



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section: Board of Cosmetology and Barber Examiners

Division: Professional Registration

Sub-Section:

TITLE: Closed Shop Forms

CUTOFF: End of State Fiscal Year in which inspection completed

DESCRIPTION: Documents of routine inspections after an establishment has gone out of business by choice of owner. The forms provide the Board with the license information (license number, owner name, and address), dates inspectors found the shops closed, and inspectors' signatures. Records created per 20 CSR 2085-10.020 and 328.115 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: When forms are received by the Board, formal closing letters are sent to shop owners notifying them that Board records indicate their businesses are closed. Upon disposition, records will be transferred to series 23414 - License Files.

DISPOSITION ACTION: Transfer to appropriate file

SERIES: 3454

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016