



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

ARCHIVES NO. 05-153

DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
REGULATORY AGENCIES	REGISTRATIONS	PLUMBING BOARD	xx	
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1.	LICENSE APPLICATION A. Master – Active B. Journeyman – Active C. Residential - Active	PERMANENT	Microfilm at intervals <u>1/</u> Transfer silver microfilm (camera copy or first generation copy) to the custody of State Archivist Destroy originals after receiving official notification that microfilm is acceptable	
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 (COPUTER 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 Ketchen</i>	Date 9/14/05	Records Liaison Officer's Signature <i>Per E-Mail From Cheri (Callaghan)</i>	Date 8/26/2005
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 9/26/05	State Auditor's Signature <i>Dolly Symanski</i>	Date 9/14/05



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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.	APPLI ^B CATIONS FOR PLUMING EXAMINATIONS – (PERSONS WHO APPLIED AND NEVER PASSED THE EXAMINATION)	6 years + current	
3.	PLUMING ^B PERMITS – NUMERICAL (COMPUTER GENERATED)	Until audit has been completed and released	
4.	PLUMBING 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>			

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State Archivist's Signature <i>Jerry Helton</i>	Date <i>9/14/05</i>	Records Liaison Officer's Signature <i>Per E-mail From Cheri Callaghan</i>	Date <i>8/26/2005</i>
Attorney General's Signature <i>John Withers by mm</i>	Date <i>9/26/05</i>	State Auditor's Signature <i>Sally S. ...</i>	Date <i>9/14/05</i>