



**Agency Records Disposition Schedule**

Department: Department of Commerce and Insurance

Section: Board of Real Estate Appraisers

Division: Professional Registration

Sub-Section:

**TITLE:** Complaints and Investigation Files

**CUTOFF:** Expiration of license

**DESCRIPTION:** Documentation of complaints and investigations against real estate appraisers. Records include, but are not limited to, complaint forms, affidavits, records of investigation and action taken, discipline records, and other supporting documentation. Records created per 339.100 and 339.531 RSMo.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3699

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Continuing Education Provider Applications and Approvals

**CUTOFF:** End of State Fiscal Year

**DESCRIPTION:** Applications to become a continuing education course provider. Records include, but are not limited to, applications, proof of education prerequisites, supporting documentation, and corresponding approval forms. Records created per 20 CSR 2245-8.030 and 339.530 RSMo.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3709

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016