



**Agency Records Disposition Schedule**

Department: Department of Health and Senior Services

Section: Section for Environmental Public Health

Division: Division of Community and Public Health

Sub-Section: Bureau of Environmental Health Services

**TITLE:** Abandoned Onsite Wastewater Treatment Systems Project Files

**CUTOFF:**EOCY in which project is abandoned

**DESCRIPTION:** Records include, but are not limited to abandoned permit application fees for onsite and decentralized wastewater system projects for participation agreement counties under the Department of Health and Senior Service's authority.

**RETENTION:** Years: 6 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23845

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

**TITLE:** Abandoned or Denied Onsite Wastewater Treatment System Professional Registration and Licensure Files

**CUTOFF:**EOCY in which application submitted

**DESCRIPTION:** Records include, but are not limited to registered installers' (basic and advanced), soil evaluators', percolation testers' and licensed inspectors' course applications; registration and licensure applications, and tests.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23848

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

**TITLE:** Decentralized Wastewater Treatment System Technology Documents

**CUTOFF:**WSO

**DESCRIPTION:** Records include, but are not limited to product technical specifications, installation requirements, product certification and performance data, experimental and innovative protocols, and product technical review documents. This information is used by bureau staff to review new technology and processes used in the onsite wastewater treatment field.

**RETENTION:** Years: 25 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23846

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013



### Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Environmental Public Health

Division: Division of Community and Public Health

Sub-Section: Bureau of Environmental Health Services

**TITLE:** Environmental Childcare Sanitation Contracts and Participation Agreements

**CUTOFF:** EOY in which contract expires

**DESCRIPTION:** Records include the contracts or participation agreements between the Bureau of Environmental Health Services and local county health offices concerning outsourcing inspections of Missouri childcare businesses. Other documents include, but are not limited to inspection reports, invoices and correspondence.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23014

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

**TITLE:** Food Processing and Manufacturing Inspection Reports

**CUTOFF:** EOY

**DESCRIPTION:** Inspections of food processing and manufacturing operations submitted by Department of Health and Senior Services Environmental Public Health Specialists. Inspections are performed annually and are retained for one year.

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

**NOTES:** Agency copy; the originals are stored by the Food and Drug Administration.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23007

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

**TITLE:** Frozen Dessert Machine Inspection and License Files

**CUTOFF:** EOY

**DESCRIPTION:** Records include, but are not limited to applications, inspection reports and no tax due statements for frozen dessert machine licensing. Records received as part of applications for frozen desert machine licenses issued to Missouri businesses. Machines are inspected annually and licenses are valid for one year.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23008

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013



**Agency Records Disposition Schedule**

Department: Department of Health and Senior Services

Section: Section for Environmental Public Health

Division: Division of Community and Public Health

Sub-Section: Bureau of Environmental Health Services

**TITLE:** Local Onsite Wastewater Treatment System Ordinances

**CUTOFF:** EOY in which ordinance superseded

**DESCRIPTION:** Copies of county and municipal onsite wastewater ordinances, and ordinance review documentation. The Bureau of Environmental Health Services provides technical assistance to counties in these matters.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23856

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

**TITLE:** Local Public Health Facility Audits

**CUTOFF:** EOY

**DESCRIPTION:** Records include, but are not limited to audits performed by the Bureau of Environmental Health Services to ensure that all local public health agencies performing duties for the bureau meet all compliance standards required by their contract(s).

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23831

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

**TITLE:** Lodging Licensing Files

**CUTOFF:** EOY

**DESCRIPTION:** Records include applications, inspection reports and no tax due statements for lodging licenses. Records are maintained to support the issuance of licenses for the operation of Missouri lodging businesses. Lodgings are inspected annually by either the county in which the lodging is located or the Bureau of Environmental Health Services. Licenses are valid for one year.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23009

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013



## Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Environmental Public Health

Division: Division of Community and Public Health

Sub-Section: Bureau of Environmental Health Services

**TITLE:** Onsite Wastewater Treatment Program Document Files

**CUTOFF:** Completion of contract

**DESCRIPTION:** Records include, but are not limited to onsite wastewater construction permit application review participation agreements, reimbursed fee forms from local health agencies, and participation agreement monitoring documents.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23011

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

**TITLE:** Onsite Wastewater Treatment Program Financial Files

**CUTOFF:**EOCY

**DESCRIPTION:** Records include, but are not limited to daily revenue reports, interagency billing records for registration and construction application fees, and registration and construction application fee refund files.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23844

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

**TITLE:** Onsite Wastewater Treatment System Assessment Reports

**CUTOFF:**WSO

**DESCRIPTION:** Records include onsite and/or decentralized wastewater system inspections and evaluations for real estate transactions. Records are needed for regulation of licensed private inspectors, for analysis of the condition of decentralized wastewater treatment infrastructure, and to build an inventory of existing decentralized systems.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23010

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013



**Agency Records Disposition Schedule**

Department: Department of Health and Senior Services

Section: Section for Environmental Public Health

Division: Division of Community and Public Health

Sub-Section: Bureau of Environmental Health Services

**TITLE:** Onsite Wastewater Treatment System Complaint Files

**CUTOFF:** EOY in which file is closed

**DESCRIPTION:** Records include, but are not limited to complaint forms submitted by the public, investigation records created by local health agency staff, sanitation observations, photographs, notices of violation, and disposition of complaints.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23852

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

**TITLE:** Onsite Wastewater Treatment System Complaint Files with Hearing or Other Legal Action

**CUTOFF:** EOY in which file is closed or action completed

**DESCRIPTION:** Records include, but are not limited to complaint forms submitted by the public, investigation records, sanitation observations, photographs, notices of violation, and disposition of complaints.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23853

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

**TITLE:** Onsite Wastewater Treatment System Professional and Training Provider Complaint Files

**CUTOFF:** EOY in which file is closed

**DESCRIPTION:** Records include, but are not limited to complaint forms submitted by the public, professional complaint record forms, investigation records, sanitation observations, and photographs. Information is used by bureau staff to determine whether a training provider is in compliance.

**RETENTION:** Years: 6 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23854

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013



### Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Environmental Public Health

Division: Division of Community and Public Health

Sub-Section: Bureau of Environmental Health Services

**TITLE:** Onsite Wastewater Treatment System Professional and Training Provider Complaint Files with Warning, Notice, Hearing or Other Legal Action

**CUTOFF:** EOY in which file is closed or action completed

**DESCRIPTION:** Records include, but are not limited to citizen complaint forms, professional complaint record forms, investigation records, sanitation observations, photographs, warning letters, and notices of violation. Records used as proof of non-compliance and censure.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23855

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013

**TITLE:** Onsite Wastewater Treatment System Professional Continuing Education Training Provider Files

**CUTOFF:** EOY in which approval expires

**DESCRIPTION:** Records include, but are not limited to licensee information, class documentation, and approval documents. This information is used to ensure providers are in compliance with all requirements.

**RETENTION:** Years: 6 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23851

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013

**TITLE:** Onsite Wastewater Treatment System Professional Registration and Licensure Files

**CUTOFF:** EOY in which license expired, abandoned or denied

**DESCRIPTION:** Records used for regulation and identification of onsite system professionals. Records include, but are not limited to, previous-term, current-term, and renewal applications for educational courses, registration, and licensure of Onsite and Decentralized Wastewater System Installers (basic and advanced), Soil Evaluators, Licensed Inspectors, and Percolation Testers.

**RETENTION:** Years: 25 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23847

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016



### Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Environmental Public Health

Division: Division of Community and Public Health

Sub-Section: Bureau of Environmental Health Services

**TITLE:** Onsite Wastewater Treatment System Professional Registration Training Provider Files

**CUTOFF:** EOY in which approval expires

**DESCRIPTION:** Records include, but are not limited to training provider applications, course agendas, presentations, training material handouts, instructor qualification information, sample certificates or identification cards, approval documents, and course rosters. Records provide proof of agency approval.

**RETENTION:** Years: 6 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23849

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

**TITLE:** Onsite Wastewater Treatment Systems Documentation

**CUTOFF:** EOY in which system is installed

**DESCRIPTION:** Records include, but are not limited to onsite and decentralized wastewater system permit application fee forms, applications and plans, soil evaluation reports, percolation tests, engineering reports, variance requests, construction permits, construction inspection reports, final inspections, variance and technical review files, and site and system inventory records compiled for the regulation of onsite wastewater treatment systems in Missouri. Records are used to document whether systems comply with standards.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23012

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

**TITLE:** State Fair Food Vendor Inspections

**CUTOFF:** EOY

**DESCRIPTION:** Records include inspection paperwork. Inspections are performed by the Bureau of Environmental Health Services to ensure that all food vendors at the Missouri State Fair meet food safety requirements.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23830

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013



**Agency Records Disposition Schedule**

Department: Department of Health and Senior Services

Section: Section for Environmental Public Health

Division: Division of Community and Public Health

Sub-Section: Bureau of Environmental Health Services

**TITLE:** Summer Food Program Inspections

**CUTOFF:**EOCY

**DESCRIPTION:** Records include contracts or participation agreements between the Bureau of Environmental Health Services and the local county health offices concerning outsourcing inspections of businesses or schools feeding children during the summer months in Missouri. Other documents include, but are not limited to inspection reports, invoices and correspondence.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23829

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

**TITLE:** Unapproved Onsite Wastewater Treatment System Professional Registration Training Provider Files

**CUTOFF:**EOCY in which application submitted

**DESCRIPTION:** Records include, but are not limited to training provider applications, course agendas, presentations, training material handouts, sample certificates or identification cards and instructor information for training providers that were never approved.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23850

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013