



PA19-RD-02

# Practice Alert

Fingerprint Reports on Missouri Automated Criminal History System (MACHS)

The purpose of the practice alert is to inform staff who have access to MACHS fingerprint reports that ***the fingerprint result report*** generated through a fingerprint submission on MACHS ***will no longer expire in 90 days*** as the result of an agreement with the Missouri State Highway Patrol. MSHP will retain results processed from 2015 forward for the Children's Division and from the date of outsourcing forward for contracted agencies with an outsourcing agreement.

***Policy has not changed. When a fingerprint result report is posted on MACHS, it needs to be printed and the paper copy kept in the licensing case file.***

Please be aware that the retention of records applies only to the criminal history report and not the Rap Back notifications of arrests. The 30 day expiration of Rap Back report has not changed. ***The Rap Back notices must be printed within 30 days of being posted on MACHS and placed in the case file.***

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