


# RECORDS RETENTION AND DISPOSITION SCHEDULE

Arizona State Library, Archives and Public Records  
**RECORDS MANAGEMENT DIVISION**  
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PROVIDING ACCESS  
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SEP 27 2006 PM 2:05

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State Agency Password <b>AXW-000</b>		Political Subdivision	Agency Name <b>State Board of Optometry</b>	
Org. Unit/Division		Office		Phone <b>602-542-3095</b>
Address <b>1400 W Washington, Room 230</b>		City <b>Phoenix</b>	State <b>AZ</b>	Zip <b>85007</b>
Submitted By (Name) <b>Margaret Whelan</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.	<b>Administrative Function</b> Returned Mail a. Licensee b. All other		- 3 mo	- -	- 3 mo	Transfer to Licensee Records After date returned
2.	<b>Mission Function</b> Individual Licensee Records (including examination materials, license ledger, final action taken on complaints, renewal denial records and other related records)		4	-	4	After license not renewed
3.	Continuing Education Requests		2	-	2	After request processed
4.	Licensee Directory		-	-	-	After superseded or obsolete
5.	Application Records a. Denied b. Renewal i. New renewal received ii. New renewal not received c. Failed and no-show applicants		1 2 5 6 mo	- - - -	1 2 5 6 mo	After date of exam After received After received After date of exam
						<b>Supersedes schedule dated: July 8, 2002</b>

Approved by: <b>X</b>  Director, Arizona State Library, Archives and Public Records	Approval Date: OCT 04 2006
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# RECORDS RETENTION AND DISPOSITION SCHEDULE

State Agency Password <b>AXW-000</b>	Political Subdivision	Agency Name <b>State Board of Optometry</b>
Org. Unit/Division		Office

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 records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer should be transferred to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the State Library 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	
6.	<b>Complaints</b> Complaint and Investigation Logs		2	-	2	After date of last entry
7.	Disciplinary Action Records a. Action Taken i. Final action records ii. All other records b. Dismissed		-	-	-	Transfer to Individual Licensee Records
			2	-	2	After complaint closed
			1	-	1	After dismissed
8.	Interview and Hearing Tapes a. Action Taken b. Dismissed		-	-	-	Transfer to Individual Licensee Records
			1	-	1	After dismissed
9.	<b>Support Records</b> Budgets and Annual Reports		5	-	5	After fiscal year reported
10.	Recordings of Board Meetings		-	-	-	After transcribed and verified
11.	Executive Session Minutes		3	-	3	After date of meeting
12.	Receipt Books		3	-	3	After fiscal year received
13.	Rules and Regulations		2	-	2	After superseded or obsolete
14.	Transitory Records		1 mo	-	1 mo	After action taken
						<b>Supersedes schedule dated: July 8, 2002</b>

Approved by: 	Approval Date: OCT 04 2006
Director, Arizona State Library, Archives and Public Records	