

STATE OF ARIZONA 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
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PROVIDING
Access
Preserving
Arizona

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State Agency Password	Political Subdivision	Agency Name Naturopathic Physicians, Board of Medical Examiners
Org. Unit/Division	Office	Phone 602-542-3095
Address 1400 West Washington, Ste 230	City Phoenix	Zip AZ 85007
Submitted By (Name) Craig Runbeck	Title Director	Signature X <i>Craig Runbeck</i>

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.	RECORDS SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	Annual Reports		10	-	10	After published. One copy to State Library and Archives.
2.	Budgets		3	-	3	After fiscal year prepared.
3.	Claims		5	-	5	After fiscal year paid. (Per General Accounting Office).
4.	Complaint Files		3	-	3	After closed.
5.	Complaint Logs		5	-	5	After last entry.
6.	Current License Directory		-	-	-	Posted biannually.
7.	Deposits		3	-	3	After fiscal year prepared.
8.	Employee Personnel Files		5	-	5	After termination.
9.	Examination Records/Results		Perm	-	Perm	ARS 32-1509 para C 21.
10.	Inspection Files		3	-	3	After month prepared.
11.	Licensing Files		99	-	99	After created.
12.	Minutes					
a.	Source documents		Perm	-	Perm	Microfilm as volume justifies.
b.	Microfilm		-	Perm	Perm	Stored in RMC vault.
13.	Receipt Books		3	-	3	After fiscal year prepared.
14.	Rejected Applications		2	-	2	After exam administered.

Supersedes schedule dated 8-5-81

Approved by:

Approval Date:

Stacy Ann Kelle
Director, Department of Library, Archives and Public Records
RMC-2 R8/94

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