

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM		ISSUED	REVISED	CHAPTER	SECTION
	Sponsoring Organizations of Homes POLICY & PROCEDURE MANUAL		12/90	6/15	8	8.1
CHAPTER Chapter 8. Recordkeeping			SUBJECT Retention of Records			

All records identified in this chapter must be kept for three years after the date the final claim for the fiscal year was submitted. If audit findings have not been resolved, the records shall be kept as long as necessary to resolve the issues raised by the audit.

**For Example:**

Records for Fiscal Year October 1, 2003 to September 30, 2004 must be kept until September 30, 2007.

All records pertaining to disqualifications of providers must be retained for three full fiscal years after the individual or institution is removed from the National Disqualified List.