



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

ARCHIVES NO. 17-20

DEPARTMENT Regulatory Agencies	DIVISION Professions and Occupations	SECTION ALL Boards and Programs within the Division of Professions and Occupations	PERMANENT <input checked="" type="checkbox"/> NON-PERMANENT <input type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1	Continuing Education Records	Permanent	Records are kept electronically
2	Continuing Competency Records	Permanent	Records are kept electronically
3	Continuing Education and Continuing Competency Audit Records	Permanent	Records are kept electronically
4	Apprentice registration applications	Permanent	Records are kept electronically

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