



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

ARCHIVES NO. 17-23

DEPARTMENT Regulatory Agencies		DIVISION Professions and Occupations		SECTION Electrical, Plumbing, Barber/Cosmetology, Nursing, Nurse Aide, Passenger Tramway, Pharmacy		PERMANENT <input checked="" type="checkbox"/>		NON-PERMANENT <input type="checkbox"/>			
ITEM NO.	DESCRIPTION	RETENTION PERIOD			SPECIAL INSTRUCTIONS						
1	Electrical and Plumbing Permit and Inspection Records	Permanent									
2	Barber / Cosmetology Inspection Records*	Permanent									
3	Nursing School Inspection Records	Permanent									
4	Nurse Aide Training Program Inspection Records	Permanent									
5	Passenger Tramway Inspections	Permanent									
6	Pharmacy Inspection Records	Permanent									
<p>*Prior to 2009, Barber/Cosmetology Programs retained inspection records as needed. Effective 2009 and later, all Boards and Programs are required to keep all inspection records permanently.</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>Lauren Hamby</i>				1/23/17	
Attorney General's Signature				Date		State Auditor's Signature				Date	
						<i>[Signature]</i>				3/13/17	