

NORTH CAROLINA STATE BOARD OF SANITARIAN 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

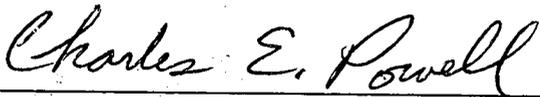
NORTH CAROLINA STATE BOARD OF SANITARIAN EXAMINERS

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

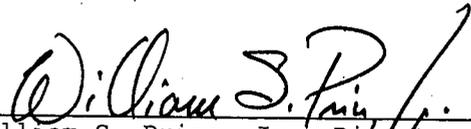
NORTH CAROLINA STATE BOARD OF SANITARIAN EXAMINERS

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 This schedule is to remain in effect until superseded.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

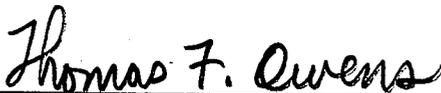


Charles E. Powell, Vice-Chairman
N.C. State Board of Sanitarian Examiners



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

APPROVED



Thomas F. Owens, Chairman
N.C. State Board of Sanitarian Examiners

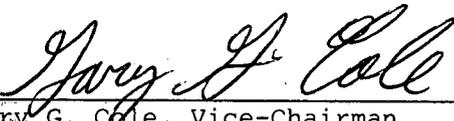


Patric Dorsey, Secretary
Department of Cultural Resources

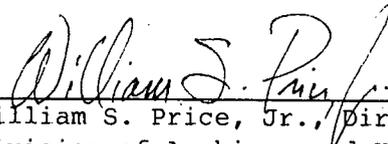
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT
NORTH CAROLINA STATE BOARD OF SANITARIAN EXAMINERS

Amend the records retention and disposition schedule approved September 1, 1989, by changing the descriptions of Item 20075 and Item 20080; by changing the title and disposition instructions of Item 20079; by deleting Item 20081; and by adding Item 28487, Item 28488, Item 28489, and Item 28490 as shown dated February 20, 1990.

APPROVAL RECOMMENDED

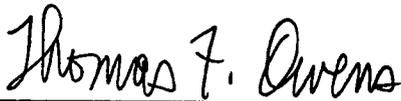


Gary G. Cole, Vice-Chairman
N.C. State Board of Sanitarian Examiners

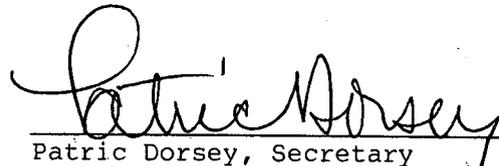


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Thomas F. Owens, Chairman
N.C. State Board of Sanitarian Examiners



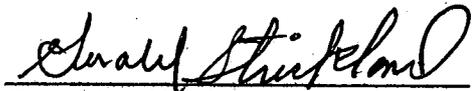
Patric Dorsey, Secretary
Department of Cultural Resources

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

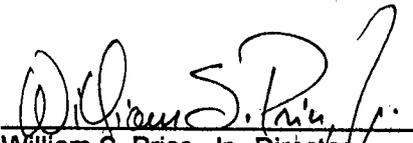
NORTH CAROLINA STATE BOARD OF SANITARIAN EXAMINERS

Amend the records retention and disposition schedule approved February 20, 1990 by changing the disposition instructions of Item 20080 as shown on substitute page dated February 24, 1995.

APPROVAL RECOMMENDED

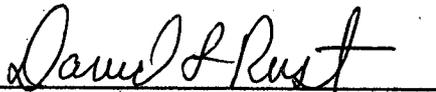


Gerald Strickland, Secretary-Treasurer
N.C. State Board of Sanitarian Examiners

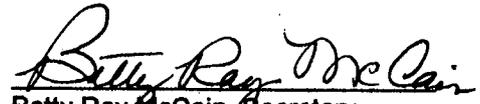


William S. Price, Jr., Director
Division of Archives and History

APPROVED



David L. Rust, Chairman
N.C. State Board of Sanitarian Examiners



Betty Ray McCain, Secretary
Department of Cultural Resources

February 24, 1995

HFH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

NORTH CAROLINA STATE BOARD OF SANITARIAN EXAMINERS

Amend the records retention and disposition schedule approved September 1, 1989 by changing the disposition instructions for Item 20076 as shown on the substitute page dated February 16, 1998.

APPROVAL RECOMMENDED



Deborah T. Rowe, Secretary to the Board
North Carolina State Board of Sanitarian Examiners



Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



David L. Rust, R. S., Chairman
North Carolina State Board of Sanitarian Examiners



Betty Ray McCain, Secretary
Department of Cultural Resources

February 16, 1998

LLB

NORTH CAROLINA STATE BOARD OF SANITARIAN EXAMINERS

Item 3349. NORTH CAROLINA STATE BOARD OF SANITARIAN EXAMINERS MINUTES FILE. Official minutes of the board.

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 28490. REGISTERED SANITARIANS FILE. Records concerning sanitarians who are registered by the board. File includes applications, renewal applications, and other related records. Amended 2-20-90

DISPOSITION INSTRUCTIONS: Transfer to Expired Licensees File or Suspended Licenses File, whichever is appropriate, when license expires or is suspended.

Item 28488. SANITARIAN INTERNS (INDEX) FILE. Cards listing individuals who have been accepted by the board to become sanitarian interns. Amended 2-20-90

DISPOSITION INSTRUCTIONS: Transfer to Registered Sanitarians File or Sanitarian Interns (Ineligible) File, whichever is appropriate, when intern withdraws or meets all requirements for registered sanitarian status.

Item 28487. SANITARIAN INTERNS FILE. Records concerning sanitarian interns recognized by the board. File includes intern applications, renewal applications, and the numbers assigned to the interns. Amended 2-20-90

DISPOSITION INSTRUCTIONS: Transfer to Registered Sanitarians File or Sanitarian Interns (Ineligible) File, whichever is appropriate, when intern withdraws or meets all requirements for registered sanitarian status.

Item 28489. SANITARIAN INTERNS (INELIGIBLE) FILE. Records concerning sanitarian interns who have withdrawn or quit their internship before becoming registered sanitarians. File includes intern applications, assigned intern numbers, and dates withdrawn. Amended 2-20-90

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 20093. EXAMINATIONS (FAILED) FILE. Completed examinations and tests of applicants who failed the licensing examination.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 years.

NORTH CAROLINA STATE BOARD OF SANITARIAN EXAMINERS

Item 20091. CONTRACTS FILE. Contracts and supporting records of the board.

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 20092. BOARD PUBLICATIONS FILE. Publications prepared by the board. File includes newsletters, booklets, brochures, 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. Destroy in office remaining copies and related records when reference value ends.

Item 20090. FINANCIAL FILE. Records concerning board budgets and expenditures. File includes requisitions, vouchers, purchase orders, invoices, paid checks, expense reimbursement records, budget reports, bank statements, cash receipts, deposit slips, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 year(s) and when released from all audits, whichever occurs later.

Item 20094. ANNUAL REPORTS FILE. Reports concerning board activities during the year.

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. Destroy in office remaining copies and related records when reference value ends.

Item 20077. UNSUCCESSFUL APPLICANTS FILE. Applications of individuals who did not take examination or did not finish an examination administered by the board.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 20073. CORRESPONDENCE FILE. Routine correspondence written and/or received between the board and the general public concerning associations, boards, statistics, and other related matters.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 20079. REGISTERED SANITARIANS (INDEX) FILE. Indexes of individuals licensed by the board. Amended 2-20-90

DISPOSITION INSTRUCTIONS: Transfer to Expired Licensees File, Suspended Licenses File, or Revoked Licenses File, whichever is appropriate, when license expires or is revoked or suspended.

NORTH CAROLINA STATE BOARD OF SANITARIAN EXAMINERS

Item 20075. LICENSE APPLICATION REQUESTS FILE. Requests received from individuals seeking applications to register as sanitarians and sanitarian interns. File includes applications for reciprocity. Amended 2-20-90

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 20076. EXAMINATIONS (PASSED) FILE. Completed examinations and tests of applicants who passed the licensing examinations administered by the board. Amended 2-16-98

DISPOSITION INSTRUCTIONS: Destroy in office after 25 years.

Item 20074. POLICIES AND PROCEDURES FILE. Official policies and procedures of the board. File includes correspondence, memorandums, rules, regulations, bylaws, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 20078. APPRENTICES FILE. Records concerning apprentices recognized by the board.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 20089. 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 inventory lists when superseded. Destroy in office remaining records when superseded or obsolete.

Item 20085. INVESTIGATIONS FILE. Investigations of licensed individuals or associated firms for suspected violations of licensing laws or regulations. File includes court case records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after investigation or case is closed. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

Item 20083. SUSPENDED LICENSES FILE. Records concerning individuals whose licenses have been suspended.

DISPOSITION INSTRUCTIONS: Destroy in office after 25 years.

Item 20087. AUDIT REPORTS FILE. Annual audit reports for the board.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

NORTH CAROLINA STATE BOARD OF SANITARIAN EXAMINERS

Item 20084. COMPLAINTS FILE. Records concerning complaints regarding licensed individuals or associated firms.

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 20080. EXPIRED LICENSEES FILE. Records concerning individuals who have failed to renew their licenses. File includes records regarding licensees who have retired or died. Amended 2-24-95

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 20088. LEGISLATIVE FILE. Legislative bills and other legislative information concerning the board.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

Item 20086. ATTORNEY GENERAL'S OPINIONS FILE. Legal opinions and rulings prepared by the Office of the Attorney General regarding interpretations of board regulations.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 20082. REVOKED LICENSES FILE. Records concerning individuals whose licenses have been revoked.

DISPOSITION INSTRUCTIONS: Destroy in office after 25 years.