



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section: Board of Hearing Instrument Specialists

Division: Professional Registration

Sub-Section:

TITLE: Company Certification Forms

CUTOFF: WSO

DESCRIPTION: Company Certification Forms track hearing instrument companies doing business in the State of Missouri and their respective employees. Records include Company Certification Forms and related documentation. Records created per 346.015 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3636

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Examination Results

CUTOFF: EOSFY in which examination passed

DESCRIPTION: Examinations are used to determine if applicants are qualified to engage in the practice of fitting hearing instruments. Records include, but are not limited to, reports provided by the Board of Examiners for Hearing Instrument Specialists' testing agency and listings of those who pass or fail the Written and Practical Examinations. Records created per 346.060 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24116

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Licensed Hearing Instrument Specialist Registers

CUTOFF: WSO

DESCRIPTION: Registers of the names and addresses of all persons who are licensed in the State of Missouri by the Board of Hearing Instrument Specialists. Records created per 346.090 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 3640

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section: Board of Hearing Instrument Specialists

Division: Professional Registration

Sub-Section:

TITLE: Registration of Supervisors

CUTOFF: WSO

DESCRIPTION: Records documenting certification by the National Board for Certification in Hearing Instrument Sciences (NBC-HIS) allowing individuals to supervise the training of temporary permit holders. Records include Registration of Supervision Applications and certification letters from the NBC-HIS. Records created per 346.075.2 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Certification is valid as long as an individual's license is current

DISPOSITION ACTION: Destroy

SERIES: 13566

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Temporary Permit Application Files

CUTOFF: EOSFY

DESCRIPTION: Applications for hearing instrument specialist temporary permits to practice in the State of Missouri. Records include, but are not limited to, temporary permit applications, acceptable educational credentials or transcripts, photos, examination scores, license verifications, and completed attestation of supervision forms. Records created per 346.070 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3638

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015