



**Agency Records Disposition Schedule**

Department: Department of Insurance, Financial Institutions and Professional Registration  
Division: Professional Registration

Section: State Committee of Dietitians  
Sub-Section:

**TITLE:** Active Investigations

**CUTOFF:** EOSFY

**DESCRIPTION:** Active Investigations - Active files that contain documentation regarding an investigation of a licensee

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 1691

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Agendas

**CUTOFF:** EOSFY

**DESCRIPTION:** Agendas - Open and Closed Minutes for each board meeting and conference call

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 1690

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Closed Investigative Files

**CUTOFF:**

**DESCRIPTION:** Closed Investigative Files - Closed files that contain documentation regarding an investigation against a licensee

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 1692

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001



**Agency Records Disposition Schedule**

Department: Department of Insurance, Financial Institutions and Professional Registration  
Division: Professional Registration

Section: State Committee of Dietitians  
Sub-Section:

**TITLE:** Denied Files

**CUTOFF:**

**DESCRIPTION:** Denied Files - Applications for licensure that have not met the requirements of the licensing process

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 1684

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Incomplete Files

**CUTOFF:**

**DESCRIPTION:** Incomplete Files - Licensure files that are not complete in the required amount of time for consideration of license. 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:** 1685

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Ineligible Files

**CUTOFF:**

**DESCRIPTION:** Ineligible Files - Applications for licensure that did not meet the eligibility requirements. 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:** 1687

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001



**Agency Records Disposition Schedule**

Department: Department of Insurance, Financial Institutions and Professional Registration  
Division: Professional Registration

Section: State Committee of Dietitians  
Sub-Section:

**TITLE:** Licensure Files

**CUTOFF:** EOSFY

**DESCRIPTION:** Licensure Files - Application, education and training qualifications required for licensure

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 1688

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Renewal Applications

**CUTOFF:**

**DESCRIPTION:** Renewal Applications - Information necessary to renew license every two years

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 1689

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Withdrawn Files

**CUTOFF:**

**DESCRIPTION:** Withdrawn Files - Files for licensure where the intended applicant notified staff that they withdrew from the licensure process. 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:** 1686

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001