



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

ARCHIVES NO.
17-22

DEPARTMENT Regulatory Agencies	DIVISION Professions and Occupations	SECTION ALL Boards and Programs within the Division of Professions and Occupations	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1	Name and/or Address changes of licensees.	Non-Permanent	Once electronic file (licensure database) is updated with correct information, change notification is destroyed.
2	Name and/or address changes of applicants	Non-Permanent	Kept until applicant is licensed, then change notification is destroyed.
3	Notices of death of licensee	Non-Permanent	Once electronic file (licensure database) is updated with correct information, notification is destroyed.
4	Other notices or corrections to social security numbers, dates of birth or other personal data.	Non-Permanent	Once electronic file (licensure database) is updated with correct information, notification is destroyed.
<p>"License" and "Licensure" is used as a generic term. While most of the professions and occupations are licensed, others may be registered, certified, or listed.</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.

State Archivist's Signature <i>[Signature]</i>	Date 2/13/2017	Records Liaison Officer's Signature <i>[Signature]</i>	Date 1/23/17
Attorney General's Signature	Date	State Auditor's Signature <i>[Signature]</i>	Date 3/13/17