

# Rules of Department of Economic Development

## Division 235—State Committee of Psychologists Chapter 1—General Rules

<b>Title</b>	<b>Page</b>
4 CSR 235-1.010 State Committee of Psychologists .....	3
4 CSR 235-1.015 Definitions .....	3
4 CSR 235-1.020 Fees .....	3
4 CSR 235-1.025 Application for Provisional Licensure .....	4
4 CSR 235-1.026 Application for Temporary Licensure .....	4
4 CSR 235-1.030 Application for Licensure .....	5
4 CSR 235-1.031 Application for Health Service Provider Certification.....	5
4 CSR 235-1.035 Licensure by Endorsement of Written (EPPP) Examination Score (Moved to 4 CSR 235-2.065).....	5
4 CSR 235-1.037 Licensure Verification/Transfer of Scores to Other State/Jurisdictions .....	5
4 CSR 235-1.040 Public Complaint Handling and Disposition Procedure (Moved to 4 CSR 235-4.030).....	5
4 CSR 235-1.045 Procedures for Recognition of Educational Institutions .....	5
4 CSR 235-1.050 Renewal of License .....	6
4 CSR 235-1.060 Notification of Change of Address .....	6
4 CSR 235-1.063 Replacement of Annual Registration Certificates and Original Wall-Hanging Licenses.....	6
4 CSR 235-1.065 Policy for Handling Release of Public Records .....	6

**Title 4—DEPARTMENT OF  
ECONOMIC DEVELOPMENT  
Division 235—State Committee of  
Psychologists  
Chapter 1—General Rules**

**4 CSR 235-1.010 State Committee of Psychologists**

*PURPOSE: This rule complies with section 337.050, RSMo which permits the department to adopt rules governing the conduct of the State Committee of Psychologists.*

(1) The committee shall meet at the call of the chairperson or by a notice signed by not fewer than three (3) members of the committee. The committee shall meet at least once during each calendar year and as frequently as the business of the committee requires. The committee, with the assistance of the Division of Professional Registration and its staff, shall provide all application forms and maintain all records contemplated by Chapter 337, RSMo and shall make regular reports to the board and the Department of Economic Development concerning the fulfillment of its functions and duties. The committee shall screen all applicants for licensure as psychologists and report to the director of the department, through the Division of Professional Registration, concerning the qualifications of all applicants.

*AUTHORITY: section 337.050.5, RSMo Supp. 1989.\* This rule was previously filed as 4 CSR 150-5.050. Emergency rule filed Oct. 4, 1977, effective Oct. 14, 1977, expired Feb. 11, 1978. Original rule filed Oct. 4, 1977, effective Feb. 11, 1978. Amended: Filed May 4, 1987, effective Aug. 13, 1987.*

*\*Original authority: 337.050.5, RSMo 1977, amended 1981, 1989.*

**4 CSR 235-1.015 Definitions**

*PURPOSE: This rule establishes various definitions and terms used in these rules.*

(1) Postdegree supervised professional experience. The purpose and intention of post-degree supervised experience is to provide experiential training in the practice of psychology in order to meet the requirements for licensure. It is not designed to enable a person to engage in the practice of psychology without a license. Post-degree supervised professional experience is more than a consultation or supervisory session.

(2) Psychological trainee. A person enrolled in a graduate program in psychology and performing functions as a part of his/her graduate training or practicum.

(3) Psychological intern. A person possessing a master's degree in psychology as defined in section 337.021 or 337.025, RSMo and enrolled in a doctoral program in psychology and serving as an intern as part of the requirements for his/her degree program, or a person enrolled in a doctoral program in psychology and serving as an intern as part of the requirements for his/her degree program.

(4) Psychological resident. A person possessing a doctoral degree in psychology as defined in section 337.025, RSMo who is engaged in post-degree supervised professional experience in order to obtain licensure as a psychologist.

(5) Psychological assistant. A person who has received formal approval by the committee as having met the educational and post-degree professional experience requirements but has not yet met the examination requirements for licensure as a psychologist and who is engaged in post-degree supervised professional experience.

(6) Qualified assistant. Any person employed by or otherwise directly accountable to a licensed psychologist and who assists the licensed psychologist in the delivery of psychological services but whose employment is not in the course of pursuing the educational, professional supervised experience or examination requirements for licensure as a psychologist. The activities and functions of the qualified assistant are the full responsibility and liability of the licensed psychologist. Qualified assistants may not diagnose, interpret psychological tests or perform psychotherapy. Nothing in this rule shall be construed to require a person who is otherwise exempt from licensure pursuant to section 337.045, RSMo, to act or otherwise serve as a qualified assistant.

(7) Applicant. Any person who submits an application for licensure and pays the appropriate application fee to be licensed as a psychologist.

(8) Psychological health services. The assessment, diagnosis and treatment of an individual(s) for the purposes of remediation of a cognitive, emotional, behavioral or mental disorder.

(9) Psychological health service provider. A licensed psychologist who possesses health service provider certification through relevant education, training and experience as defined in 4 CSR 235-3.020(3)(A) in the delivery of psychological health services and who provides psychological health services as defined in section (8).

(10) American Psychological Association designated health service provider delivery areas. The foregoing term as used in sections 337.025.5, 337.033.3 and 337.033.4, RSMo shall include doctoral degree, or respecialization programs, with a primary emphasis, or concentration, in one of the following areas:

- (A) Clinical psychology;
- (B) Counseling psychology;
- (C) School psychology; or
- (D) Combined scientist-professional psychology doctoral training programs.

The term shall also include such other programs, including doctoral and respecialization programs in emerging substantive areas of the professional health service practice of psychology, for which the American Psychological Association provides accreditation in the future.

*AUTHORITY: sections 337.010 and 337.050.9, RSMo Supp. 1998.\* Original rule filed July 30, 1991, effective Feb. 6, 1992. Amended: Filed Feb. 4, 1992, effective Dec. 3, 1992. Amended: Filed Nov. 13, 1992, effective July 8, 1993. Amended: Filed July 26, 1999, effective Feb. 29, 2000.*

*\*Original authority: 337.010, RSMo 1977, amended 1981, 1989, 1998 and 337.050.9, RSMo 1977, amended 1981, 1989, 1993, 1995, 1996, 1999.*

**4 CSR 235-1.020 Fees**

*PURPOSE: This rule establishes and fixes the various fees and charges authorized by Chapter 337, RSMo.*

(1) The following fees are established for the State Committee of Psychologists and are payable to the State Committee of Psychologists:

- |   |          |
|---|----------|
| (A) Application for Provisional Licensure or Application for Temporary Licensure or Application for Licensure Fee | \$150.00 |
| (B) EPPP Fee  | \$450.00 |
| (C) Oral Examination Fee  | \$100.00 |
| (D) Jurisprudence Examination Fee   | \$ 50.00 |

(E) Reexamination Fees—	
1. EPPP Fee	\$450.00
2. Oral Examination Fee	\$100.00
3. Jurisprudence Examination Fee	\$ 50.00
(F) Biennial Renewal Fee	\$300.00
(G) Delinquency Fee (effective February 1 after each renewal period, in addition to the Renewal Fee)	\$150.00
(H) Licensure Verification/Transfer of Score to Other States Fee	\$ 25.00
(I) Replacement of Wall-Hanging License Fee	\$ 25.00
(J) Insufficient Funds Check Service Charge	\$ 50.00
(K) Prior Review Fee (educational experience)	\$100.00
(L) Prior Review Fee (postdegree supervision)	\$100.00
(M) Health Service Provider Application Fee	\$100.00
(N) Health Service Provider Biennial Renewal Fee	\$100.00.

(2) All fees are nonrefundable.

(3) The provisions of this rule are declared severable. If any fee fixed by this rule is held invalid by a court of competent jurisdiction or by the Administrative Hearing Commission, the remaining provisions of this rule shall remain in full force and effect, unless otherwise determined by a court of competent jurisdiction or by the Administrative Hearing Commission.

*AUTHORITY: section 337.030.4 and 337.050 RSMo 2000.\* Emergency rule filed Dec. 9, 1981, effective Jan. 11, 1982, expired April 4, 1982. Original rule filed Dec. 9, 1981, effective April 4, 1982. Amended: Filed Aug. 12, 1983, effective Dec. 11, 1983. Amended: Filed May 4, 1987, effective Aug. 13, 1987. Amended: Filed Oct. 4, 1988, effective Dec. 29, 1988. Amended: Filed June 6, 1989, effective Sept. 11, 1989. Emergency amendment filed Sept. 5, 1990, effective Sept. 15, 1990, expired Jan. 13, 1991. Amended: Filed Sept. 18, 1990, effective Dec. 31, 1990. Amended: Filed July 2, 1991, effective Feb. 6, 1992. Emergency amendment filed March 14, 1995, effective March 24, 1995, expired July 11, 1995. Amended: Filed March 31, 1995, effective Sept. 30, 1995. Amended: Filed April 26, 1999, effective Oct. 30, 1999. Amended: Filed March 10, 2000, effective Sept. 30, 2000. Amended: Filed March 1, 2001, effective Aug. 30, 2001.*

*\*Original authority: 337.030.4, RSMo 1977, amended 1981, 1989, 1996; 337.050, RSMo 1977, amended 1981, 1989, 1993, 1995, 1996, 1998, 1999.*

**4 CSR 235-1.025 Application for Provisional Licensure**

*PURPOSE: This rule outlines and standardizes the procedures to be followed by applicants applying for provisional licensure.*

(1) Applications for provisional licensure must be made on the forms provided by the State Committee of Psychologists. Application forms may be obtained by contacting the office of the State Committee of Psychologists.

(2) An application will not be considered as officially submitted unless it is typewritten, signed, notarized and includes the application fee. The application fee must be in the form of a cashier's check, personal check or money order.

(3) The committee may issue a provisional license to practice psychology to any applicant who meets all the following requirements:

(A) A completed application accompanied by the appropriate fee, as defined in 4 CSR 235-1.020;

(B) Official transcript received directly from an issuing institution verifying that the applicant is a graduate of a recognized educational institution with a doctoral degree in psychology as defined in section 337.025, RSMo; and

(C) A post-degree supervision plan submitted by the primary supervisor made on the form provided by the State Committee of Psychologists.

(4) Unless sooner suspended, revoked and/or terminated because of the issuance of a regular ongoing license, the provisional license shall, as provided in 337.020.5, RSMo, expire one (1) year from date of issuance unless timely renewed. A provisional license, absent extenuating circumstances and a showing of good cause, may only be renewed for a period of one (1) additional year so that the maximum period for a provisional license absent approval from the committee shall be only two (2) years.

(5) Applicants seeking a variance from the requirement of a maximum issuance of two (2) years due to vacations, illness, pregnancy and other good causes shall submit the request in writing to the committee, which will be handled on a case-by-case basis.

(6) The provisional license shall only permit the licensee to provide psychological services in accordance with the "post-degree supervision plan" as submitted to the committee and

only under and pursuant to the direct supervision and full professional responsibility and control of the primary supervisor and any secondary supervisors as identified in the post-degree supervision plan as filed with the committee.

(7) Absent death, sudden illness, or other extenuating circumstance on the part of the supervisor which precludes such supervisor from acting, any person who holds a provisional license who desires to amend the plan and/or to change supervisors, whether primary or secondary, must do so by filing at least twenty (20) days before said amended and/or revised plan is to take effect, a revised and/or amended plan together with information as to who is to be the new supervisor(s).

(8) Except as noted in section (7) hereof, the committee shall not accept, or recognize, as counting towards the required period of post-degree supervision, any time during which the provisional licensee may have been or was providing psychological services under the supervision of some person prior to the time the identity of such person had first been disclosed by the timely filing of a revised and/or amended plan of post-degree supervision.

(9) Any person acting under or providing psychological services pursuant to a provisional license shall at all times comply with provisions of 4 CSR 235-2.040 or 4 CSR 235-2.050 including without limitation the representation provisions set forth in subsection (1)(I) thereof.

*AUTHORITY: sections 337.020 and 337.050.9, RSMo Supp. 1998.\* Original rule filed July 26, 1999, effective Feb. 29, 2000.*

*\*Original authority: 337.020, RSMo 1977, amended 1981, 1989, 1995, 1996, 1997, 1998 and 337.050.9, RSMo 1977, amended 1981, 1989, 1993, 1995, 1996, 1999.*

**4 CSR 235-1.026 Application for Temporary Licensure**

*PURPOSE: This rule outlines and standardizes the procedures to be followed by applicants applying for a temporary license.*

(1) Application for temporary licensure must be made on the forms provided by the State Committee of Psychologists. Application forms may be obtained by contacting the office of the State Committee of Psychologists.

(2) An application will not be considered as officially submitted unless it is typewritten, signed, notarized and includes the application

fee. The application fee must be in the form of a cashier's check, personal check or money order.

(3) A temporary license will be issued to any applicant licensed as a psychologist in another jurisdiction, who is applying for licensure in this state either by endorsement of score pursuant to 4 CSR 235-2.065 and/or by reciprocity pursuant to section 337.029, RSMo and 4 CSR 235-2.070 and who meets all the following requirements:

(A) A completed application accompanied by the appropriate fee, as defined in 4 CSR 235-1.020; and

(B) A completed Verification of Licensure Form provided by the State Committee of Psychologists and received directly from the jurisdiction in which applicant holds licensure.

(4) Unless sooner revoked and/or terminated by one of the events set forth in section 337.020.7, RSMo subsections (1) through (3), the temporary license will expire one (1) year from date of issuance unless renewed. A temporary license, upon the filing of a renewal application and payment of the renewal fee, shall automatically be renewed unless one of the events set forth in section 337.020.7, RSMo subsections (1) through (3) has occurred.

*AUTHORITY: sections 337.020 and 337.050.9, RSMo Supp. 1998.\* Original rule filed July 26, 1999, effective Feb. 29, 2000.*

*\*Original authority: 337.020, RSMo 1977, amended 1981, 1989, 1995, 1996, 1997, 1998 and 337.050.9, RSMo 1977, amended 1981, 1989, 1993, 1995, 1996, 1998, 1999.*

#### 4 CSR 235-1.030 Application for Licensure

*PURPOSE: This rule outlines and standardizes the procedures followed by the committee in receiving and considering information relative to an applicant's qualifications for licensure by examination.*

(1) Applications for licensure must be made on the forms provided by the State Committee of Psychologists. Application forms may be obtained by contacting the office of the State Committee of Psychologists.

(2) Applications and all other documents required by the committee for licensure by examination must be received at least ninety (90) days before the examination. Completed applications received less than ninety (90)

days before a scheduled examination may not be considered for that examination.

(3) Applications and all other documents required by the committee for licensure other than by examination must be received at least sixty (60) days before a regularly scheduled committee meeting. Completed applications received less than sixty (60) days before a regularly scheduled committee meeting may be considered at a subsequent committee meeting.

(4) An application will not be considered as officially submitted unless it is typewritten, signed, notarized and includes the application fee. The application fee must be in the form of a cashier's check, personal check or money order.

(5) Applicants must indicate on the application form the section of the statute under which they are applying for licensure.

*AUTHORITY: sections 337.020.1 and 337.050.9, RSMo Supp. 1998.\* Emergency rule filed Jan. 22, 1982, effective Feb. 1, 1982, expired June 1, 1982. Original rule filed Jan. 22, 1982, effective May 13, 1982. Amended: Filed Oct. 4, 1988, effective Dec. 29, 1988. Amended: Filed June 6, 1989, effective Sept. 11, 1989. Amended: Filed July 30, 1991, effective Feb. 6, 1992. Amended: Filed July 26, 1999, effective Feb. 29, 2000.*

*\*Original authority: 337.020.1, RSMo 1977, amended 1981, 1989, 1995, 1996, 1997, 1998 and 337.050.9, RSMo 1977, amended 1981, 1989, 1993, 1995, 1996, 1998, 1999.*

#### 4 CSR 235-1.031 Application for Health Service Provider Certification

*PURPOSE: This rule outlines and standardizes the procedures followed by the committee in receiving and considering information relative to an applicant's qualifications for health service provider certification.*

(1) Applications for a health service provider must be made on forms provided by the State Committee of Psychologists. Application forms may be obtained by contacting the office the State Committee of Psychologists.

(2) Applications and all other documents required by the committee for health service provider certification must be received at least sixty (60) days before a regularly scheduled committee meeting. Completed applications received less than sixty (60) days before a regularly scheduled committee meeting

may be considered at a subsequent committee meeting.

(3) An application will not be considered as officially submitted unless it is typewritten, signed, notarized and includes the application fee. The application fee must be in the form of a cashier's check, personal check or money order.

*AUTHORITY: sections 337.029 and 337.050.9, RSMo Supp. 1998.\* Original rule filed Feb. 4, 1992, effective Dec. 3, 1992. Amended: Filed July 26, 1999, effective Feb. 29, 2000.*

*\*Original authority: 337.029, RSMo 1989, amended 1995, 1998 and 337.050.9, RSMo 1977, amended 1981 and 1989, 1993, 1995, 1996, 1998, 1999.*

#### 4 CSR 235-1.035 Licensure by Endorsement of Written (EPPP) Examination Score

(Moved to 4 CSR 235-2.065)

#### 4 CSR 235-1.037 Licensure Verification/Transfer of Scores to Other States/Jurisdictions

*PURPOSE: This rule outlines the procedures for providing licensure information/transfer of scores of individuals to other states or jurisdictions.*

(1) Individuals wishing to have licensure information or exam scores forwarded to other state licensing boards or jurisdictions must submit the following:

(A) A written request to the committee's office thirty (30) days prior to the date the requested information is due; and

(B) The nonrefundable licensure verification/transfer of score fee.

*AUTHORITY: section 337.050.5, RSMo Supp. 1989.\* Original rule filed Oct. 4, 1988, effective Dec. 29, 1988.*

*\*Original authority: 337.050.5, RSMo 1977, amended 1981 and 1989.*

#### 4 CSR 235-1.040 Public Complaint Handling and Disposition Procedure

(Moved to 4 CSR 235-4.030)

#### 4 CSR 235-1.045 Procedures for Recognition of Educational Institutions

*PURPOSE: This rule outlines the procedures for determining if an educational institution*

satisfies the requirements of section 337.010, RSMo.

(1) In determining whether a school, college, university or other institution of higher learning in the United States is a “recognized educational institution,” as defined in section 337.010(4)(a), RSMo, the applicant, upon request, shall furnish to the committee competent and substantial evidence, admissible in the courts of Missouri, that the educational institution is accredited by a regional accrediting association recognized by the Council on Postsecondary Accreditation (COPA). Failure by the applicant to furnish that evidence to the committee shall constitute evidence that the educational institution is not a recognized educational institution, as defined in section 337.010(4)(a), RSMo.

(2) In determining whether a school, college university or other institution of higher learning outside the United States is a “recognized educational institution,” as defined in section 337.010(4)(b), RSMo, the applicant, upon request, shall furnish to the committee competent and substantial evidence, admissible in the courts of Missouri, that the educational institution is substantially equivalent to the standards of training of those programs accredited by a regional accrediting association recognized by the COPA. Failure by the applicant to furnish that evidence to the committee shall constitute evidence that the educational institution is not a recognized educational institution, as defined in section 337.010(4)(b), RSMo.

*AUTHORITY:* section 337.050.9, RSMo Supp. 1989.\* Original rule filed July 2, 1991, effective Feb. 6, 1992.

\*Original authority: 337.050.9, RSMo 1977, amended 1981 and 1989.

**4 CSR 235-1.050 Renewal of License**

*PURPOSE:* This rule establishes the obligation of licensees for renewal of their licenses.

(1) Failure of a licensee to receive the notice and application to renew the license shall not excuse the licensee from the requirement of section 337.030, RSMo to renew the license.

(2) Any licensee who fails to renew the license within the sixty (60)-day period set forth in section 337.030.2., RSMo shall not perform any act for which a license is required.

(3) Any licensee who fails to renew his/her license by January 31 of each calendar year and, within two (2) years of the registration renewal date, wishes to restore his/her license, shall pay an annual delinquency fee for each year the license is delinquent in addition to the annual renewal fee.

*AUTHORITY:* section 337.050.9, RSMo Supp. 1989.\* Original rule filed Aug. 11, 1983, effective Dec. 11, 1983. Amended: Filed May 4, 1987, effective Aug. 13, 1987. Amended: Filed Oct. 4, 1988, effective Dec. 29, 1988. Amended: Filed July 30, 1991, effective Feb. 6, 1992.

\*Original authority: 337.050.9, RSMo 1977, amended 1981 and 1989.

**4 CSR 235-1.060 Notification of Change of Address**

*PURPOSE:* This rule establishes the obligation of licensees to inform the State Committee of Psychologists of their changes of address.

Within thirty (30) days of the effective date of the change, a licensee must inform the State Committee of Psychologists of all changes in the mailing address as it appears on the licensee’s license by contacting the office of the State Committee of Psychologists.

*AUTHORITY:* sections 337.030 and 337.050.9, RSMo Supp. 1998.\* Original rule filed Aug. 11, 1983, effective Dec. 11, 1983. Amended: Filed July 26, 1999, effective Feb. 29, 2000.

\*Original authority: 337.030, RSMo 1977, amended 1981, 1989, 1996 and 337.050.9, RSMo 1977, amended 1981, 1989, 1993, 1995, 1996, 1998, 1999.

**4 CSR 235-1.063 Replacement of Annual Registration Certificates and Original Wall-Hanging Licenses**

*PURPOSE:* This rule establishes the procedures for replacing registration certificates, wall-hanging licenses, or both, pursuant to section 337.030.3, RSMo.

(1) Licensees whose renewal registration certificates are lost, destroyed or mutilated or require replacement as a result of an incorrect address or name change, or who require additional certificates for additional practice locations may obtain a duplicate certificate, without charge, upon receipt of a notarized statement indicating the need for the duplicate.

(2) Licensees whose original wall-hanging license is lost, destroyed or mutilated or requires replacement as a result of a name change may be replaced upon submission of the following:

(A) Return of the original wall-hanging license or a notarized affidavit indicating the reason for the replacement and statement that the license has been lost, destroyed or is no longer in the possession of the licensee and that if the lost license is recovered it will be forwarded to the committee immediately;

(B) A notarized copy of the court document indicating the name change, if applicable;

(C) A recent photograph of the licensee, if requested; and

(D) The nonrefundable replacement fee.

*AUTHORITY:* sections 337.030.3 and 337.050.9, RSMo Supp. 1998.\* Original rule filed July 2, 1991, effective Feb. 6, 1992. Amended: Filed July 26, 1999, effective Feb. 29, 2000.

\*Original authority: 337.030.3, RSMo 1977, amended 1981, 1989, 1996, and 337.050, RSMo 1977, amended 1981 and 1989.

**4 CSR 235-1.065 Policy for Handling Release of Public Records**

*PURPOSE:* This rule sets forth the committee’s written policy in compliance with sections 610.010–610.030, RSMo regarding the release of information on any meeting, record or vote of the committee.

(1) The State Committee of Psychologists is a public governmental body as defined in Chapter 610, RSMo and adopts the following as its written policy for compliance with the provisions of that chapter. This policy is open to public inspection and implements the provisions of Chapter 610, RSMo regarding the release of information of any meeting, record or vote of the committee which is not closed pursuant to the provisions of Chapter 610, RSMo.

(2) All public records of the State Committee of Psychologists shall be open for inspection and copying by any member of the general public during normal business hours (8:00 a.m. to 5:00 p.m., Monday through Friday, holidays excepted) upon a minimum of a three (3)-day notice and appointment except for those records closed pursuant to section 610.021, RSMo. All public meetings of the State Committee of Psychologists not closed pursuant to the provisions of section 610.021,

RSMo, will be open to any member of the public.

(3) The State Committee of Psychologists establishes the executive director of the committee or his/her authorized representative as the custodian of its records as required by section 610.023, RSMo. The executive director or his/her authorized representative is responsible for the maintenance of the committee's records and is responsible for responding to requests for access to public records.

(4) Whenever a request for inspection of public records is made and the individual inspecting the records requests copies of the records, the committee may charge a reasonable fee for the cost for inspecting and copying the records. The fees charged by the committee shall be as follows:

(A) A fee for copying public records shall not exceed the actual cost of the document search and duplication;

(B) The committee may require payment for the fees prior to making the copies; and

(C) Fees collected shall be remitted to the director of revenue for deposit to the credit of the State Committee of Psychologists' Fund.

(5) Whenever a request for access to public records is made and the custodian believes that access is not required under the provisions of Chapter 610, RSMo, the custodian shall consult with the Office of the Attorney General before making a determination whether to deny access to the records. In the event that contact by the custodian with the Office of the Attorney General is not practicable or is impossible, the custodian may make a decision whether to deny access. However, in those events, the custodian shall consult with the Office of the Attorney General concerning the decision within five (5) working days of the decision. Whenever the decision is made to deny access, the custodian will comply with the requirements in section 610.023, RSMo concerning informing the individual requesting access to the records. Whenever the custodian denies access to the records, the custodian shall supply to members of the committee copies of the written response conveying the denial to the requesting individual. At the next meeting of the committee, the committee shall either affirm the decision of the custodian or reverse the decision of the custodian. In the event that the committee decides to reverse the decision of the custodian, the committee shall direct the custodian to so advise the person requesting access to the information and supply the access to the information during regular busi-

ness hours at the convenience of the requesting party.

(6) The custodian shall maintain a file which will retain copies of all written requests for access to records and responses to these requests through the current audit period. The file shall be maintained as a public record of the committee open for inspection by any member of the general public during regular business hours.

*AUTHORITY: section 337.050.9, RSMo Supp. 1989.\* Original rule filed Oct. 4, 1988, effective Dec. 29, 1988. Amended: Filed July 30, 1991, effective Feb. 6, 1992.*

*\*Original authority: 337.050.9, RSMo 1977, amended 1981 and 1989.*