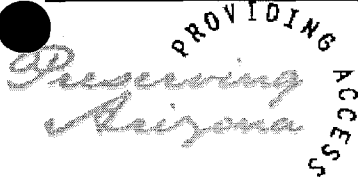


STATE OF ARIZONA RECORDS RETENTION AND DISPOSITION SCHEDULE

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 2

State Agency Password	Political Subdivision	Agency Name State Board of Podiatry Examiners
Org. Unit/Division		Office
Address 1400 West Washington, Ste 230		Phone 602-542-3095
Submitted By (Name) Linda Wells		City Phoenix
Title Executive Director		Zip AZ 85007
Signature X <i>Linda Wells</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.	RECORDS SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	Annual Fiscal Reports		5	-	5	After published.
2.	<u>Board Records:</u>					
a.	Minutes		Perm	-	perm	Microfilm as volume justifies. Silver masters stored in RMC vault.
b.	Tape recordings of board meetings		1 mo	-	1 mo	After transcribed.
3.	Budgets & Annual Reports		3	-	3	After fiscal year prepared.
4.	<u>Complaint Files</u>					
a.	Cases with no subsequent complaints within three years		3	-	3	After issued.
b.	Dismissed or Referred		3	-	3	After action completed.
c.	Discipline Files		99	-	99	After action completed.
d.	Interview/Hearing Tapes		1	-	1	After transcribed or final disposition.
e.	Letters of Concern		-	-	-	Transfer to license file.
f.	Logs		-	-	-	Transfer to minutes annually.
5.	<u>Continuing Education Files</u>					
a.	Requests for Approval		6 mo	-	6 mo	After program date.
b.	Record of Approval		-	-	-	Transfer to minutes after approval.
c.	Renewal Documentation		-	-	-	After administrative approval.
6.	Contracts (official copies)		6	-	6	After expired.
7.	Deposits		5	-	5	After fiscal year prepared.
8.	Employee Personnel Files (official copies)		5	-	5	After termination.
9.	Expense Accounting Records (claims, ledgers, journals, etc.)		5	-	5	After fiscal year prepared.

Supersedes schedule approved: 3-26-85

Approved by:

Linda Wells
Director, Department of Library, Archives and Public Records

Approval Date:

7/5/02

RECORDS RETENTION AND DISPOSITION SCHEDULE

Agency Name:

State Board of Podiatry

Password:

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No.	RECORDS SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
10.	Licensing Records					
a.	Applicant Files (failed, denied, rejected)		2	-	2	After exam administered
b.	Current Ledger & Registry File		-	-	-	Transfer to license files when inactive or lapsed.
c.	Current License Directory		1	-	1	After annual revision.
d.	Examination Materials		3	-	3	After exam administered.
e.	Individual License Files		3	-	3	After non-renewal.
f.	License Register		-	-	-	Updated on an ongoing basis.
g.	Renewal Applications		2	-	2	After received.
h.	Renewal Denials		-	-	-	After final disposition. Transfer to administrator files.
11.	Receipt Books		3	-	3	After fiscal year prepared.
12.	Rules & Regulations		2	-	2	After revised.
13.	Transitory Files		3 mo	-	3 mo	After received.

Supersedes schedule approved: 3-26-85

Approved by:



 Director, Department of Library, Archives and Public Records

RMC-3 R8/94

Approval Date:

7/5/02