



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section: State Board of Optometry

Division: Professional Registration

Sub-Section:

TITLE: Complaints and Investigations

CUTOFF: Close of complaint

DESCRIPTION: Complaints and Investigations - original complaint, supporting documentation, and correspondence about a Missouri licensed Optometrist. Includes actions of the Board such as any disciplinary action taken or dismissal of the complaint.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20810

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Completed Application for Licensure

CUTOFF: completion of application process

DESCRIPTION: Completed Application for Licensure - application forms and supporting documentation required to become licensed in the State of Missouri.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3531

SERIES STATUS: Approved

APPROVAL DATE:

6/15/2005

TITLE: Continuing Education Approval Requests

CUTOFF: End of State Fiscal Year

DESCRIPTION: Applications to become a continuing education course sponsor. Records include, but are not limited to, sponsor applications, proof of education prerequisites, supporting documentation, and corresponding approval forms. Records created per 4 CSR 210-2.030.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19519

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section: State Board of Optometry

Division: Professional Registration

Sub-Section:

TITLE: Fiscal Ledgers

CUTOFF: EOSFY

DESCRIPTION: records of all income received by examinations, annual renewal fees, corporation fees, etc. from July 1 through June 30. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22747

SERIES STATUS: Approved

APPROVAL DATE:

6/15/2005

TITLE: Incomplete and Withdrawn Application Files

CUTOFF: End of State Fiscal Year in which file is created

DESCRIPTION: Applications with missing documentation required for licensure that are not or can not be completed by potential licensee; or voluntary withdrawal of application before the completion of the application process by the potential licensee. Records created per 336.040 RSMo.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19512

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Legal Cases

CUTOFF: date of disposition

DESCRIPTION: Legal Cases - cases that have been heard by the Board and the Administrative Hearing Commission and/or cases involving litigation brought against the Board.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20811

SERIES STATUS: Approved

APPROVAL DATE:

6/15/2005



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section: State Board of Optometry

Division: Professional Registration

Sub-Section:

TITLE: License Renewal Notices

CUTOFF: renewal date

DESCRIPTION: License Renewal Notices - includes renewal forms, continuing education forms, fees and audits. Renewals must be completed every two years and should be maintained for two filing periods, per 4 CSR 210-2.030(8).

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3533

SERIES STATUS: Approved

APPROVAL DATE:

6/15/2005

TITLE: Licensee Verification

CUTOFF:

DESCRIPTION: Credentialing bodies or employers requesting verification - no fee paid.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19516

SERIES STATUS: Approved

APPROVAL DATE:

6/15/2005

TITLE: Professional Corporations - copy

CUTOFF:

DESCRIPTION: Professional Corporations - copy - original in Secretary of State's Office. Application for incorporation that is submitted to the State Board of Optometry for certification, including fees, before being submitted to the Secretary of State's Office. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19514

SERIES STATUS: Approved

APPROVAL DATE:

6/15/2005