



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

ARCHIVES NO.
 05-152

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DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
REGULATORY AGENCIES	REGISTRATIONS	ELECTRICAL BOARD	xx	
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1.	LICENSE APPLICATION A. Master – Active B. Journeyman – Active C. Residential Wireman	PERMANENT	Microfilm at intervals <u>1/</u> Transfer silver microfilm (camera copy or first generation copy) to the custody of State Archivist	
2.	LICENSE APPLICATIONS WHICH HAVE NOT BEEN RENEWED INACTIVE	PERMANENT	Microfilm at intervals <u>1/</u> Transfer silver microfilm (camera copy of first generation copy) to the custody of State Archivist Destroy originals after receiving official notification that microfilm is acceptable	
3.	INDEX FILE TO LICENSES (COMPUTER GENERATED)	PERMANENT		

1/

It shall be the responsibility of the agency to inspect their own microfilm and certify to the continuity of the Filmed record and legibility of the information. If, for any reason, any image is not completely readable, or any portion of the series has not been filmed, appropriate corrections or documentation must be made to insure standards and to comply with CRS, Title 24-80-107 before transfer/ security deposit to the State Archivist.

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 on page 4-10 of the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Peterson</i>	Date <i>11/16/2004</i>	Records Liaison Officer's Signature Per E-mail from Katie Knoll	Date 11/16/2004
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date <i>3/28/05</i>	State Auditor's Signature <i>Jelly Dymanski</i>	Date <i>11/19/04</i>



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1.	APPROVAL CERTIFICATES (DUPLICATE COPY) A. Inspection Permits B. Building Permits	1 year	Retain for 1 year then destroy	
2.	APPLICATIONS FOR ELECTRICAL EXAMINATIONS - (PERSONS WHO APPLIED AND NEVER PASSED THE EXAMINATION)	6 years + current		
3.	ELECTRICAL PERMITS - NUMERICAL (COMPUTER GENERATED)	Until audit has been completed and released		
4.	ELECTRICAL INSPECTION TICKETS (COMPUTER GENERATED)	3 years	Retain for 3 year then destroy	
<p>NOTE: NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT.</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 on page 4-10 of the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Ketschen</i>	Date <i>11/16/2004</i>	Records Liaison Officer's Signature Per E-mail from Katie Knoll	Date 11/16/2004
Attorney General's Signature <i>John W. Suthers by nmm</i>	Date <i>3/28/05</i>	State Auditor's Signature <i>Dolly Symanski</i>	Date <i>11/19/04</i>