

RECORDS RETENTION AND DISPOSITION SCHEDULE

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

FROM:
STATE AGENCY OR POLITICAL SUB. Board of Examiners for Nursing Care
Institution Administrators
ORGANIZATIONAL UNIT _____

SUBMITTED BY Flo Moore TITLE Administrative Secretary

X Flo Moore TELEPHONE 255-3095

NO.	RECORD SERIES	RETENTION PERIOD			REMARKS
		Total	Office	Records Center	
	<u>Mission Records:</u>				
	Individual licensee files <i>309025</i>	3	1	2	After year of nonrenewal.
	Examination material <i>022986</i>	4	2	2	After date of examination.
	Failing applicant files	1	1	0	After date of examination.
	Rejected applicant files	1	1	0	After date of examination.
	No-show applicant files	1	1	0	After date of examination.
	<u>License register</u>	-	-	-	Updated on an ongoing basis.
	<u>Current license directory</u>	1	1	-	After yearly revision.
	<u>Current ledger & registry file</u>	-	-	-	Transferred to licensee files when inactive or lapsed.
	<u>Renewal applications</u>	2	2	-	After receipt.
	<u>Renewal denials</u>	-	-	-	After final disposition, transferred to administrator files.
	<u>Continuing Education:</u>				
	Requests for approval	6 mos	6 mos	-	After date of program.
	Record of approval	-	-	-	Transferred to minutes upon approval.
	Renewal documentation	-	-	-	Upon administrative approval.
	<u>Complaints:</u>				
	Dismissed or referred	3	3	-	After dismissal or referral.
	Letter of concern sent (1)	-	-	-	Transferred to licensee file.(1)
	Disciplinary action taken	-	-	-	Transferred to licensee file.
	Interview & Hearing tapes (not transcribed or recorded by court reporter)	3	0	3	After final disposition.
	Interview & Hearing tapes (transcribed or recorded by court reporter)	-	-	-	Upon transcription or recorded by court reporter.
	(1)If no further complaints received in three years.	3	3	-	After issuance.

APPROVED BY:

Sharon Fugere Date January 3, 1985
DIRECTOR, DEPT. OF LIBRARY, ARCH. & PUB. RECORDS

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STATE AGENCY OR POLITICAL SUB. Board of Examiners for ORGANIZATIONAL UNIT Nursing Care Institution Administrators

NO.	RECORD SERIES	RETENTION PERIOD			REMARKS
		Total	Office	Records Center	
	<u>Complaints continued:</u>				
	Log	-	-	-	Transferred to minutes annually.
	<u>Support Records:</u>				
	Minutes	PERM	PERM	SEC film	Microfilmed for security. (ARS 41-1348)
	Meeting tapes	-	-	-	After written minutes approved.
	Rules & Regulations	2	2	-	After revision.
	Budgets & Annual Reports	3	3	-	After date.
	PIV's	3	3	-	After date.
	Receipt books	3	3	-	After date.
	Ledgers AR & AP	3	3	-	After date.
	Annual Fiscal Report	5	5	-	After date.
	Contracts (Personal Services)	3	3	-	After termination.
	Personnel files <i>cc 7425</i>	5	1	4	After termination.
	Transitory material	90days	90days	-	After receipt.

APPROVED BY:

Sharon Morgan Date *January 3, 1985*

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