



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Hearing Unit

Division: Division of Legal Services

Sub-Section:

**TITLE:** Appeal File

**CUTOFF:** Resolution or dismissal

**DESCRIPTION:** Contains all documents from original hearing file plus affidavit to make appeal file. Including, but not limited to transcript, hearing decision, appeal decision and supporting papers.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8477

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Food Stamp Disqualification (Fraud) Cases

**CUTOFF:** EOSFY in which individual first recieves benefits

**DESCRIPTION:** Case files of individuals disqualified for intentional program violation or claims against an individual who was found guilty of trafficking Food Stamp benefits. Records include, but are not limited to, signed disqualification consent agreements, court determinations, signed waivers waiving the right to an administrative disqualification hearing, and the notification of disqualification. Records kept per Section 205.967 RSMo.

**RETENTION:** Years: 100 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24158

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Hearing Unit

Division: Division of Legal Services

Sub-Section:

**TITLE:** Food Stamp Disqualification (Fraud) Cases - Deceased

**CUTOFF:** EOSFY following the date of the decedent's death

**DESCRIPTION:** Case files of deceased individuals disqualified for intentional program violation or claims against a disqualified individual's estate who were found guilty of trafficking Food Stamp benefits and have been deceased for a period of one year. Records include, but are not limited to, signed disqualification consent agreements, court determinations, signed waivers waiving the right to an administrative disqualification hearing, and the notification of disqualification. Records kept per Section 473.444 and 205.967 RSMo.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24493

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Hearing File

**CUTOFF:** Resolution or Dismissal

**DESCRIPTION:** Contains all documents for Administrative Hearings including; decision, notices and exhibits.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8475

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010