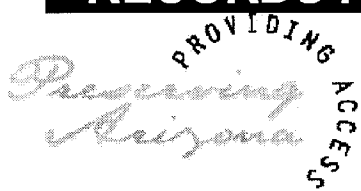



# RECORDS RETENTION AND DISPOSITION SCHEDULE


 PROVIDING ACCESS  
 to Arizona's Past

Arizona State Library, Archives and Public Records  
 RECORDS MANAGEMENT DIVISION  
 1919 West Jefferson Street  
 Phoenix, Arizona 85009  
 Phone: 602-542-3741 Fax: 602-542-3890  
 E-mail: rmd@lib.az.us

**PAGE 1 of 1**

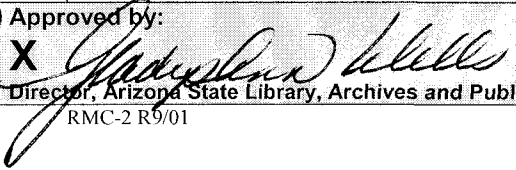
State Agency Password <b>AYD-MED</b>	Political Subdivision	Agency Name <b>Board of Homeopathic Medical Examiners</b>	
Org. Unit/Division	Office	Phone	
Address <b>1400 W Washington, Room 230</b>		City <b>Phoenix</b>	State <b>AZ</b> Zip <b>85007</b>
Submitted By (Name) <b>Christine Springer</b>	Title <b>Executive Director</b>	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.	Board Records a. Minutes b. Board Packets and Support Materials c. Recordings of Meetings		Perm 1 4	- - -	Perm 1 4	Preserve pursuant to ARS §39-101 After prepared After calendar year of meeting
2.	Licensing Records a. Applications (including incomplete, rejected, and other related records) b. Grievance/Complaint Records c. Hearing Records d. Individual License Records		2 3 10 2	- - - -	2 3 10 2	After received After closed After closed After non-renewal or when notified of death
3.	Patient Medical Records	098225	-	-	-	Destroy after 12/31/2015

**Supersedes Schedule Dated:  
August 11, 1999**

Approved by:

**X**   
 Director, Arizona State Library, Archives and Public Records

RMC-2 R9/01

Approval Date:

AUG 22 2006