



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

ARCHIVES NO.
17-24

DEPARTMENT Regulatory Agencies		DIVISION Professions and Occupations		SECTION ALL Boards and Programs for Board Member Files as well as Pharmacy and Boxing		PERMANENT <input type="checkbox"/>		NON-PERMANENT <input checked="" type="checkbox"/>	
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS						
1	Board Member Files	Duration of Term	Maintain until replacement is named and serving on the Board.						
2	Pharmacy Loss Records	Three years							
3	Boxing Permitted Event File	One Year	Retain records of the permitted event for one year then destroy						

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>Lauren Hampton</i>	Date 1/23/17
Attorney General's Signature	Date	State Auditor's Signature <i>[Signature]</i>	Date 3/13/17