



Agency Records Disposition Schedule

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

Section: Missouri Dental Board
Sub-Section:

TITLE: All Other Complaints and Investigations.

CUTOFF: close of investigation or hearing

DESCRIPTION: All Other Complaints and Investigations.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20813

SERIES STATUS: Approved

APPROVAL DATE:

6/15/2005

TITLE: Completed Applications for Licensure

CUTOFF: completion of application process

DESCRIPTION: Completed Applications for Licensure - application form and supporting documents required to verify eligibility for licensure as a Dentist, Dental Hygenist, or Dental Assistant.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 860

SERIES STATUS: Approved

APPROVAL DATE:

6/15/2005

TITLE: Denied Applications

CUTOFF: date of denial

DESCRIPTION: Denied Applications - applications denied due to insufficient documentation or determination by the Board that an applicant does not meet the eligibility requirements to be licensed in Missouri.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20887

SERIES STATUS: Approved

APPROVAL DATE:

6/15/2005



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and Professional Registration

Section: Missouri Dental Board

Division: Professional Registration

Sub-Section:

TITLE: Incomplete or Withdrawn Applications for Licensure

CUTOFF:

DESCRIPTION: Incomplete or Withdrawn Applications for Licensure - applications with missing documentation required for licensure that is not or can not be completed by potential licensee; or voluntary withdrawal of application before the completion of the application process by the potential licensee.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 859

SERIES STATUS: Approved

APPROVAL DATE:

6/15/2005

TITLE: Inmate Complaints

CUTOFF: date of disposition

DESCRIPTION: Inmate Complaints - complaints filed by prisoners in which the Board determines no violations have occurred shall be destroyed within three months after the final case disposition, per RSMo 332.316.

RETENTION: Years: 0 Months: 3 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20812

SERIES STATUS: Approved

APPROVAL DATE:

6/15/2005

TITLE: Legal Cases

CUTOFF: date of disposition

DESCRIPTION: Legal Cases - cases that have been heard by the Board and the Administrative Hearing Commission and/or cases involving litigation brought against the Board.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 865

SERIES STATUS: Approved

APPROVAL DATE:

6/15/2005



Agency Records Disposition Schedule

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

Section: Missouri Dental Board
Sub-Section:

TITLE: License Renewal Forms

CUTOFF: renewal date

DESCRIPTION: License Renewal Forms - includes renewal forms, continuing education forms, fees, and audits. Renewal must be completed every two years and should be maintained for the previous three filing periods, per 4 CSR 110-2.240.

RETENTION: Years: 8 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 870

SERIES STATUS: Approved

APPROVAL DATE:

6/15/2005

TITLE: Licensee Verification File: Credentialing bodies or employers requesting verification - no fee paid.

CUTOFF:

DESCRIPTION: Credentialing bodies or employers requesting verification - no fee paid.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20805

SERIES STATUS: Approved

APPROVAL DATE:

6/15/2005

TITLE: Licensee Verification File: State to State verification - including fee paid.

CUTOFF:

DESCRIPTION: State to State verification - including fee paid. 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: 20806

SERIES STATUS: Approved

APPROVAL DATE:

6/15/2005



Agency Records Disposition Schedule

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

Section: Missouri Dental Board
Sub-Section:

TITLE: Permits for Non-profit Dental Corporation

CUTOFF: Closing of location

DESCRIPTION: Permits for Non-profit Dental Corporations - application and supporting documentation to operate dental facility for low income patients per RSMo 332.081.2. These permits are site specific, and if the non-profit corporation operates more than one location they are required to have multiple permits.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20807

SERIES STATUS: Approved

APPROVAL DATE:

6/15/2005

TITLE: Permits to Administer Anesthesia Issued to Dental Hygenists

CUTOFF: completion of permit application

DESCRIPTION: Permits to Administer Anesthesia Issued to Dental Hygenists - applications to be able to administer local anesthesia and nitrous oxide. Includes certificate of courses completed and fees paid.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19505

SERIES STATUS: Approved

APPROVAL DATE:

6/15/2005

TITLE: Permits to Administer Anesthesia Issued to Dentists

CUTOFF: completion of permit

DESCRIPTION: Permits to Administer Anesthesia Issued to Dentists - application, supporting documentation, and fees paid to be able to administer general anesthesia and parenteral conscious sedation at a specific location per 4 CSR 110-4.020.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19511

SERIES STATUS: Approved

APPROVAL DATE:

6/15/2005



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and Professional Registration

Section: Missouri Dental Board

Division: Professional Registration

Sub-Section:

TITLE: Permits to Administer Nitrous Oxide Issued to Dental Assistants

CUTOFF: completion of permit application

DESCRIPTION: Permits to Administer Nitrous Oxide Issued to Dental Assistants - application to be able to administer nitrous oxide. Includes certificate of courses completed and fees paid.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19506

SERIES STATUS: Approved

APPROVAL DATE:

6/15/2005

TITLE: Professional Corporations - copy

CUTOFF:

DESCRIPTION: original in Secretary of State's Office. Applications for incorporation that are submitted to the Missouri Dental Board, including fees, for certification before being submitted to the Secretary of State's Office. 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: 19507

SERIES STATUS: Approved

APPROVAL DATE:

6/15/2005

TITLE: Site Permits

CUTOFF: closing

DESCRIPTION: Site Permits - Includes renewal certification which must be completed every five years. These permits are site specific, and if dentist operates in more than one location are required to have multiple permits.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20804

SERIES STATUS: Approved

APPROVAL DATE:

6/15/2005