



**Agency Records Disposition Schedule**

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

Section: Committee for Professional Counselors  
Sub-Section:

**TITLE:** Applications - That are withdrawn, denied, incomplete or failed to meet requirements

**CUTOFF:**

**DESCRIPTION:** Applications - That are withdrawn, denied, incomplete or failed to meet requirements.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:** 3653

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Applications - That were revoked or surrendered

**CUTOFF:**

**DESCRIPTION:** Applications - That were revoked or surrendered

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3654

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Complaint Files

**CUTOFF:**

**DESCRIPTION:** Complaint Files

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 13545

**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: Committee for Professional Counselors  
Sub-Section:

**TITLE:** Original Applications

**CUTOFF:**

**DESCRIPTION:** Contains education and training qualifications required for licensure in the state of Missouri

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3651

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Receipts Files - Record of fees received for licenses

**CUTOFF:**

**DESCRIPTION:** Receipts Files - Record of fees received for licenses. May be destroyed afte conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 13546

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001

**TITLE:** Renewal Applications

**CUTOFF:**

**DESCRIPTION:** Renewal Applications. May be destroyed afte conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3652

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001



**Agency Records Disposition Schedule**

Department: Department of Insurance, Financial Institutions and  
Professional Registration

Section: Committee for Professional Counselors

Division: Professional Registration

Sub-Section:

**TITLE:** Summary of Exam Reports

**CUTOFF:**

**DESCRIPTION:** Summary of Exam Reports

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 13547

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/25/2001