



Agency Records Disposition Schedule

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

Section: State Committee of Marital and Family Therapists
Sub-Section:

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: 13553

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001

TITLE: Applications - That were withdrawn, denied, incomplete or failed to meet requirements

CUTOFF:

DESCRIPTION: Applications - That were withdrawn, denied, incomplete or failed to meet requirements.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: 13552

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: 13554

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 Marital and Family Therapists
Sub-Section:

TITLE: Original Applications

CUTOFF:

DESCRIPTION: Original Applications - 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: 13550

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001

TITLE: Receipts Files

CUTOFF:

DESCRIPTION: Record of fees received for licenses. 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: 13555

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001

TITLE: Renewal Applications

CUTOFF:

DESCRIPTION: Renewal Applications. 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: 13551

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration

Section: State Committee of Marital and Family Therapists

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: 13569

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001