

Cosmetology and Barbering Board
April 16, 2026

Division	Schedule No.	Schedule Title	Schedule Description	Disposition Instructions
Administration	3167	Audit Worksheets	This series consists of student hour audit worksheets which are the results of audits performed by the Board on the training hours submitted by the cosmetology schools. Included are audit worksheets and copies of time cards or sign-in sheets. This series is cut off at the end of the school year.	Hold in the current files area until after Board makes a determination, then dispose.
Administration	3169	Continuing Education Files	This series consists of files pertaining to the continuing education for instructors and for master cosmetologists. Included are seminar participant sign-in sheets & approval sheets for number of hours earned.	Hold in the current files area four (4) years, then dispose.
Administration	3168	Monthly Reports	This series consists of a monthly report submitted from each cosmetology school to the Board reflecting the hours acquired by students. These reports establish a document base with which to validate each student's eligibility for exams at the conclusion of or the training. Documentation includes the hours for each student for the month and cumulative to date.	Hold in the current files area ten (10) years, then dispose.
Administration	6348	School Closure Records	This series consists of files related to the closure of schools licensed to teach cosmetology. Included are transcripts, correspondences, claim forms where insurance companies paid refunds, student folders, and a copy of the final interpleader.	Hold ten (10) years, then dispose.
Administration	6347	School Compliance Inspection	This series consists of student hour inspection reports. May include facility name, address, license number, employee records, sanitation reports, and grading at inspection.	Hold two (2) years, then dispose.