

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011



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<b>TITLE:</b> J-1 Visa Waiver Packets	<b>CUTOFF:</b> End of Calendar Year
<b>DESCRIPTION:</b> The J-1 Visa Waiver is given to Foreign Medical Graduates (FMGs) pursuing a waiver to return to their native country prior to applying for immigration to this country. The FMGs must provide services in underserved areas in Missouri. The Department of State grants this waiver, not the State of Missouri. Records in the J-1 application package including but not limited to descriptions of area in need, community support, employment contract, medical license, and approval from Department of State.	<b>RETENTION:</b> Years: 10 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 23395	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 10/13/2011
<b>TITLE:</b> Medicare Rural Hospital Flexibility Grant	<b>CUTOFF:</b> EOY in which grant is fulfilled
<b>DESCRIPTION:</b> Record includes, but is not limited to annual applications, guidance, contracts, invoices and progress reports that provide information for the Medicare Rural Hospital Flexibility Program Grant. This grant is received annually.	<b>RETENTION:</b> Years: 10 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 23398	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 10/13/2011
<b>TITLE:</b> National Interest Waivers	<b>CUTOFF:</b> End of Calendar Year in which contract expires
<b>DESCRIPTION:</b> Records include, but are not limited to description of the service area, letters of community support, employment contract, medical license and attestation letter. Physicians receiving National Interest Waivers (NIW) must work in underserved areas of Missouri for a minimum of five years. The Office of Primary Care and Rural Health provides letters of attestation to the Immigration and Naturalization Service in support of NIW requests.	<b>RETENTION:</b> Years: 10 Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 23783	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 06/19/2012
<b>TITLE:</b> Nursing Student Loans	<b>CUTOFF:</b> EOY in which contract fulfilled
<b>DESCRIPTION:</b> Records include nursing student loan program information which contains, but is not limited to, contracts, bi-annual surveys, grade information, annual application forms and various correspondence. Information is used to ensure students are fulfilling all contractual obligations.	<b>RETENTION:</b> Years: 10 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 23392	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 10/13/2011



### Agency Records Disposition Schedule

Department: Department of Health and Senior Services  
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<b>TITLE:</b> Preventative Services Program Surveys	<b>CUTOFF:</b> End of Calendar Year
<b>DESCRIPTION:</b> Oral health screening surveys submitted by facilities voluntarily participating in the Preventative Services Program for children birth through age eighteen.	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 23389	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 10/13/2011
<b>TITLE:</b> Primary Care Resource Initiative for Missouri	<b>CUTOFF:</b> EOY in which contract fulfilled
<b>DESCRIPTION:</b> Records include professional student loan program information which contains, but is not limited to, contracts, bi-annual surveys, grade information, annual application forms and various correspondence. Information is used to ensure students are fulfilling all contractual obligations.	<b>RETENTION:</b> Years: 10 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 23391	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 10/13/2011
<b>TITLE:</b> Small Rural Hospital Improvement Program Grant	<b>CUTOFF:</b> EOY in which grant is fulfilled
<b>DESCRIPTION:</b> Record includes, but is not limited to annual contracts, applications, invoices, and progress reports that provide information for the Federal Small Rural Hospital Improvement Program Grant. This grant is received annually and Grant Guidance and other department forms that may be included in these files.	<b>RETENTION:</b> Years: 10 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 23396	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 10/13/2011
<b>TITLE:</b> State Office of Rural Health Grant	<b>CUTOFF:</b> EOY in which grant is fulfilled
<b>DESCRIPTION:</b> Record includes, but is not limited to annual guidance, application, contracts, invoices and progress reports that provide information for the State Office of Rural Health Program Grant. This grant is received annually.	<b>RETENTION:</b> Years: 10 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 23397	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 10/13/2011



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**TITLE:** Student Loan Repayment Loans

**CUTOFF:** EOY in which contract fulfilled

**DESCRIPTION:** Student loan repayment program for assistance in paying educational debt to those who agree to continue working in Health Professional Shortage Areas (HPSA). This program assists with educational debt after someone has graduated, obtained appropriate licensure and is working in a Health Professional Shortage Area.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 23393

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011

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