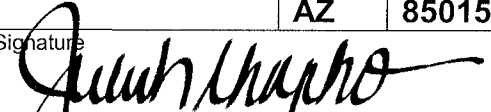


RECORDS RETENTION AND DISPOSITION SCHEDULE

Arizona State Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
 1919 West Jefferson Street
 Phoenix, Arizona 85009
 Phone: 602-542-3741 Fax: 602-542-3890
 E-mail: rmd@lib.az.us

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Preserving Arizona


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State Agency Password AUW-000	Political Subdivision	Agency Name Board of Dental Examiners		
Org. Unit/Division		Office	Phone 602-242-1492	
Address 5060 N 19th Avenue		City Phoenix	State AZ	Zip 85015
Submitted By (Name) Julie N. Chapko		Title Executive Director	Signature 	

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	Applicant for Licensee Inquiries		1	-	1	After calendar year received
2.	Complaint Files					
	a. Dismissed/Terminated/Letters of Concern	153325	6 mo	1.5	2	After closed
	b. Violations/Formal Hearings	179090	1	9	10	After closed
	c. Tape Recordings					
	1. Dismissed Cases		3 mo	-	3 mo	After closed
	2. Violations		5	-	5	After closed
3.	Continuing Education Audits		1	-	1	After closed (R4-11-1202(G))
4.	Fictitious Practice Names	169090	1	5	6	After case closed
5.	Licensing Files					
	a. Original Applications		5	-	Perm	After received. Transfer to State Archives
	b. All Other Records	539025	3	7	10	After expired, revoked or licensee deceased
6.	Accounting Records	210325	2	3	5	After fiscal year prepared

**Supersedes Schedule Dated:
July 8, 2002**

Approved By: <input checked="" type="checkbox"/>  Director, Arizona State Library, Archives and Public Records	Approval Date: SEP 16 2005
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