



**DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE**

ARCHIVES NO.
17-19

DEPARTMENT		DIVISION		SECTION		PERMANENT <input type="checkbox"/>	
Regulatory Agencies		Professions and Occupations		ALL Boards and Programs within the Division of Professions and Occupations		NON-PERMANENT <input checked="" type="checkbox"/>	
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS				
1	Incomplete Applications for licensure	One year	Paper applications are kept on site for one year from date application is received and then destroyed				
2	Documentation without an application.	One year	Paper documentation is kept one year from the date the documents are received and then destroyed.				
3	License Denials	Five Years	The paper application file should be kept for 5 years and then destroyed, unless there was a hearing. If there is a hearing, refer to the hearings section in the enforcement records disposition schedule.				
4	Renewal Applications	Two renewal cycles	At the end of the renewal, any paper renewal coupons received will be batched by the Customer Service Unit and stored for 2 renewal cycles. Renewals with additional requirements - questionnaires or coupon with questions on the reverse of the coupon - will be retained until two additional renewal cycles have been completed.				
		<p>Note: Applications submitted online through the electronic licensing system are permanent as part of the licensing system.</p>					
<p>I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the State Records Management Policies and Procedures Manual.</p>							
State Archivist's Signature		Date	Records Liaison Officer's Signature		Date		
<i>[Signature]</i>		2/13/2017	<i>[Signature]</i>		1/23/17		
Attorney General's Signature		Date	State Auditor's Signature		Date		
<i>[Signature]</i>			<i>[Signature]</i>		3/13/17		