



Arizona State Library, Archives and Public Records


Records Retention Schedule for the Board of Athletic Training

Schedule Number: 999-07-254

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



Linda Wells, Executive Director
Board of Athletic Training

Approved



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

Date Approved:

DEC 18 2007

BAT-000

**Records Retention Schedule for
Board of Athletic Training**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Administrative Records (including rules and dockets)	7	After fiscal year created or received
2.	Applications (including denied, withdrawn and inactive)	3	After fiscal year received
3.	Continuing Education Records	2	After received
4.	Docket Records (including complaints, hearings, investigations and other related records)	7	After fiscal year closed
5.	Fixed Asset Records (including non-capital equipment)	3	After disposal of asset
6.	License Records	Permanent	Transfer to State Archives 2 years after expired

Disposition Schedule for BAT -- 000

Board of Athletic Training

<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>
Administrative Records	254		3	4	7	After fiscal year created or received	999-07-254, Item 1
Applications	255		1	2	3	After fiscal year received	999-07-254, Item 2
Docket Records	256		3	4	7	After fiscal year closed	999-07-254, Item 4
Employee Personnel Records	HR-1A	G-38	1	4	5	After terminated	000-09-155, Item 1A

<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>
Budgets and Strategic Plans	F-1	G-26	2	1	3	After fiscal year created or received	000-09-152, Item 1
Revenue and Expense Records	F-3A	G-28	2	3	5	After fiscal year created or received	000-09-152, Item 3A
Payroll Records	F-6	G-29	2	1	3	After fiscal year created or received	000-09-152, Item 6