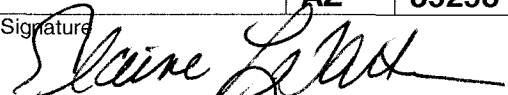


RECORDS RETENTION AND DISPOSITION SCHEDULE

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Arizona


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

PAGE 1 of 2

State Agency Password	Political Subdivision	Agency Name AZ Board of Osteopathic Examiners	
Org. Unit/Division	Office	Phone 480-657-7703	
Address 9535 E. Doubletree Ranch Road		City Scottsdale	State AZ Zip 85258
Submitted By (Name) Elaine LeTarte		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.		RETENTION (YR.)		REMARKS (Include start point of retention.)
		Code	Off.	R.C.	Total	
1.	Minutes and Agenda a. Board public session b. Board executive session c. Committees		Perm 3mo 3	- - -	Perm 3mo 3	Microfilmed periodically. After last participant gone. After year created.
2.	License Files (paper) a. doctor license files (no discipline) b. doctor license file (discipline) c. locum tenens files d. intern & resident permit files e. expired or abandoned applications, or uncontested denials f. Physicians Great Registry		3 - 3 3 3	- - - - -	3 - 3 3 3	After year lapsed/expired. After lapsed, move to Disciplinary file. After year lapsed/expired. After year lapsed/expired. After year last action.
3.	*Regulatory Files (paper) a. Complaint dismissed b. Letter of Concern issued c. Disciplinary action taken <i>*Confidential materials, as defined by ARS §32-1855.03d and including medical records, hospital peer reviews, and investigative reports, may be destroyed after the appeal period has expired.</i>		3 5 10	- - -	3 5 10	Microfilmed periodically and transfer copy to Archives. After year dismissed in accordance with ARS §32-1803.8a. After year letter issued in accordance with ARS §32-1803.8b. After no longer renewed or reinstated.
4.	Financial Records a. expenditure accounting records		5	-	5	After fiscal year created. Supersedes Schedule Dated: 11/24/03

Approved by:  X Director, Arizona State Library, Archives and Public Records	Approval Date: JUN 04 2004
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RECORDS RETENTION AND DISPOSITION SCHEDULE

State Agency Password	Political Subdivision	Agency Name AZ Board of Osteopathic Examiners
Org. Unit/Division		Office

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 records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer should be transferred to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the State Library 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	
5.	b. contracts		6	-	6	After fiscal year fulfilled, cancelled or voided.
	c. all other financial records, including budgets, audits, receipts, and deposits		3	-	3	After fiscal year created/completed
	Personnel Records					
	a. employee personnel file		5	-	5	After calendar year of termination of state service.
	b. position descriptions		3	-	3	After superseded or position abolished.
	c. requests for new positions or reclassifications		1	-	1	After request is acted on.
						Supersedes Schedule Dated: 11/24/03

Approved by: 	Approval Date: JUN 14 2004
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