



**Agency Records Disposition Schedule**

Department: Department of Commerce & Insurance

Section:

Division: Administration Division

Sub-Section:

**TITLE:** Applications for Licensure

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Records required for licensing as one of the following: individual or business entity insurance producer (375.015 RSMo); bail bond agent, general bail bond agent or corporation (374.715 RSMo); surety recovery agent (374.784 RSMo); public adjuster, solicitor or corporation (325.020 RSMo); surplus lines producer (384.043 RSMo); motor vehicle extended service contract producer or business entity producer (385.207 RSMo); individual navigator or navigator entity (376.2004 RSMo); limited lines self-service storage insurance producer (379.1640 RSMo); organizational credit business entity producer (375.065 RSMo); pharmacy benefit managers (376.393 RSMo); and portable electronics vendor (379.1505 RSMo). Forms are completed by the individual or business entity and submitted to the department. Records may include, but are not limited to, applications, education information, exam results, and course provider applications and approvals. Records created and kept per 374.070 RSMo.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22686

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023

**TITLE:** License Certification and Clearance Requests

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Certification letters issued for those who hold a current Missouri license and clearance letters issued for those who have an inactive Missouri license. Records include written requests from a Missouri licensee for verification from the department of the current status of their license. Records kept per 374.070.3 RSMo.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22688

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023



**Agency Records Disposition Schedule**

Department: Department of Commerce & Insurance

Section:

Division: Administration Division

Sub-Section:

**TITLE:** License Change Forms and Cancellation Requests

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Forms and correspondence sent by licensee or business entity informing the department of changes to name, address, structure, officer, owner, designated responsible person, addition or removal of a business relationship, or the cancellation or surrender of a license. Records kept per 374.070.3 RSMo.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22687

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023

**TITLE:** License Renewal Forms

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Records submitted by an individual or business entity for the renewal of licensing as one of the following: individual or business entity insurance producer (375.015 RSMo); bail bond agent, general bail bond agent or corporation (374.715 RSMo); surety recovery agent (374.784 RSMo); public adjuster, solicitor or corporation (325.020 RSMo); surplus lines producer (384.043 RSMo); motor vehicle extended service contract producer or business entity producer (385.207 RSMo); individual navigator or navigator entity (376.2004 RSMo); limited lines self-service storage insurance producer (379.1640 RSMo); organizational credit business entity producer (375.065 RSMo); pharmacy benefit managers (376.393 RSMo); and portable electronics vendor (379.1505 RSMo). Forms are completed by the individual or business entity and submitted to the department. Records created and kept per 374.070 RSMo.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23229

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023



**Agency Records Disposition Schedule**

Department: Department of Commerce & Insurance

Section:

Division: Administration Division

Sub-Section:

**TITLE:** Registration Forms

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Forms received by the department from service contract providers applying for registration in the State of Missouri. Records include, but are not limited to, vehicle protection product applications, life care annual statements, utilization review agent registration forms, rating organization applications, and purchasing group registrations. Records created per 385.200 RSMo and 374.500--374.515 RSMo and kept per 374.070.3 RSMo.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24077

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023