



RECORDS RETENTION AND DISPOSITION SCHEDULE

Department of Library, Archives & Public Records
 RECORDS MANAGEMENT DIVISION
 1919 West Jefferson Street
 Phoenix, Arizona 85009
 542-3741

| | | | |
|-------------------------------------------------------------------------------------------------|--|-----------------------------------------------|-------------------|
| <input checked="" type="checkbox"/> STATE AGENCY <input type="checkbox"/> POLITICAL SUBDIVISION | | AGENCY NAME Board of Cosmetology (AUR 000) | |
| ORG. UNIT/DIVISION | | OFFICE | PHONE 542-5301 |
| ADDRESS 1645 W. Jefferson | | CITY Phoenix | ZIP 85007 |
| SUBMITTED BY Sue Sansom | | TITLE Exec. Director | SIGNATURE |

| No. | RECORDS SERIES | R.S. CODE | RETENTION (YR) | | | REMARKS |
|-----|-----------------------------------------------------------------------|-----------|----------------|------|-------|---------------------------------|
| | | | OFFICE | R.C. | TOTAL | |
| 1 | Administration Documents | | | | | |
| | a. Board Meeting Minutes | | P | - | P | |
| | b. Sunset Review Records | | 3 | - | 3 | After review completed. |
| | c. Policy and Procedures Directives | | P | - | P | |
| | d. Annual Reports | | P | - | P | |
| | e. Organizational Charts | | P | - | P | |
| | f. Budget Request | | 3 | - | 3 | After fiscal year submitted. |
| | g. Budget Approval & Appropriation | | 3 | - | 3 | After fiscal year concerned. |
| | h. General Correspondence (not related to a specific case or project) | | 2 | - | 2 | After date created or received. |
| | i. Formal Hearing Files | | P | - | P | |
| 2 | Operation Documents | | | | | |
| | a. License Revenue Records | | | | | |
| | 1) individual | 159006 | .1 | 3.9 | 4 | After renewal is processed. |
| | 2) salon | 169006 | .1 | 3.9 | 4 | After renewal is processed. |
| | b. Inactive licenses | 159025 | 1 | 2 | 3 | After inactive date. |
| | c. Deceased licenses | 689025 | 1 | - | 1 | After inactive date. |

*Accounting
 10/29/93
 [Signature]*

| | |
|------------------------------------------------------------|-----------------------------------|
| APPROVED BY: | APPROVAL DATE: OCT 29 1993 |
| DIRECTOR, DEPARTMENT OF LIBRARY, ARCHIVES & PUBLIC RECORDS | |
| SUPERSEDES REQUEST APPROVED: | |

RECORDS RETENTION AND DISPOSITION SCHEDULE

| | | |
|-----------------------------------------------|--------|-------------|
| AGENCY NAME Board of Cosmetology (AUR 000) | OFFICE | PAGE 2 OF 2 |
|-----------------------------------------------|--------|-------------|

| No. | RECORDS SERIES | R.S. CODE | RETENTION (YR) | | | REMARKS |
|-----|--------------------------------------------------------|-----------|----------------|------|-------|--------------------------------------------------|
| | | | OFFICE | R.C. | TOTAL | |
| | d. Accounting | | | | | |
| | 1) cash tickets/receipts | 020051 | 3 | - | 3 | After date recorded. |
| | 2) expenditures/claims | 000316 | 5 | - | 5 | After fiscal year created. Merchandise received. |
| | 3) revenues/deposits | 020354 | 3 | - | 3 | After fiscal year created. |
| | e. Internal management records (work procedures, etc.) | | 1 | - | 1 | After revised or discontinued. |
| | f. Time cards | 000390 | 3 | - | 3 | After calendar year created. |
| | g. Capitol Equipment Inventory | 602239 | 3 | - | 3 | After fiscal year created. |
| 3 | Examinations Documents | | | | | |
| | a. Monthly schedules | 050060 | 1 | 1 | 2 | After month prepared. |
| | b. No shows | 150006 | 1 | - | 1 | After month prepared. |
| | c. Pass results | 160006 | 1 | 9 | 10 | After month prepared. |
| | d. Fail results | 170006 | 1 | - | 1 | After month prepared. |
| | e. Closed schools | 001725 | 1 | 9 | 10 | After month closed. |
| | f. Student hours | 161754 | 5 | 20 | 25 | After month closed. |
| 4 | Inspections/Investigations Documents | | | | | |
| | a. Inspection reports | 008954 | 2 | 1 | 3 | After inspection month. |
| | b. Complaint files | 099525 | 3 | 2 | 5 | After fiscal year received. |

| | |
|----------------------------------------------------------------------------|-------------------------------------------------------------------|
| APPROVED BY: DIRECTOR, DEPARTMENT OF LIBRARY, ARCHIVES & PUBLIC RECORDS | APPROVAL DATE: OCT 29 1993 SUPERSEDES REQUEST APPROVED: |
|----------------------------------------------------------------------------|-------------------------------------------------------------------|