



Arizona State Library, Archives and Public Records

Records Retention Schedule for the Board of Physical Therapy

Schedule Number: 999-07-83

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

Heidi Herbst Paakkonen, Executive Director
Board of Physical Therapy

Approved

GladysAnn Wells, Director
Arizona State Library, Archives and Public Records

Date Approved:

03 05 2007

**Records Retention Schedule for
Board of Physical Therapy**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Agency Management Audio Recordings of Meetings and Hearings	-	After transcribed and minutes approved
2.	Legislation Records (records tracking legislation)	2	After passed into law or defeated/abandoned
3.	Records Retention Schedules	1	After superseded or obsolete
4.	Certificates/Reports of Records Destruction	15	After fiscal year records destroyed
5.	Agency Budget Requests and Approval Records	5	After fiscal year submitted
6.	Annual Inventory Records	5	After fiscal year created
7.	Financial Reports	5	After fiscal year prepared
8.	Rulemaking Records	Permanent	Preserve pursuant to ARS §39-101
9.	Correspondence General Correspondence (including letters and memorandum not related to a specific Board action item)	3	After created or received
10.	Licensing/Certification Physical Therapists Records	4	After license lapsed
11.	Physical Therapist Assistants Records	4	After certification lapsed
12.	Abandoned Applications	2	After received
13.	Application Records not Associated with an Application	1	After received
14.	Denied Applications	2	After Board action taken
15.	Logs of Licenses Granted	Permanent	Preserve pursuant to ARS §39-101

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16.	Examination Score Reports (prior to Federation of State Board of Physical Therapy reporting)	Permanent	Preserve pursuant to ARS §39-101
17.	Biennial Continuing Competence Audit Records	6	After Board action taken
18.	Investigations/Complaints Complaint/Investigation/Case Logs	Permanent	Preserve pursuant to ARS §39-101
19.	Investigation/Complaint/Case Records	25	After case adjudicated
20.	Patient Records (associated with complaints/cases)	60 days	After case adjudicated

Supersedes schedule dated March 22, 2002