

# RECORDS RETENTION AND DISPOSITION SCHEDULE

TO:  
RECORDS MANAGEMENT CENTER  
1919 WEST JEFFERSON STREET  
PHOENIX, ARIZONA 85009

FROM:  
STATE AGENCY OR POLITICAL SUB. \_\_\_\_\_

State Board of Funeral  
Directors & Embalmers

ORGANIZATIONAL UNIT \_\_\_\_\_

SUBMITTED BY Jean Ellzey TITLE Executive Director

**X** Jean Ellzey TELEPHONE (602) 255-3095

NO.	RECORD SERIES	RETENTION PERIOD			REMARKS
		Total	Office	Records Center	
	<u>Mission Records:</u>				
	Individual licensee files	5	1	4	After year of nonrenewal or immediately after death.
	Examination material	3	1	2	After date of examination.
	Failing applicant files	1	1	0	After date of examination.
	Rejected applicant files	6mos	6mos	-	After date of examination.
	No-show applicant files	6mos	6mos	-	After date of examination.
	License register - master	-	-	-	Updated on an ongoing basis.
	Current license directory	-	-	-	Updated on an ongoing basis.
	Page of Record	-	-	-	Transferred to licensee files when inactive or lapses.
	Renewal applications	1	1	-	After receipt.
	Renewal denials	-	-	-	After final disposition, transferred to licensee files.
	Meeting tapes				Immediately after written minutes are produced.
	<u>Complaints:</u>				
	Dismissed or referred	5	1	4	After dismissal or referral.
	Warning notice sent (1)	-	-	-	Transferred to licensee file. (1)
	Disciplinary action taken	-	-	-	Transferred to licensee file.
	Interview or Hearing tapes	1	-	-	After final disposition or immediately after transcription of record.
	Transcription of tapes	1	-	-	After final disposition
	Log	-	-	-	Transferred to minutes annually.
	(1) If no further violations in three years.	3	3	-	After issuance.

APPROVED BY:

Sharon Ingram Date February 28, 1986

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