



## Arizona State Library, Archives and Public Records

### Records Retention Schedule for the Board of Psychologist Examiners

Schedule Number: 999-09-1

#### 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

Benjamin Foster, Director  
Board of Psychologist Examiners

Approved

Gladys Ann Wells, Director  
Arizona State Library, Archives and Public Records

Date Approved: 2/23/2009

Avw-PSYCH

**Records Retention Schedule for  
Board of Psychologist Examiners**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Application Records a. Appeals b. Incomplete, Denied, Abandoned, Administrative Closures and Test Failures	5 2	After resolved After ruling made
2.	Complaint Screening Records (including copies of case files and investigative reports, but not including Minutes and related records)	2	After date of meeting
3.	Licenses' Records (including expired, retired, revoked and deceased) a. Expired and retired b. Revoked and deceased	6 4	After license expired After license revoked, cancelled or notification of death received
4.	National Score Reports Exams	Permanent	Preserved pursuant to ARS §39-101. Preserve pursuant to ARS §39-101. When the Board no longer wishes to maintain the permanent records, they should be transferred to the State Archives
5.	Title Records (cease and desist letters)	3	After letter sent
6.	Board Books (including case files and related records, but not including Minutes and related records)	1	After date of meeting
7.	Complaint Records a. Dismissed Case Records b. Letters of Concern c. Board Orders	2 10 25	After case dismissed After calendar created After effective date of order
8.	Great Registers	Permanent	Preserved pursuant to ARS §39-101. Transfer copy to State Archives annually
9.	Public Records Requests	1	After completed

**Supersedes schedule dated July 06, 2007**

# *Disposition Schedule for AWW -- PSYCH*

Board of Psychologist Examiners

<i>Record Series</i>	<i>New RS Code</i>	<i>Old RS Code</i>	<i>Time in Office (yrs.)</i>	<i>Time in Records Center (yrs.)</i>	<i>Total Retention (yrs.)</i>	<i>Cut-off</i>	<i>Retention Schedule Code</i>
Application Records - Appeals	51	649006	2	3	5	After resolved	999-09-1, Item 1a
Licensees Records - Revoked and deceased	52	459024	1	3	4	After license revoked, cancelled or notification of death	999-09-1, Item 3b
Complaint Records - Dismissed Case Records	53	009525	1	1	2	After case dismissed	999-09-1, Item 7a
Complaint Records - Letters of Concern	7		2	8	10	After calendar year created	999-09-1, Item 7b

<i>Record Series</i>	<i>New RS Code</i>	<i>Old RS Code</i>	<i>Time in Office (yrs.)</i>	<i>Time in Records Center (yrs.)</i>	<i>Total Retention (yrs.)</i>	<i>Cut-off</i>	<i>Retention Schedule Code</i>
Complaint Records - Board Orders	8		5	20	25	After effective date of order	999-09-1, Item 7c
Licenses' Records - Expired and retired	89		1	5	6	After license expired	999-09-1, Item 3a
Accounts Payable and Receivable Records	F-3A	G-28a	0	5	5	After fiscal year created or received	000-09-152, Item 3A