



Arizona State Library, Archives and Public Records

Records Retention Schedule for the Arizona Medical Board And Arizona Regulatory Board of Physician Assistants

Schedule Number: 999-09-68

Authorization and Approval

Pursuant to ARS §41-1351, the retention periods listed herein are both the minimum and maximum time records may be kept. Keeping records for a time period other than their approved retention period is illegal. However, records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to request a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend or decrease records retention periods. **Public records, including electronic records not listed in this schedule or on the approved General Retention Schedule are not authorized to be destroyed.**

Approval Recommended

Lisa S Wynn, Executive Director
Arizona Medical Board

Approved

GladysAnn Wells, Director

7/14/2009

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And
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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	General Agency Investigative Records a. Non-Disciplinary Actions b. Disciplinary Actions c. License Denial and Withdrawal	2 7 7	After final resolution After final resolution After final resolution
2.	Investigative Interview and Summary Action Tapes	-	After final resolutions
3.	Public Records / Verification Request Records	1	After submitted or completed, whichever is later
4.	License Records a. Physicians Great Register b. Applications (Incomplete / Withdrawn) c. Non-Active	Permanent 2 7	Preserve pursuant to ARS §39-101. When the office or city no longer wishes to maintain the permanent records, they should be transferred to the State Archives After status withdrawn date After status change
5.	Business Office Capitalized Fixed Asset Claim Records	10	After fiscal year created
6.	Claim Records	5	After fiscal year created
7.	Deposit Records	5	After fiscal year deposited
8.	Fines and Penalty Records	5	After fiscal year collected
9.	Compliance Fines and Fees	5	After fiscal year collected
10.	Executive Division Agency Rulemaking Records (per ARS §41-1029)	10	After effective date of rule
11.	Not Adopted Rules	10	After rule not adopted or after reference value served, whichever is shorter

Supersedes schedule date July 08, 2005

GladysAnn Wells, Director 
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