

STATE OF ARIZONA

RECORDS RETENTION AND DISPOSITION SCHEDULE


Department of Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
 1919 West Jefferson Street
 Phoenix, Arizona 85009
 Phone: (602) 542-3741 - FAX (602) 542-3890

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State Agency Password: AUL-ADM	Political Subdivision:	Agency Name Board of Chiropractic Examiners	
Org. Unit /Division:	Office	Phone: 255-1444	
Address: 5060 N. 19th Ave. Suite 416		City: Phoenix	State ZIP AZ 85015
Submitted By (Name): Patrice A. Pritzl		Title: Executive Director	Signature X

Pursuant to A.R.S. § 41-1351, the following records retention periods are finite and absolute. They are *not* minimum retention periods or guidelines. Records may be kept beyond their designated retention periods only where required by law or regulation or if they are involved in current or pending litigation.

No.	RECORD SERIES	R. S. Code	RETENTION (YR)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
Administrative Records						
1.	Complaint Logs		3	-	3	After calendar year end.
2.	General; Correspondence		2	-	2	After calendar year end.
3.	Meeting Notices and Agendas		3	-	3	After calendar year end.
4.	Minutes of the Board		P	-	P	Microfilm as volume justifies. Security copy stored at RMC vault.
5.	Public Records Requests		3	-	3	After calendar year end.
Licensing Files						
6.	Inactive/Suspended (non-disciplinary)	639025	5	5	10	After calendar year suspended.
7.	License Renewal Notices	639044	2	2	4	After calendar year renewed.
8.	Revoked (disciplinary action)	329025	5	10	25	After calendar year revoked.
9.	Preceptorship Files	159025	2	3	5	After participation terminated.
Discipline Files						
10.	Complaint Files		5	-	5	After final Board action.
11.	Hearing Files	009125	5	20	25	After final Board action.
						Supersedes Schedule dated: 7/9/90

Approved by:  Director, Department of Library, Archives and Public Records	Approval Date: <div style="text-align: center; font-size: 1.2em;">MAY 14 1998</div>
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RECORDS RETENTION AND DISPOSITION SCHEDULE

Agency Name: BOARD OF CHIROPRACTIC EXAMINERS	Password: AUL-ADM	PAGE 2 of 2
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No.	RECORD SERIES	R. S. Code	RETENTION (YR)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
Financial Records						
12.	Budgets	009725	3	2	5	After fiscal year prepared.
13.	Cash Receipt Books	021035	2	3	5	After fiscal year prepared.
14.	Claims/Travel Vouchers	011069	3	2	5	After fiscal year prepared.
15.	Deposit Records-Warrants	610323	3	2	5	After fiscal year prepared.
16.	Ledgers	000035	3	2	5	After fiscal year prepared.
Examination Files						
17.	Application Files (failed/no show)	719006	2	2	4	After examination date.
18.	Cassette Recordings of Examinations		2	-	2	After examination date.
19.	Examination Results (compiled)	640063	2	3	5	After examination date.
20.	Scoring Sheets from Examinations		2	-	2	After examination date.
21.	Master Registry of Chiropractic Physicians		P	-	P	Microfilm as volume justifies. Security copy stored in RMC vault.
						Supersedes Schedule dated: 7/9/90

Approved by:  Director, Department of Library, Archives and Public Records	Approval Date: <div style="text-align: center; font-size: 1.2em;">MAY 14 1999</div>
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