


RECORDS RETENTION AND DISPOSITION SCHEDULE


Arizona State Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
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State Agency Password	Political Subdivision	Agency Name Acupuncture Board of Examiners	
Org. Unit/Division	Office	Phone 602-542-3095	
Address 1400 W Washington, Suite 230		City Phoenix	State AZ Zip 85007
Submitted By (Name) Pete Gonzalez	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. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	Applications a. Rejected or withdrawn b. No response		1	-	1	After calendar year rejected or withdrawn After calendar year money returned
2.	License Denial Appeal Records		1	-	1	After calendar year all appeals exhausted
3.	Lapsed License and Certification Records (including sustained complaints)		5	-	5	After calendar year lapsed
4.	Annual List of Practicing Acupuncturists		-	-	Perm	Send to State Archives annually
5.	Dismissed or Withdrawn Complaint Records		3	-	3	After calendar year dismissed or withdrawn

Approved by: X 	Approval Date: MAY 31 2007
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Director, Arizona State Library, Archives and Public Records