

RECORDS RETENTION AND DISPOSITION SCHEDULE

TO:

RECORDS MANAGEMENT CENTER
1919 WEST JEFFERSON STREET
PHOENIX, ARIZONA 85009

FROM:

Agency or Department AZ State Board of Barber Examiners

Section or Division _____

Address 1645 W. Jefferson Phoenix, AZ 85007

Submitted by Sam B. LaBarbera Telephone 255-4498

Sam B. LaBarbera, Chairman

NO.	RECORD SERIES	RETENTION PERIOD (YRS.)			REMARKS
		Total	Office	Records Center	
<u>THIS SCHEDULE SUPSEDES AND REPLACES SCHEDULE APPROVED MARCH 3, 1976</u>					
<u>LICENSING RECORDS</u>					
1.	Applicants' Licensing Files (Accepted applications of barbers & apprentices, support documents, etc.)	6	2	4	After year license lapses or applicant ceases licensing activities
2.	Shop Licensing Files	2	2	0	After shop changes ownership or no longer in operation
3.	Applications-Incomplete/Unlicensed (Includes: Drop-outs, no-shows, test failures, etc.)	2	2	0	After last contact or report received on applicant
4.	Written Tests & Practical Grading Sheets:				
	Failures	1	1	0	After date of exam & posted
	Passing	1	1	0	After date of exam & posted
<u>ENFORCEMENT RECORDS</u>					
5.	Hearings	5	3	2	After date of hearing
6.	Inspectors' Daily Logs	1	1	0	After date of inspection
7.	Investigations & Complaints (not resulting in a hearing)	3	3	0	After date resolved/settled

APPROVED BY:

Sharon A. Hornoch DATE 2/2/82

DIRECTOR, DEPT. OF LIBRARY, ARCH. & PUB. RECORDS

RECORDS RETENTION AND DISPOSITION SCHEDULE

FROM:

Agency or Department AZ State Board of Barber Examiners Section or Division _____

NO.	RECORD SERIES	RETENTION PERIOD (YRS.)			REMARKS
		Total	Office	Records Center	
	<u>SUPPORT RECORDS</u>				
8.	Annual Reports	5	5	0	After submission to Governor
9.	Annual Budgets	5	5	0	After submission
10.	Collections & Receipts (Includes: Cash receipts, License Receipts, Register Tapes, Deposits, Cash Journals, etc.)	3	3	0	After FY of creation
11.	Expense Accounting (Includes: Claims, Payroll Registers, Expenditure Ledgers, Microfiche Copies of Month-end Reports, etc.)	3	3	0	After FY of creation
12.	Loyalty Oaths	5	5	0	After termination
13.	Official Meeting Minutes	Perm.	Perm.	Sec. Film	Microfilmed for security when volume warrants
14.	Personnel Files	3	3	0	After termination
15.	Personnel Summary Cards	10	10	0	After termination
16.	Equipment Inventory	3	3	0	After FY of preparation

APPROVED BY:

Shawn Shemock DATE 4/3/82

DIRECTOR, DEPT. OF LIBRARY, ARCH. & PUB. RECORDS