



**Agency Records Disposition Schedule**

Department: Department of Commerce and Insurance

Section: Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects

Division: Professional Registration

Sub-Section:

**TITLE:** Consumer Complaint Files

**CUTOFF:** Close of complaint

**DESCRIPTION:** Documentation of complaints against registered and non-registered architects, engineers, land surveyors, and landscape architects whether licensed or unlicensed. Records include, but are not limited to, complaint forms, affidavits, records of investigation and action taken, and other supporting documentation. Records created per 327.076 and 327.441 RSMo.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3416

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Single Project Special Permits

**CUTOFF:** Expiration of permit

**DESCRIPTION:** Documentation of individuals who have been granted special temporary permits to complete single projects in the State of Missouri. Records include, but are not limited to, applications, letters of good standing, proof of out-of-state licensure, fee receipts, and related correspondence.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3424

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016