



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

ARCHIVES NO. 17-18

DEPARTMENT Regulatory Agencies	DIVISION Professions and Occupations	SECTION Nursing, Engineers, Accountancy, as well as all Boards and Programs Exam Scores	PERMANENT <input checked="" type="checkbox"/> NON-PERMANENT <input type="checkbox"/>
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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1	Pre-electronic Nursing licensure index cards through 1999*	Permanent	Kept on site.
2	Pre-electronic Engineer Intern licensure index cards through 1999*	Permanent	Kept on site.
3	Pre-electronic Accounting licensure index cards through 1999*	Permanent	Kept on site.
4	Exam Files/Scores	Permanent	Permanent if part of application. If received with no application, keep for 1 year and destroy as document without application.

*After 1999, index record information became part of the record in the electronic Licensing System.

*License and Licensure is used as a generic term. While most of the professions and occupations are licensed, others may be registered, certified, or listed.

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