

NORTH CAROLINA BOARD OF PHYSICAL THERAPY EXAMINERS

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

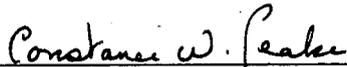
NORTH CAROLINA BOARD OF PHYSICAL THERAPY EXAMINERS

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. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

NORTH CAROLINA BOARD OF PHYSICAL THERAPY 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 This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Constance W. Peake, Executive Secretary  
N.C. Board of Physical Therapy Examiners

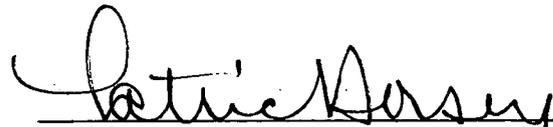


William S. Price, Jr., Director  
Division of Archives and History

APPROVED



Sheree B. Watson, Chairman  
N.C. Board of Physical Therapy Examiners



Patric Dorsey, Secretary  
Department of Cultural Resources

## **NORTH CAROLINA BOARD OF PHYSICAL THERAPY EXAMINERS**

**Item 22100. PROFESSIONAL ASSOCIATIONS FILE.** Records concerning professional associations with which the board deals. File includes board reports, listings of approved educational programs, and other related items.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**Item 21993. REPORTS FILE.** Reports concerning the operations of the board. File includes reports sent to the Office of the Attorney General, Office of the Secretary of State, and other interested individuals.

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 21997. BOARD PUBLICATIONS FILE.** Publications prepared by the board. File includes newsletters, booklets, brochures, directories, and other related materials.

DISPOSITION INSTRUCTIONS: Transfer 5 or more copies (as required) of each publication to the State Documents Clearinghouse, North Carolina State Library, when received from printer, in accordance with G.S. 125-11.7/11.8. Retain in office 1 copy of each directory and newsletter permanently. Destroy in office remaining copies and related records when reference value ends.

**Item 21995. AGENDAS FILE.** Agendas used for meetings

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**Item 21999. EQUIPMENT FILE.** Records concerning office equipment purchased for or by the board. File includes purchasing records, inventories of board equipment and supplies, and information regarding surplus property.

DISPOSITION INSTRUCTIONS: Destroy in office purchasing records after disposition of equipment and when released from all audits. Destroy in office remaining records when superseded or obsolete.

**Item 21991. BOARD NOMINATIONS FILE.** Records concerning nominations to the board. File includes all records pertinent to the nomination procedure, which are maintained in accordance with G.S. 90-270.25.

DISPOSITION INSTRUCTIONS: Destroy in office 6 months after balloting procedures are completed.

## **NORTH CAROLINA BOARD OF PHYSICAL THERAPY EXAMINERS**

### **Item 21996. ATTORNEY GENERAL'S AND BOARD ATTORNEY'S OPINIONS FILE.**

Legal opinions and rulings prepared by the Office of the Attorney General and the board's attorney.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

### **Item 21992. BOARD CORRESPONDENCE (ADMINISTRATIVE) FILE.**

Correspondence concerning the implementation of board's policies. File includes correspondence of the board, executive secretary, and the board's counsel.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

### **Item 21998. CONTRACTS FILE.** Contracts, agreements, and leases with consultants, vendors, and other firms concerning services, equipment, and other obligations.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after termination of agreement/contract if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

### **Item 21990. BOARD APPOINTMENTS FILE.** Records concerning individuals appointed to the board. File includes listings of board members and officers, copies of appointments, and letters of resignation.

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 21994. POLICIES AND PROCEDURES FILE.** Records concerning the official policies and procedures of the board.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

### **Item 21989. LICENSE TRANSFER FILE.** Verifications of licensure for Physical Therapists and Physical Therapist Assistants sent to other state licensing boards.

DISPOSITION INSTRUCTIONS: Destroy in office verification requests after 1 year and when information has been recorded in the Physical Therapists and Physical Therapist Assistants Card File, whichever occurs later.

## **NORTH CAROLINA BOARD OF PHYSICAL THERAPY EXAMINERS**

**Item 21988. MINUTES FILE.** Official minutes of regular and special meetings of the North Carolina Board of Physical Therapy Examiners. File includes attachments.

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 22003. BONDING FILE.** Bonds and correspondence relating to the bonding of the Secretary-Treasurer and board employees.

DISPOSITION INSTRUCTIONS: Destroy in office 4 years after expiration of bond.

**Item 22007. CURRENT PHYSICAL THERAPISTS FILE.** Records concerning each physical therapist licensed to practice in North Carolina. File includes application forms, graduation verification forms, personal reference forms, test scores, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Non-Current Physical Therapists File when license has lapsed or has been revoked or suspended. Retain in office application information sheets and any disciplinary actions permanently. Destroy in office remaining records 3 years after the date of licensure provided the information has been transferred to Physical Therapists and Physical Therapist Assistants Cards File and entered into the Physical Therapist and Physical Therapist Assistants Master (Electronic) File.

**Item 22005. INSURANCE POLICIES FILE.** Liability insurance policies for board members and property insurance policies for board equipment.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

## **NORTH CAROLINA BOARD OF PHYSICAL THERAPY EXAMINERS**

**Item 22009. NON-CURRENT PHYSICAL THERAPISTS FILE.** Records concerning each physical therapist licensed to practice in North Carolina. File includes application forms, personal reference forms, test scores, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office application information sheets and any disciplinary actions permanently. Destroy in office remaining records 3 years after the date of licensure provided the information has been transferred to Physical Therapists and Physical Therapist Assistants Cards File and entered into the Physical Therapist and Physical Therapist Assistants Master (Electronic) File.

**Item 22006. PENDING APPLICATIONS FILE.** Records concerning each pending application for licensure as a physical therapist or physical therapist assistant. File includes applications and all accompanying material.

DISPOSITION INSTRUCTIONS: Transfer to Current Physical Therapists File or Current Physical Therapist Assistants File when license is granted. Transfer to Failed Physical Therapists and Physical Therapist Assistants Examination File when individual fails examination. Transfer to Incomplete Applications File when applicant does not complete application.

**Item 22002. PAYROLL DEDUCTION AND WITHHOLDING REPORTS FILE.** Forms providing official authority to withhold portions of board employees' salaries. File includes copies of withholding reports used to report the amounts of state and federal income taxes due.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

**Item 22008. CURRENT PHYSICAL THERAPIST ASSISTANTS FILE.** Records concerning each physical therapist assistant licensed to practice in North Carolina. File includes application forms, graduation verification forms, personal reference forms, test scores, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Non-Current Physical Therapists File when license has lapsed or has been revoked or suspended. Retain in office application information sheets and any disciplinary actions permanently. Destroy in office remaining records 3 years after the date of licensure provided the information has been transferred to Physical Therapists and Physical Therapist Assistants Cards File and entered into the Physical Therapist and Physical Therapist Assistants Master (Electronic) File.

## **NORTH CAROLINA BOARD OF PHYSICAL THERAPY EXAMINERS**

**Item 22000. EXAMINATIONS FILE.** Records concerning examinations given to physical therapists and physical therapist assistants. File includes correspondence, contracts with testing service, examination information, examination results, and passing levels.

DISPOSITION INSTRUCTIONS: Retain in office examination results and passing levels permanently. Destroy in office remaining records when superseded or obsolete.

**Item 22004. COMPLAINTS AND INVESTIGATIVE FILE.** Records concerning complaints received from individuals requesting board investigations of alleged violations of the Physical Therapy Practice Act by physical therapists and physical therapist assistants or others. File includes correspondence, complaints, investigative reports, board findings, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 10 year(s) after case is closed.

**Item 22096. OFFICIAL RULES AND RULE-MAKING HEARINGS FILE.** Records concerning instructions and requirements for filing rules with the Office of Administrative Hearings and the Administrative Rules Review Commission. File includes hearing requirements and procedures. (File includes official copies of rules and changes since 1976.)

DISPOSITION INSTRUCTIONS: Retain in office official copies of rules permanently. Destroy in office remaining records when superseded or obsolete.

**Item 22099. PERSONNEL FILE.** Individual personnel file for each board employee. File includes applications, resumes, job descriptions, and other related records. (Comply with applicable 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 22095. LEGISLATIVE FILE.** Legislative bills or information concerning the board.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

## **NORTH CAROLINA BOARD OF PHYSICAL THERAPY EXAMINERS**

**Item 22015. PHYSICAL THERAPISTS AND PHYSICAL THERAPIST ASSISTANTS CARDS FILE.** Cards concerning each active and inactive physical therapist and physical therapist assistant. Information includes each individual's current status with board.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 22011. INCOMPLETE APPLICATIONS FILE.** Applications for licensure as physical therapists and physical therapy assistants received from individuals who took no further action to acquire a license. File includes pertinent correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 22017. FINANCIAL FILE.** Records concerning board budget and expenditures. File includes vouchers, invoices, paid checks, expense reimbursement records, printouts of accounting records, bank statements, cash receipts, deposit slips, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) and when released from all audits, whichever occurs later.

**Item 22013. FEDERATION OF STATE LICENSING BOARDS FILE.** Records received or written by the board concerning the Federation of State Licensing Boards. File includes bylaws, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**Item 22010. NON-CURRENT PHYSICAL THERAPIST ASSISTANTS FILE.** Records concerning each physical therapist licensed to practice in North Carolina whose license has lapsed or has been revoked or suspended. File includes application forms, graduation verification forms, personal reference forms, test scores, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office application information sheets and any disciplinary actions permanently. Destroy in office remaining records 3 years after the date of licensure provided the information has been transferred to Physical Therapists and Physical Therapist Assistants Cards File and entered into the Physical Therapist and Physical Therapist Assistants Master (Electronic) File.

## **NORTH CAROLINA BOARD OF PHYSICAL THERAPY EXAMINERS**

### **Item 22014. BOARD CORRESPONDENCE (OFFICE ADMINISTRATION) FILE.**

Routine correspondence requesting information concerning licensing, publications, legislation, or other physical therapy-related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

### **Item 22012. FAILED PHYSICAL THERAPISTS AND PHYSICAL THERAPIST ASSISTANTS EXAMINATION FILE.** Applications for licensure as physical therapists and physical therapy assistants received from individuals who subsequently failed the licensing examination. File includes applications, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Current Physical Therapists File or Current Physical Therapist Assistants File, as appropriate, when applicant passes examination. Destroy in office failed applicants' records after 3 years.

### **Item 22016. PHYSICAL THERAPISTS AND PHYSICAL THERAPIST ASSISTANTS MASTER (ELECTRONIC) FILE.** Machine readable records concerning all current and some formerly-licensed physical therapists and physical therapist assistants.

DISPOSITION INSTRUCTIONS: Erase in office electronic records when administrative value ends.

### **Item 22125. FAILED ON-THE-JOB TRAINED PHYSICAL THERAPIST ASSISTANTS EXAMINATION FILE.** Applications received from individuals deemed equivalent for licensure as Physical Therapist Assistants by June 30, 1982. File includes only the first page of the application form.

DISPOSITION INSTRUCTIONS: Transfer to Current Physical Therapist Assistants File when applicant passes examination. Retain in office the first page of the application form for failed applicants permanently.