# Agency Records Disposition Schedule

**Department:** Department of Insurance, Financial Institutions and Professional Registration  
**Section:** Board of Hearing Instrument Specialists  
**Division:** Professional Registration

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DESCRIPTION</th>
<th>CUTOFF</th>
<th>RETENTION</th>
<th>DISPOSITION ACTION</th>
<th>SERIES</th>
<th>SERIES STATUS</th>
<th>APPROVAL DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Company Certification Forms</strong></td>
<td>Company Certification Forms track hearing instrument companies doing business in the State of Missouri and their respective employees. Records include Company Certification Forms and related documentation. Records created per 346.015 RSMo.</td>
<td></td>
<td>Years: 3 Months: 0 Days: 0</td>
<td>Destroy</td>
<td>3636</td>
<td>Approved</td>
<td>6/9/2015</td>
</tr>
<tr>
<td><strong>Examination Results</strong></td>
<td>Examinations are used to determine if applicants are qualified to engage in the practice of fitting hearing instruments. Records include, but are not limited to, reports provided by the Board of Examiners for Hearing Instrument Specialists' testing agency and listings of those who pass or fail the Written and Practical Examinations. Records created per 346.060 RSMo.</td>
<td></td>
<td>Years: 3 Months: 0 Days: 0</td>
<td>Destroy</td>
<td>24116</td>
<td>Approved</td>
<td>6/9/2015</td>
</tr>
<tr>
<td><strong>Licensed Hearing Instrument Specialist Registers</strong></td>
<td>Registers of the names and addresses of all persons who are licensed in the State of Missouri by the Board of Hearing Instrument Specialists. Records created per 346.090 RSMo.</td>
<td></td>
<td>Years: 5 Months: 0 Days: 0</td>
<td>Permanent - Transfer to Missouri State Archives</td>
<td>3640</td>
<td>Approved</td>
<td>6/9/2015</td>
</tr>
</tbody>
</table>
### Registration of Supervisors

**TITLE:** Registration of Supervisors  
**CUTOFF:** WSO  
**DESCRIPTION:** Records documenting certification by the National Board for Certification in Hearing Instrument Sciences (NBC-HIS) allowing individuals to supervise the training of temporary permit holders. Records include Registration of Supervision Applications and certification letters from the NBC-HIS. Records created per 346.075.2 RSMo.  
**RETENTION:** Years: 5 Months: 0 Days: 0  
**NOTES:** Certification is valid as long as an individual’s license is current  
**DISPOSITION ACTION:** Destroy  
**SERIES:** 13566  
**SERIES STATUS:** Approved  
**APPROVAL DATE:** 6/9/2015

### Temporary Permit Application Files

**TITLE:** Temporary Permit Application Files  
**CUTOFF:** EOSFY  
**DESCRIPTION:** Applications for hearing instrument specialist temporary permits to practice in the State of Missouri. Records include, but are not limited to, temporary permit applications, acceptable educational credentials or transcripts, photos, examination scores, license verifications, and completed attestation of supervision forms. Records created per 346.070 RSMo.  
**RETENTION:** Years: 3 Months: 0 Days: 0  
**NOTES:**  
**DISPOSITION ACTION:** Destroy  
**SERIES:** 3638  
**SERIES STATUS:** Approved  
**APPROVAL DATE:** 6/9/2015