



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section: Board of Nursing

Division: Professional Registration

Sub-Section:

TITLE: Closed Professional and Practical Schools of Nursing Files

CUTOFF: EOSFY in which program closes

DESCRIPTION: Files documenting inactive professional and practical schools of nursing in the state. Records include, but are not limited to, closure plans and custodian of records information.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 3526

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Open Professional and Practical Schools of Nursing Files

CUTOFF: EOSFY

DESCRIPTION: Files documenting open professional and practical schools of nursing in the state. Records include, but are not limited to, applications for approval, board actions related to the school, and National Council Licensure Examination (NCLEX) reporting data.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 3525

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Professional and Practical Schools of Nursing Annual Reports

CUTOFF: EOSFY in which report submitted

DESCRIPTION: Annual reports submitted by nursing education programs in the state documenting the Board's approval and continued compliance to standards required by 335.011 - 335.096 RSMo. Records include, but are not limited to, annual budgets and fiscal reports, lists of facilities and clinical sites, course catalogs, and student handbooks. Records created per 355.071 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3527

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section: Board of Nursing

Division: Professional Registration

Sub-Section:

TITLE: Professional and Practical Schools of Nursing Five-Year Reports

CUTOFF: EOSFY in which survey completed

DESCRIPTION: Reports documenting on-site surveys completed by the Board of Nursing every five years. Records include, but are not limited to, site survey reports and supporting documents. Records created pursuant to 335.036.1 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 16958

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018