



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section:

Division: Professional Registration

Sub-Section:

TITLE: Complaint/Investigation Files

CUTOFF: Close of investigation

DESCRIPTION: Investigative reports conducted by the Commission staff in response to consumer complaints and Commission directives for possible disciplinary action. These files may contain disciplinary action taken by board.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23418

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Denied or Revoked License Applications

CUTOFF: Upon denial or revocation

DESCRIPTION: Applications that were withdrawn or denied licensure due to violations of professional ethics or practice. Records are used for reference if the person applies for licensure again in the future. Records include, but are not limited to, licensing applications, proof of education and qualifications, letters of recommendation, change of status letters, inspection reports, summary cards, and correspondence.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24511

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Education School Files

CUTOFF: End of State Fiscal Year

DESCRIPTION: Files used to ensure professional schools meet state accreditation standards. Records include, but are not limited to, initial applications for accreditation, course approval applications, and related correspondence.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23416

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section:

Division: Professional Registration

Sub-Section:

TITLE: Examination Files

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

DESCRIPTION: Records of examinations used to grant licensure to professionals in the State of Missouri. Files include, but are not limited to, records of examinations, master tabulations of examinee grades, apprentice files, correspondence, and related documentation.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23419

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Incomplete or Withdrawn License Applications

CUTOFF: End of State Fiscal Year

DESCRIPTION: Applications with missing documentation required for licensure that are not or cannot be completed by potential licensee, or applications voluntarily withdrawn before the completion of the application process by the potential licensee. Records include, but are not limited to, licensing applications, proof of education and qualifications, letters of recommendation, change of status letters, inspection reports, summary cards, correspondence, and other related documentation.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24510

SERIES STATUS: Approved

APPROVAL DATE:

3/6/2018

TITLE: Individual Requests for Continuing Education Credit

CUTOFF: When Superseded or Outdated

DESCRIPTION: Requests by applicants for continuing education credits in order to maintain licensure.

RETENTION: Years: 0 Months: 6 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24119

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section:

Division: Professional Registration

Sub-Section:

TITLE: License Files

CUTOFF: End of state fiscal year in which license expires

DESCRIPTION: Records documenting the licensure of professionals within the State of Missouri. Records include, but are not limited to, licensing applications, renewal applications, proof of education and qualifications, letters of recommendation, change of status letters, inspection reports, disciplinary documentation, summary cards, and correspondence.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23414

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Licensee Registers

CUTOFF: End Of State Fiscal Year

DESCRIPTION: Registers documenting persons holding a current license, permit, or certificate issued by a professional board in the State of Missouri. Registers include licensees' names, Social Security numbers, addresses, and other relevant information. Records created and kept per 324.032.1 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Registers are maintained by the Division of Professional Registration on behalf of its constituent boards.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24120

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Reciprocity Agreement Files

CUTOFF: Expiration of Agreement

DESCRIPTION: Documentation for obtaining professional licensure via reciprocity between states. Records include, but are not limited to, agreements outlining qualifications to meet Missouri licensure standards and related correspondence.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24118

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016