



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and Professional Registration

Section:

Division: Administration Division

Sub-Section:

TITLE: Applications for Licensure

CUTOFF:EOCY

DESCRIPTION: Applications for Licensure comprise the required forms to be licensed as one of the following: business entity producer, bail bond agent, general bail bond and surety recovery agent, organizational business entity, motor vehicle extended service contract producer or business entity, portable electronics vendor, or health insurance navigator. These forms are completed by the individual or business entity and returned to the Department of Insurance, Financial Institutions and Professional Registration. Records created per 374.784 RSMo. and kept per 374.070.3 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Licenses are renewed every two years.

DISPOSITION ACTION: Destroy

SERIES: 22686

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Bail Bond Continuing Education Information

CUTOFF:EOCY

DESCRIPTION: Documents that demonstrate bail bond agents' completion of required continuing education by an approved provider. Records include, but are not limited to, continuing education course provider applications and approvals. Records created per 374.784 RSMo. and kept per 374.070.3 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23230

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and Professional Registration

Section:

Division: Administration Division

Sub-Section:

TITLE: Bail Bond Licensing Exam Results

CUTOFF: EOCY

DESCRIPTION: Results of the required examination given by the Department of Insurance, Financial Institutions and Professional Registration to potential bail bond agents. Records created per 374.783 RSMo. and kept per 374.070.3 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22690

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Bail Bond Pre-Licensing Education Information

CUTOFF: EOCY

DESCRIPTION: Records include, but are not limited to, documentation that bail bond agents have completed the required 24 hours of pre-licensing education. Records created per 374.784 RSMo. and kept per 374.070.3 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22689

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Change of Relationship Status Forms

CUTOFF: EOCY

DESCRIPTION: Records documenting the addition or removal of business relationships between organizational producers, bail bond agents, or navigators and their respective business entities. Records kept per 374.070.3 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22687

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and Professional Registration

Section:

Division: Administration Division

Sub-Section:

TITLE: Change of Status Forms

CUTOFF:EOCY

DESCRIPTION: Forms sent by licensees notifying the Department of Insurance, Financial Institutions and Professional Registration of a change of name, address, structure, officer or owner, or designated responsible person. Records kept per 374.070.3 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23227

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: License Cancellation or Surrender Correspondence

CUTOFF:EOCY

DESCRIPTION: Correspondence submitted by a licensee stating they no longer wish to be licensed in the State of Missouri. Records kept per 374.070.3 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23228

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: License Certification and Clearance Requests

CUTOFF:EOCY

DESCRIPTION: Records include written requests from a Missouri licensee for verification from the Department of Insurance, Financial Institutions and Professional Registration of the current status of their license. A certification letter is issued for those who hold a current Missouri license, while a clearance letter is issued for those who have an inactive Missouri license. Records kept per 374.070.3 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22688

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and Professional Registration

Section:

Division: Administration Division

Sub-Section:

TITLE: License Renewal Forms

CUTOFF:EOCY

DESCRIPTION: Forms received by the Department of Insurance, Financial Institutions and Professional Registration from licensees that are used to renew a particular license. Records include license renewal forms from the following: business entity producers, surplus line licensees, public adjusters, public adjuster solicitors, bail bond agents, general bail bond agents, surety recovery agents, organization credit business entities, motor vehicle extended service contract producers or business entities, portable electronics vendors, or navigators. Records created per 374.786 RSMo. and kept per 374.070.3 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23229

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Premium Tax Delinquency Summary Reports

CUTOFF:EOCY

DESCRIPTION: Reports produced by the Department of Insurance, Financial Institutions and Professional Registration organizing delinquencies and overpayments of premium taxes by year and company.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22642

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Premium Tax Return Summary Reports

CUTOFF:EOCY

DESCRIPTION: Reports produced by the Department of Insurance, Financial Institutions and Professional Registration that summarize the data from all premium tax returns filed by companies licensed and authorized to conduct insurance business in the State of Missouri. Insurance companies are taxed on the amount of premiums they generate from the sale of insurance products.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22641

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and Professional Registration

Section:

Division: Administration Division

Sub-Section:

TITLE: Registration Forms for Service Contract Providers

CUTOFF:EOCY

DESCRIPTION: Forms received by the Department of Insurance, Financial Institutions and Professional Registration from service contract providers applying for registration in the State of Missouri. Records include, but are not limited to, vehicle protection product applications, life care annual statements, rating organization applications, and purchasing group registrations. Records created per 385.200 RSMo. kept per 374.070.3 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24077

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Tax Credit Reports

CUTOFF:EOCY in which reports filed

DESCRIPTION: Records include, but are not limited to, reports that contain premium tax credit transactions of companies licensed and authorized to conduct insurance business in the State of Missouri. The transactions are entered into by the company resulting in the issuance or redemption of premium tax credits that can be applied against the premium tax liability on the company's premium tax return.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22637

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and Professional Registration

Section:

Division: Administration Division

Sub-Section:

TITLE: Tax Returns and Related Correspondence - Domestic

CUTOFF: End of Calendar Year in which transaction concluded

DESCRIPTION: Records include, but are not limited to, Missouri domiciled and closed domestic (in-state) receivership companies' premium tax returns, including supporting documentation and correspondence. The premium tax returns are submitted directly to the Department of Insurance, Financial Institutions and Professional Registration for desk audit and certification. Records kept per 374.070.3 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22633

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Tax Returns and Related Correspondence - Foreign and Alien

CUTOFF: End of Calendar Year in which transaction concluded

DESCRIPTION: Records include, but are not limited to, domiciled and closed foreign (out-of-state) and alien (out-of-country) receivership companies' premium tax returns including supporting documentation and correspondence. The premium tax returns are submitted directly to the Department of Insurance, Financial Institutions and Professional Registration for desk audit and certification. Records kept per 374.070.4 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22634

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016