



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section: Endowed Care Cemeteries

Division: Professional Registration

Sub-Section:

TITLE: Denied Files

CUTOFF: EOSFY of denial

DESCRIPTION: Applications for endowed care cemetery licensure that have not met the requirements of the licensing process. Records include, but are not limited to, applications and correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1298

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Endowed Care Cemetery Audits and Investigations

CUTOFF: Completion of audit or investigation

DESCRIPTION: Records related to audits and investigations of cemetery trust funds. Records include, but are not limited to, complaints and investigation documents.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1301

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Licensure Files

CUTOFF: EOSFY in which license expires

DESCRIPTION: Records associated with the licensure of an endowed care cemetery. Records include, but are not limited to, applications, annual reports, and correspondence.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1297

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section: Endowed Care Cemeteries

Division: Professional Registration

Sub-Section:

TITLE: Renewal Applications

CUTOFF: WSO

DESCRIPTION: Records required for annual renewal of cemetery licenses. Records include, but are not limited to, annual trust fund reports.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1299

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018