



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section: Commission Staff Division

Division: Missouri Public Service Commission

Sub-Section: Manufactured Housing

TITLE: Alteration Application Records

CUTOFF: EOCY

DESCRIPTION: Records regarding manufactured home alterations. Before an alteration can be made to a manufactured home, the manufacturer must submit an 'Application for Permission to Alter a Manufactured Home' to the Public Service Commission for approval. The application records include dealer information, manufacturer information, model, serial number, HUD (Housing and Urban Development) number, date of manufacture, drawings, and other documentation regarding the alteration being made.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 169

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Cash Receipt Logs

CUTOFF: EOCY

DESCRIPTION: Logs kept of checks and receipts payable to the Manufactured Housing Unit.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 170

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section: Commission Staff Division

Division: Missouri Public Service Commission

Sub-Section: Manufactured Housing

TITLE: Consumer Complaint Files

CUTOFF:EOCY

DESCRIPTION: The complaint file includes the complaint form filed by the homeowner, inspection reports, correspondence from the manufacturer, dealer, home owner, inspector and any other source regarding the complaint. The complaints are forwarded to manufactured housing inspectors who conduct safety inspections of the homes in question. The inspector issues a report, in which the inspection findings and deficiencies are noted. Dealers and Manufacturers are required to make any necessary repairs noted in the report.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 164

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Dealer Lot Inspections

CUTOFF:EOCY

DESCRIPTION: A unit inspection report, submitted by Public Service Commission staff inspectors, of dealers modular home sales lots. A "unit" is the manufactured home that is being inspected.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 167

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section: Commission Staff Division

Division: Missouri Public Service Commission

Sub-Section: Manufactured Housing

TITLE: Dealer Monthly Sales Reports

CUTOFF:EOCY

DESCRIPTION: A monthly report of the sale and cost of manufactured homes sold by each dealership within the month. The reports contain information regarding the sale and the homes including, but not limited to the size of the home, serial number, manufacturer, dealer, installer, and date of sale. The reports are used for statistical purposes and can be used to show home sales trends. The reports can also be used as supporting documentation in complaints.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 165

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Installer's Decal Reports

CUTOFF:EOCY

DESCRIPTION: Installer's decal reports are submitted by each installer on a monthly basis per 4 CSR 240-125.070. The reports contain the following information: decal number, date of installation, home manufacturer, serial number, year built, size, dealer name and address, and the purchasing consumer's information. This information is used for tracking and for inspection purposes to ensure that homes are properly installed.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23274

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Monthly Monitoring Reports

CUTOFF:EOCY

DESCRIPTION: Reports conducted by engineers, planners and consultants that monitor manufactured home builders sent to the Public Service Commission by the Institute for Building Technology and Safety (IBTS). The summary report provides monthly statistics on the shipment and production of manufactured homes by state.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES: Federal Form 302.

DISPOSITION ACTION: Destroy

SERIES: 168

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

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Sub-Section: Manufactured Housing

TITLE: Plan Approvals

CUTOFF:EOCY

DESCRIPTION: Plan approvals include receipt acknowledgements, applications, and modular unit plans created by the manufacturer or a third party, submitted to the Public Service Commission for approval.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 161

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Registration Applications and Certificates

CUTOFF:EOCY

DESCRIPTION: Annual certificates of registration for manufactured homebuilders.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 163

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Seal Requests and Receipts

CUTOFF:EOCY

DESCRIPTION: Requests and receipts for the purchase of either recreational vehicle, park trailer, or modular seals for manufactured home builders to show proof of compliance with regulation codes.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 162

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section: Commission Staff Division

Division: Missouri Public Service Commission

Sub-Section: Manufactured Housing

TITLE: Seals of Compliance Forms

CUTOFF: EOCY

DESCRIPTION: An annual certification for manufacturers to show compliance with modular energy codes.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 166

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010
