



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section: Missouri Dental Board

Division: Professional Registration

Sub-Section:

TITLE: Anesthetic Administration Permits - Dental Assistants

CUTOFF: Date in which permit is issued or denied

DESCRIPTION: Applications and supporting documentation submitted by dental assistants and certified dental assistants to obtain the permit required to perform expanded functions or administer nitrous oxide. Records include, but are not limited to, approved or denied applications, proof of competency documents, and revocation records. Records created pursuant to 20 CSR 2110-2.120.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES: See series 24538 for incomplete or voluntarily withdrawn permit application records.

DISPOSITION ACTION: Destroy

SERIES: 19506

SERIES STATUS: Approved

APPROVAL DATE:

11/5/2019

TITLE: Anesthetic Administration Permits - Dental Hygienists

CUTOFF: Date in which permit is issued or denied

DESCRIPTION: Applications and supporting documentation submitted by dental hygienists to obtain the permit required to administer local anesthetic or nitrous oxide. Records include, but are not limited to, approved or denied applications, proof of competency documents, and revocation records. Records created pursuant to 20 CSR 2110-2.130.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES: See series 24538 for incomplete or voluntarily withdrawn permit application records.

DISPOSITION ACTION: Destroy

SERIES: 19505

SERIES STATUS: Approved

APPROVAL DATE:

11/5/2019

TITLE: Anesthetic Administration Permits - Dentists

CUTOFF: Date in which permit is issued or denied

DESCRIPTION: Applications and supporting documentation submitted by dentists to obtain the permit required to administer pediatric, enteral, parenteral, or general anesthesia. Records include, but are not limited to, approved or denied applications, course completion verification forms, and revocation records. Records created pursuant to 20 CSR 2110-4.010--40 and 332.362 RSMo.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES: See series 24538 for incomplete or voluntarily withdrawn permit application records.

DISPOSITION ACTION: Destroy

SERIES: 19511

SERIES STATUS: Approved

APPROVAL DATE:

11/5/2019



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section: Missouri Dental Board

Division: Professional Registration

Sub-Section:

TITLE: Incomplete or Withdrawn Permit Applications

CUTOFF: Date in which application expires

DESCRIPTION: Incomplete or voluntarily withdrawn applications for anesthetic administration or other site-specific permits/certificates/registrations. Records include, but are not limited to, application materials and related correspondence.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: See series 24510 for incomplete or withdrawn license application records.

DISPOSITION ACTION: Destroy

SERIES: 24538

SERIES STATUS: Approved

APPROVAL DATE:

11/5/2019

TITLE: Inmate Complaint Investigation Records - Unsubstantiated

CUTOFF: Date of final disposition

DESCRIPTION: Records of dental service complaints filed by individuals incarcerated or under the care and control of the Missouri Department of Corrections in which the Missouri Dental Board determines no professional violations have occurred. Records include, but are not limited to, complaint or investigation documents and related correspondence. Records created and maintained pursuant to 332.316 RSMo.

RETENTION: Years: 0 Months: 3 Days: 0

NOTES: See series 23418 for all other complaint investigation records and patient injury or death reporting.

DISPOSITION ACTION: Destroy

SERIES: 20812

SERIES STATUS: Approved

APPROVAL DATE:

11/5/2019

TITLE: License Verification Requests

CUTOFF: End of State Fiscal Year

DESCRIPTION: Requests for verification of a dental professional's license or specialty license. Records include, but are not limited to, request forms and fee payment documentation.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20806

SERIES STATUS: Approved

APPROVAL DATE:

11/5/2019



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section: Missouri Dental Board

Division: Professional Registration

Sub-Section:

TITLE: Nonprofit Dental Service Provider Permits

CUTOFF: Date in which permit expires or is denied

DESCRIPTION: Applications and supporting documentation submitted by dental professionals and business entities to obtain the permit/registration required to provide dental services at a nonprofit corporation. Records include, but are not limited to, approved, denied, or renewal applications and licensee certification forms. Records created pursuant to Section 332.081.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: See series 24538 for incomplete or voluntarily withdrawn permit application records.

DISPOSITION ACTION: Destroy

SERIES: 20807

SERIES STATUS: Approved

APPROVAL DATE:

11/5/2019

TITLE: Sedation Site Certificates

CUTOFF: Date in which permit expires or is denied

DESCRIPTION: Applications and supporting documentation submitted by dentists to obtain the permit required to administer anesthesia at a specific location. Permits are site-specific and must be obtained for each location at which the dentist practices. Records include, but are not limited to, approved, denied, or renewal applications, and protocol affidavits. Records created pursuant to 20 CSR 2110-4.010--40 and 332.362 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: See series 19511 for revoked certificate records. See series 24538 for incomplete or voluntarily withdrawn certificate application records.

DISPOSITION ACTION: Destroy

SERIES: 20804

SERIES STATUS: Approved

APPROVAL DATE:

11/5/2019