

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

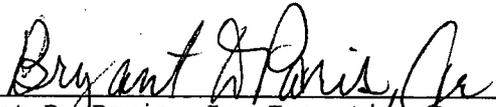
NORTH CAROLINA BOARD OF MEDICAL EXAMINERS

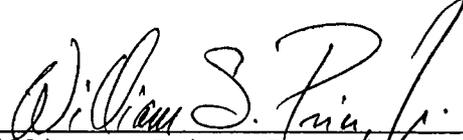
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

NORTH CAROLINA BOARD OF MEDICAL EXAMINERS

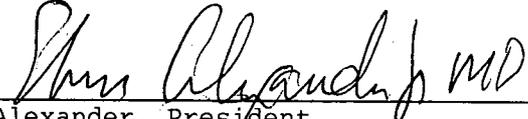
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

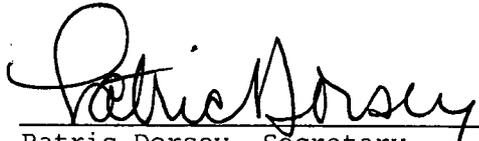
APPROVAL RECOMMENDED

  
\_\_\_\_\_  
Bryant D. Paris, Jr. Executive Secretary  
North Carolina Board of Medical Examiners

  
\_\_\_\_\_  
William S. Price, Jr., Director  
Division of Archives and History

APPROVED

  
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Eben Alexander, President  
North Carolina Board of Medical Examiners

  
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Patric Dorsey, Secretary  
Department of Cultural Resources

October 27, 1988

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## BOARD OF MEDICAL EXAMINERS OF THE STATE OF NORTH CAROLINA

**Item 3330. RECIPROCITY (LICENSE BY ENDORSEMENT) FILE.** Applications and credentials of physicians, licensed by states having reciprocal agreements with North Carolina, who have applied for and received license to practice medicine by endorsement. Application includes certificate of graduation by the dean of a grade "A" medical school, proof of citizenship, letters of recommendation, copy of military discharge (if applicable), and application completed by the state examining board issuing original license.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

**Item 20130. INACTIVE PERSONNEL FILE.** Official individual personnel file for former board employees. (Comply with provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency 25 additional years and then destroyed.

**Item 20134. MEDICAL EXAMINATION REGISTRATION CARD FILE.** Information concerning applicants for medical examination. File includes application numbers, dates of application, names, permanent addresses, places and dates of birth, preliminary education, medical college and date of graduation, hospital or general practice experience, and examination scores for various subject areas of the examination.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 20132. DECEASED PHYSICIANS FILE.** Records concerning former registration and licensure of physicians who have subsequently died. File includes registration applications, registration cards, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 20133. BIENNIAL REGISTRATION OF PHYSICIANS FILE.** Records concerning the biennial registration of physicians by board. File includes applications for registration, master registration cards, training licenses, certification of registration forms, and other records concerning suspended licenses due to failure to register, retirement, or death.

DISPOSITION INSTRUCTIONS: Transfer records involving deceased physicians to Deceased Physicians File. Destroy in office resident training license registration cards 5 years after training is completed. Destroy in office certification of registration forms after 1 fiscal year. Destroy in office remaining records when administrative value ends but within 4 years.

**Item 20131. EXAMINATION AND ENDORSEMENT APPLICATION FILE.** Records concerning each individual applying for a physician's license either by written

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examination or by endorsement of license issued by another state. File includes applications, certificate of graduation by the deans of grade "A" medical schools, certified photographs, proof of citizenship, letters of recommendation, copies of military discharge, and other related records.

**DISPOSITION INSTRUCTIONS:** Destroy in office records concerning foreign applicants after 30 years. Transfer records concerning approved endorsement applications to Reciprocity (License by Endorsement) File when individual is licensed. Destroy in office records regarding rejected or incomplete endorsement applications after 30 years. Destroy in office remaining records when administrative value ends.

### **Item 20110. COMMITTEE, COMMISSION, AND DELEGATION REPORTS FILE.**

Reports of various groups and organizations related to the practice of medicine and the licensing of physicians. File includes studies for postgraduate work by licensed physicians, studies of rehabilitation programs for drug-addicted physicians, studies of grade "B" medical schools, and studies of Veterans Administration program of medical training in foreign countries for veterans.

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

### **Item 20118. MEDICAL EXAMINATION GRADE REGISTER FILE.** Register containing the names and examination scores of applicants for licensing as physicians.

**DISPOSITION INSTRUCTIONS:** Destroy in office when administrative value ends.

### **Item 20116. MEDICAL LAWS AND LEGISLATION FILE.** Legislation concerning the practice of medicine and the licensing of medicine in North Carolina. File includes medical practice acts of other states, correspondence with N.C. and U.S. Departments of Justice, and correspondence with various medically-related organizations concerning legislation.

**DISPOSITION INSTRUCTIONS:** Destroy in office when superseded or obsolete.

### **Item 20112. BOARD POLICIES AND REGULATIONS FILE.** Records concerning board policies and regulations. File includes correspondence, memorandums, statements of policy, and other related records.

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

### **Item 20113. BOARD ADMINISTRATIVE FILE.** Records concerning the administration of board. File includes insurance policies, records retention and disposition schedule, savings account information, and correspondence concerning licensing, collection of fees, and other related records.

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DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 20117. HEARINGS AND CHARGES FILE.** Records concerning charges against licensees for violations of laws, board regulations, or other reasons. File includes transcripts of hearings, evidence, affidavits, and other related records.

DISPOSITION INSTRUCTIONS: Transfer 1 duplicate copy of transcripts when prepared to the State Records Center for permanent security storage. Retain original records in office permanently.

**Item 20115. BOOKKEEPING FILE.** Financial records of board. File includes journal of debits and credits, carbon copies of receipts for fees received, check stubs, deposit slips, bank statements, cancelled checks, monthly reports of receipts and disbursements, invoices, vouchers, budget proposals, financial committee reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

**Item 20111. ADMINISTRATIVE REPORTS FILE.** Administrative reports to and from board. Reports concern the licensing of physicians and the regulation of licensed physicians. File includes reports of medical schools' accreditation, annual audit reports, reports of grievances against physicians, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

**Item 20119. REVOKED LICENSE FILE.** Medical license certificates that have been revoked by board action.

DISPOSITION INSTRUCTIONS: Return certificate to licentiate, if licentiate is reinstated by board. Destroy in office remaining certificates upon death of former licentiates.

**Item 20126. PROFESSIONAL CORPORATIONS FILE.** Records concerning board regulation of corporations comprised of licensed physicians. File includes biennial registration, verification that all members of staff are properly licensed, and related correspondence.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 20122. NON-LICENSED APPLICANT CORRESPONDENCE FILE.** Board correspondence with applicants for licensure in North Carolina who failed to be licensed either for lack of credentials or failure to complete application.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 20120. REJECTED APPLICANT REGISTER FILE.** Register listing of applicants rejected by board for medical licenses during the period 1859-ca. 1930. File

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includes individual names, dates of rejection, special remarks, and dates applicants subsequently were licensed (if applicable). (Register has been discontinued and information now is listed in board minutes.)

**DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately.** Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**Item 20128. BOARD REFERENCE FILE.** Records concerning licensing of physicians, board meetings, accreditation of schools, medical specialties (optometry, chiropractic, osteopathy, podiatry, etc.), and other related matters. File includes publications, correspondence, reports, and other related records.

**DISPOSITION INSTRUCTIONS:** Destroy in office when reference value ends.

**Item 20125. RESIDENT'S TRAINING LICENSE FILE.** Records concerning physicians licensed by the board to participate in residence training in North Carolina. File includes applications, certifications of graduation by deans of grade "A" medical schools, letters of recommendation, and other related records.

**DISPOSITION INSTRUCTIONS:** Destroy in office data concerning graduates from U.S. medical schools after 5 years. Destroy in office data concerning graduates of foreign medical schools after 20 years.

**Item 20121. APPLICANT PHOTOGRAPH FILE.** Photograph of each applicant for physician's license in North Carolina furnished by applicant's medical school. (Certification and seal of school is on back of each photograph.)

**DISPOSITION INSTRUCTIONS:** Destroy in office when administrative value ends.

**Item 20129. ACTIVE PERSONNEL FILE.** Records concerning each currently-employed board member. File includes applications, resumes, job descriptions, personnel action forms, leave recapitulations, social security information, and other related records. (Comply with provisions of G.S. 126-22, 126-23, 126-24 regarding confidentiality of personnel records.)

**DISPOSITION INSTRUCTIONS:** Transfer to the Inactive Personnel File when employee terminates service.

**Item 20127. BIENNIAL REGISTRATION CORRESPONDENCE FILE.** Correspondence initiated by board when physician fails to register for current biennium. File includes notices mailed to physicians that have been returned undeliverable.

**DISPOSITION INSTRUCTIONS:** Destroy in office returned notices after 1 registration period. Destroy in office remaining records when administrative value ends.

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**Item 20123. DUPLICATE LICENSE APPLICATION FILE.** Applications for duplicate licenses to replace lost or destroyed licenses. File includes correspondence and sworn statements.

DISPOSITION INSTRUCTIONS: Destroy in office after 50 years.

**Item 20106. BOARD MEETINGS FILE.** Records concerning meetings of the board held to examine medical graduates for license, to confirm license by endorsement, and to resolve disciplinary situations. File includes correspondence, memorandums, test scores, drafts of minutes, agendas for meetings, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 20104. LICENTIATES FILE.** Records concerning all physicians licensed by the board. File includes license numbers, dates of licensing, location of board, examination, names and addresses of licentiates, names of medical schools attended by licensees, state which first licensed physician (if applicable), and examination grade (if licensed by North Carolina).

DISPOSITION INSTRUCTIONS: Transfer 1 duplicate listing of each group of licensees to the State Records Center for security storage. Transfer original listings of licensees in 5-year increments to the State Records Center to be microfilmed for security and returned. Retain originals in board permanently. Security microfilm will be stored permanently in the security vault.

**Item 20108. FEDERATION OF STATE MEDICAL BOARDS FILE.** Records concerning the Federation of State Medical Boards, which provides for the adoption and maintenance of adequate and uniform standards for licensure in medicine, the proper administrative and enforcement provisions of such practices, and the interstate endorsement of medical licensure on such terms and conditions as to protect and promote uniformity in the administration of medical practice throughout the states. File includes correspondence, minutes, reports, publications, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 20109. EDUCATION COUNCIL FOR FOREIGN MEDICAL GRADUATES FILE.** Records concerning board dealings with the Education Council for Foreign Medical Graduates, which certifies each foreign medical graduate eligible to apply for a physician's license in North Carolina. File includes policy memorandums, meeting reports, examination results, and minutes of executive meetings.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 20105. UNLICENSED PHYSICIANS REGISTER FILE.** Register of unlicensed physicians qualified to practice medicine in the state by virtue of registration

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under provisions of the Medical Practice Act of 1889. File includes each physician's name, qualifications (diploma or oath), county of residence, and date of registration.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 20103. MINUTES FILE.** Minutes of the Board of Medical Examiners. File includes names of board members present, names of applicants for license, and other information regarding board business.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent security storage in the Archives vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

**Item 20107. REGULATORY LICENSING BOARDS OF NORTH CAROLINA FILE.**

Board correspondence with medically-related licensing boards and the North Carolina Association of Professions concerning laws and policies governing the practice of medicine.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

EFFECTIVE: 10-27-88 STATUS: DATE SAVED: 05-16-91