

# 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: <b>A0T-A00</b>	Political Subdivision:	Agency Name <b>Board of Occupational Therapy Examiners</b>
Org. Unit /Division:	Office:	Phone: <b>542-5300</b>
Address: <b>1400 West Washington, Suite 240</b>	City: <b>Phoenix</b>	State: <b>AZ</b> ZIP: <b>85007</b>
Submitted By (Name): <b>Edward Logan</b>	Title: <b>Executive Director</b>	Signature: 

**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.	RECORDS SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	Administrative Files (rules & dockets)	000690	3	4	7	After fiscal year prepared.
2.	Applications (denied, withdrawn, inactive)	162006	1	2	3	After fiscal year received .
3.	<b>Board Records</b>					
a.	Executive Session Minutes (confidential)		3	-	3	After fiscal year prepared.
b.	Minutes		Perm	*	Perm	Microfilm as volume justifies. *Silver masters stored in RMC vault.
4.	Continuing Education Documentation		2	-	2	After received.
5.	Docket Files (complaints, hearings, investigations, etc.)	239525	3	4	7	After fiscal year closed.
6.	Employee Personnel Files	001925	1	4	5	After termination.
7.	<b>Financial Records</b>					
a.	Budgets & Strategic Plans	009725	2	1	3	After fiscal year prepared.
b.	Expense Accounting Records (paid claims, receipts, invoices, travel claims, packing slips, etc.)	010916	2	3	5	After fiscal year prepared.
c.	Payroll Records (time & attendance)	760354	2	1	3	After fiscal year prepared.
d.	Revenue Records (receipts, letters & GAO 505's)	021623	2	1	3	After fiscal year prepared.
8.	Fixed Asset Records (non capital equip)		3	-	3	After assets disposed of.
9.	General Correspondence		2	-	2	After fiscal year prepared or received.
10.	License Files		2	-	2	After expired. Transfer to Archives.
<b>Supersedes Schedule dated: 6-28-96</b>						

Approved by:  Director, Department of Library, Archives and Public Records <small>RMC-2 R8/94</small>	Approval Date: <div style="text-align: center; font-size: 1.2em;"><b>SEP 29 1999</b></div>
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