

RECORDS RETENTION AND DISPOSITION SCHEDULE

Arizona State Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
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State Agency Password ABH-EXAM	Political Subdivision	Agency Name Board of Behavioral Health Examiners		
Org. Unit/Division	Office		Phone 602-542-1832	
Address 3443 N Central Avenue, Suite 1700		City Phoenix	State AZ	Zip 85012
Submitted By (Name) Debra Rinaudo		Title Executive Director	Signature <i>Signature on File</i>	

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.	Accounting Records and Budget Requests	210390	2	3	5	After fiscal year prepared
2.	Application Records (including written and oral exams, incompletes, no shows, and other related records)		2	-	2	After closed
3.	Board meeting records					
	a. Agendas		1	5	Perm	After calendar year of meeting. Transfer to State Archives
	b. Minutes		1	5	Perm	After calendar year of meeting. Transfer to State Archives
	c. Executive Session Minutes d. Recordings of Board Meetings		1 -	2 -	3 -	After calendar year of meeting After minutes approved
4.	Complaint Records					
	a. Hard copies b. Recordings of Hearings	009525	2 -	23 -	25 -	After final resolution After final resolution

**Supersedes Schedule Dated:
December 14, 2001**

Approved by: X Director, Arizona State Library, Archives and Public Records	Approval Date: NOV 20 2006
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