

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

PAGE 1 OF 2

State Agency Password: AXL-VET	Political Subdivision:	Agency Name Veterinary Medical Examining Board
Org. Unit /Division:		Office
Address: 1645 W. Jefferson #410		Phone: 542-3095
		City: Phoenix
Submitted By (Name): Louise Ballaglia		State AZ
Title: Director		ZIP 85007
		Signature X

No.	RECORDS SERIES	R. S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
<u>LICENSING</u>						
1.	Current Licensee Directories		1	-	1	After revised. Copy to State Archives.*
2.	Current Licensee Ledgers		5	-	5	After published.
3.	Examination Materials		1	-	1	After administered. A.R.S 32-2213.
4.	Failing Applications Files		1	-	1	After administered.
5.	No Show Applications Files		1	-	1	After administered.
6.	Rejected Applications		1	-	1	After received.
7.	Renewal Applications		2	-	2	After expired.
8.	Veterinarians Individual Files	009025	1	2	3	After expired/deceased. ARS 32-2218.
9.	Veterinary Premise Files		1	-	1	After sale, closure of facility or expiration.
10.	Veterinary Technicians Files	169025	1	4	5	After expired. A.R.S. 32-2247.
<u>REGULATION</u>						
11.	Complaint Logs	159538	1	4	5	After last entry.
12.	Complaints	159525	1	3	4	After file closed.
<u>SUPPORT RECORDS</u>						
13.	Attorney General Opinions		2	-	2	After issued/revised.
14.	Budgets & Annual Reports		3	-	3	After fiscal year prepared.
15.	Claims	000316	2	3	5	After fiscal year paid.

Supersedes Schedule dated:12-22-92

Approved by: _____ Approval Date:
AUG 14 1995

Director, Department of Library, Archives and Public Records
 RMC-2 H8/94

STATE OF ARIZONA

RECORDS RETENTION AND DISPOSITION SCHEDULE

Agency Name:
Veterinary Medical Examining Board

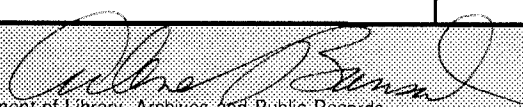
Password:
AXL-VET

PAGE 2 OF 2

No.	RECORDS SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
16.	Contracts for Personal Services		6	-	6	After expired.
17.	Deposits		5	-	5	After fiscal year prepared.
18.	Informal Interview Tapes		2	-	2	After recorded.
19.	Ledgers AR & AP		5	-	5	After fiscal year prepared.
20.	Meeting Tapes		-	-	-	After transcribed.
21.	Minutes		Perm	*	Perm	Microfilm as volume justifies. *Security copies stored in RMC vault.
22.	Personnel Files	517425	2	3	5	After terminated. ARS § 38-233.
23.	Receipt Books		5	-	5	After fiscal year prepared.
24.	Rules & Regulations		2	-	2	After revised.
25.	Transitory Materials		3 mo	-	3 mo	After received.

Supersedes Schedule dated:12-22-92

Approved by:



Approval Date:

AUG 14 1995