



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

ARCHIVES NO.
12-3

DEPARTMENT Public Health & Environment	DIVISION Executive Director's Office	SECTION Water and Wastewater Facility Operators Certification Board	PERMANENT <input checked="" type="checkbox"/>
			NON-PERMANENT <input checked="" type="checkbox"/>

ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	<u>Regulations / Policies</u> <i>Includes current and superseded versions</i>	Record copy (electronic): Permanent Duplicate (paper): Retain until no longer needed, then destroy	
2.	<u>Rulemaking Hearing Files</u> <i>May include hearing notice, (including proposed revisions and Statement of Basis and Purpose), public comment, responses, Attorney General Opinions</i>	Record copy (paper): Permanent Duplicate (electronic): Retain until no longer needed, then destroy	Transfer Record copy to off-site storage if necessary
3.	<u>Hearing Files (Adjudicatory)</u> <i>May include exam applications, denial letters, appeal letters</i>	Record copy (electronic): 15 years Duplicate (paper): Retain until no longer needed, then destroy	Review after 15 years; retain only if there is a continuing administrative need
4.	<u>Disciplinary Action Files</u> <i>May include Disciplinary Action performed by the board and evidentiary documents.</i>	Record copy (paper): 25 years Duplicate (electronic): Retain until no longer needed, then destroy.	Transfer Record copy to off-site storage; review after 25 years. Records deemed to have historical value will be sent to State Archives
5.	<u>Board Meeting Records</u> <i>Agendas and Minutes</i>	Record copy (electronic): Permanent Duplicate (paper): Retain until no longer needed, then destroy.	
6.	<u>Other Packet Materials</u> <i>Includes Administrator's Items, reports, other information</i>	Record copy (paper): 5 years Duplicate (electronic): Retain until no longer needed, then destroy	On-site; review after 5 years; retain only if there is a continuing administrative need

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 Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Ketchum</i>	Date <i>8/30/2011</i>	Records Liaison Officer's Signature <i>Betsy Hancock</i>	Date <i>8-23-2011</i>
Attorney General's Signature <i>John W. Suthers by [Signature]</i>	Date <i>11/2/2011</i>	State Auditor's Signature <i>Wendy Hunter Deputy State Auditor</i>	Date <i>10/13/2011</i>



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ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
7.	<u>Recordings of Meetings/Hearings</u> <i>Reel to reel, cassette tapes, electronic recordings</i>	Retain as long as technology is still available at a reasonable cost, not to exceed 10 years, then destroy		On-site			
8.	<u>Board Member Files</u> <i>Includes appointments, rosters, biographical sketches</i>	Record copy (electronic): 20 years Duplicate (paper): Retain until no longer needed, then destroy		Review after 20 years. Records deemed to have historical value will be sent to State Archives			
9.	<u>Contractor Files (Board Office)</u> <i>Includes Contracts with Non-Profit Contractors responsible for program implementation, All Subcontracts, Annual Reports, Reciprocity recommendations, approvals and denials</i>	Record copy (electronic): 15 years Duplicate (paper): Retain until no longer needed, then destroy		Transfer Record copy to off-site storage; review after 15 years. Records deemed to have historical value will be sent to State Archives			
NOTE: No record shall be destroyed that pertains to any pending legal case, claim, action or audit.							



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Public Health & Environment	Executive Director's Office	Water and Wastewater Facility Operators Certification Board	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
10.	<u>Files Maintained by Contractors</u> <i>Includes</i> a. <i>Certification Exam Materials</i> b. <i>Reciprocity Materials</i> c. <i>Certification Renewal Materials</i> d. <i>Training Course Materials</i> e. <i>Contractors' Financial Accounting Records</i> f. <i>Operator Certification Database (as updated)</i>	a. Record copy (paper): 5 years. Duplicate (electronic): until no longer needed, b. Record copy (paper): 5 years. Duplicate (electronic): until no longer needed c. Record copy (paper): 5 years. Duplicate (electronic): until no longer needed d. Record copy (paper): 5 years. Duplicate (electronic): until no longer needed e. Record copy (paper): 7 years. Duplicate (electronic): until no longer needed f. Record Copy (electronic) PERMANENT	Records stored onsite at the Operator Certification Program Offices. Records meeting their approved retention period shall be shredded and a report identifying what records were destroyed shall be submitted to the Board Office. Records deemed to have historical value will be returned to the Board Office for transfer to State Archives	
11.	<u>Testing Services Contractor Files</u> <i>Includes Membership Contracts, Membership information, Account Information</i>	Record copy (paper): 15 years Duplicate (electronic): Retain until no longer needed, then destroy	On-site	