

# RECORDS RETENTION AND DISPOSITION SCHEDULE

Arizona State Library, Archives and Public Records  
**RECORDS MANAGEMENT DIVISION**  
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PROVIDING ACCESS  
*Preserving Arizona*

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State Agency Password <b>AXH-REG</b>	Political Subdivision	Agency Name <b>Board of Technical Registration</b>		
Org. Unit/Division		Office	Phone <b>602-364-4930</b>	
Address <b>1110 W Washington, Suite 240</b>		City <b>Phoenix</b>	State <b>AZ</b>	Zip <b>85007</b>
Submitted By (Name) <b>Ronald W. Dalrymple</b>		Title <b>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>Administration</b> Equipment Inventory (official copy)		3	-	3	After superseded or obsolete
2.	Office Procedures, Assignments and Other Related Records		1	-	1	After superseded or obsolete
3.	Working Papers (including notes, drafts and logs)		3 mo	-	3 mo	After final draft approved or administrative value ends, whichever is later
4.	<b>Management</b> Legislation/Rules Records (including justification documents on proposed legislation/rule)		6	-	Perm	After legislation/rule is passed or defeated. Transfer to State Archives
5.	Board Meeting Executive Session Minutes (Confidential)		1	-	1	After date of meeting
6.	<b>Finance</b> Deposits (official copy including support documents)		3	-	3	After fiscal year prepared
7.	<b>Personnel</b> Employee Personnel Files	001925	3	2	5	After termination of employee
8.	Personnel Action Forms (official copy)		1	-	1	After superseded or obsolete
						<b>Supersedes Schedule Dated: May 20, 1998</b>

Approved by: <b>X</b> Director, Arizona State Library, Archives and Public Records	Approval Date: MAY 25 2005
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No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
9.	<b>Licensing</b> Applications a. Approved b. Denied c. Closed		- 1 1	- - -	- 1 1	Transfer to Registration File After denied After closed
10.	Enforcement Records a. Complaints – not substantiated b. Complaints – resulting in disciplinary action c. Hearing Files and Tapes (Board Conducted)		2 5 5	- - -	2 5 5	After dismissed After completion of disciplinary action After case resolved
11.	Examination Files a. Questions (test book) b. Results		1 1	- -	1 1	After test administered After results received
12.	Registration Files a. Source Documents b. Original Microfilm c. Duplicate Microfilm		1 - 1	- - -	1 - 1	After microfilm verified Transfer to State Archives After lapse of registration or death of registrant
13.	Firm Registration Files		1	-	1	After lapse of firm's registration

**Supersedes Schedule Dated:  
May 20, 1998**

Approved by:  <b>X</b> Director, Arizona State Library, Archives and Public Records	Approval Date: 
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