



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section: Real Estate Commission

Division: Professional Registration

Sub-Section:

TITLE: Audit Assignments and Reassignments

CUTOFF: End of State Fiscal Year

DESCRIPTION: Random audit assignments/reassignments, to be conducted, generated via licensing system and reassignments of audits due to resignation of an examiner.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23141

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Complaint Files

CUTOFF: End of State Fiscal Year

DESCRIPTION: Complaints filed by consumers against real estate licensees. These are kept for the Commission's review.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3569

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Compliance Audit Files and Audit-Related Correspondence

CUTOFF: End of State Fiscal Year

DESCRIPTION: Compliance audits conducted by the Missouri Real Estate Commission examiners of brokers' and entities' brokerage records and escrow accounts.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3575

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section: Real Estate Commission

Division: Professional Registration

Sub-Section:

TITLE: Consent to Examine and Audit Escrow or Trust Account Forms

CUTOFF: End of State Fiscal year in which first consent to examine form submitted

DESCRIPTION: Completed consent forms that register account information and authorize banking institutions to allow Missouri Real Estate Commission staff to audit their escrow accounts.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: Records are transferred to license files, record series 3562.

DISPOSITION ACTION: Transfer to appropriate file

SERIES: 3576

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Continuing Education Audits

CUTOFF: EOSFY

DESCRIPTION: Audits conducted after biennial renewal period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17671

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Continuing Education Records

CUTOFF: End of State Fiscal Year

DESCRIPTION: All licensees' continuing education course information needed to renew their license.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Records maintained in agency database.

DISPOSITION ACTION: Destroy

SERIES: 23191

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section: Real Estate Commission

Division: Professional Registration

Sub-Section:

TITLE: Continuing Education Rosters

CUTOFF: End of State Fiscal Year

DESCRIPTION: Rosters that are required to be provided by approved education providers at the completion of each course.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23192

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Continuing Education Waivers

CUTOFF: End of State Fiscal Year

DESCRIPTION: Requests for temporary and permanent continuing education waivers from licensees and the commission's responses.

RETENTION: Years: 0 Months: 0 Days: 30

NOTES: Records are transferred to license files, record series 3562.

DISPOSITION ACTION: Transfer to appropriate file

SERIES: 23278

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Correction Notices

CUTOFF: End of State Fiscal Year

DESCRIPTION: Copies of correction notices sent to licensees when a license application/renewal application is incomplete.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23193

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Department of Commerce and Insurance

Section: Real Estate Commission

Division: Professional Registration

Sub-Section:

TITLE: Education Clearinghouse

CUTOFF: End of State Fiscal Year

DESCRIPTION: Class schedules for real estate courses or classes that are required to be provided by approved education providers.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23194

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Investigation Files

CUTOFF: End of State Fiscal Year

DESCRIPTION: Investigative reports conducted by the Commission staff in response to consumer complaints/Commission directives for possible disciplinary action.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3573

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Records of Bad Checks Received from Licensees for Payment of License Fees

CUTOFF: End of State Fiscal Year

DESCRIPTION: Contains Licensees' outstanding bad checks and replaced bad checks that have been returned unpaid and checks that have been submitted to the prosecuting attorney's office.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23143

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010