

STATE OF NORTH CAROLINA
BOARD OF CHIROPRACTIC 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

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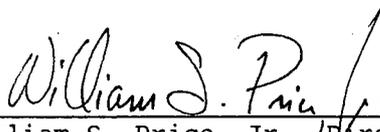
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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

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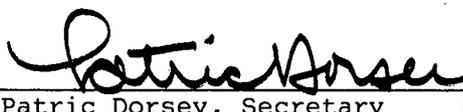
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED


Robert Vaughn, DC, President
Board of Chiropractic Examiners


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

APPROVED


Patric Dorsey, Secretary
Department of Cultural Resources

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Item 28882. STATE OF NORTH CAROLINA BOARD OF CHIROPRACTIC EXAMINERS MINUTES FILE. Official minutes of the licensing board.

DISPOSITION INSTRUCTIONS: Transfer copy of official, signed minutes after each board meeting to the State Records Center for security storage. Paper records will be microfilmed in the State Records Center when volume is sufficient. Microfilmed paper records will be returned to the agency. Transfer original 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.

Item 28877. POLICIES AND PROCEDURES FILE. Official policies and procedures of the board.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

Item 28873. OFFICE ADMINISTRATION FILE. Records concerning the management of the office. File includes office space and building information, office operating instructions, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

Item 28879. RETIRED AND DECEASED LICENSEE FILE. Records concerning individuals who have retired or died.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

Item 28871. LICENSEE FILE. Records concerning individuals who have failed to renew their licenses.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 28875. PAYROLL FILE. Financial records concerning the board's payroll.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

Item 28872. LICENSEE REGISTRATION FILE. Indexes of individuals licensed by the board.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 28876. PERSONNEL FILE. Individual personnel file for each board employee. File includes records relating to individual's application, selection or nonselection, promotions, demotions, transfers, leave, salary, suspension, performance evaluation, disciplinary actions, and termination of employment wherever located and in whatever form. (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.

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Item 28874. OFFICE EQUIPMENT FILE. Records concerning office equipment purchased for or by the board. File includes service contracts, purchasing records, inventories of board equipment and supplies, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office service contracts and 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 28870. LICENSE APPLICATION REQUESTS FILE. Requests for license applications.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 28878. REPORTS FILE. Reports regarding the operations of the board. File includes the reports sent to board members, licenses, Attorney General, Secretary of State, and other interested parties.

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.

Item 28853. ASSOCIATIONS FILE. Records concerning local, state, and national associations with which the board deals.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

Item 28857. 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 28859. CONTRACTS AND AGREEMENTS FILE. Contracts and agreements with supporting documents.

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 28856. BOARD OFFICIALS' CORRESPONDENCE FILE. Correspondence concerning the implementation of board's policies. File includes correspondence of the board, executive secretary, or director.

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 transferred to the custody of the Archives.

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Item 28852. APPLICATIONS FOR EMPLOYMENT FILE. Completed application forms for employment with resumes and other supporting documents received by the board.

DISPOSITION INSTRUCTIONS: Transfer applications and other records for individuals hired to appropriate personnel file when individual accepts position. Destroy in office applications and other records that are unsolicited and for individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.

Item 28858. COMPLAINTS FILE. Records concerning complaints regarding licensed individuals or associated firms.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

Item 28854. 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 28865. FIRM REGISTRATION FILE. Licenses for firms, offices, or corporations.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 28861. EDUCATIONAL FILE. Records concerning educational programs of the board.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 28869. LEGISLATIVE FILE. Legislative bills and other legislative information concerning the board.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

Item 28867. INVESTIGATIONS FILE. Investigations of licensed individuals or associated firms for suspected violations of licensing laws or regulations. File includes court cases.

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after investigation or case is closed.

Item 28863. EXAMINATIONS (PASSED) FILE. Completed examinations and tests of applicants who passed the licensing examination.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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Item 28860. CORRESPONDENCE AND MEMORANDUMS (OFFICE ADMINISTRATION) FILE. Routine correspondence and memorandums created and received in the office concerning day-to-day operations.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 28868. LEAVE FILE. Recapitulation of leave taken, balance remaining, and employees' requests for vacation or sick leave.

DISPOSITION INSTRUCTIONS: Destroy in office leave records after 4 years and when released from all audits, whichever occurs later. Destroy in office requests for leave after 1 year.

Item 28864. FINANCIAL FILE. Records concerning board's budget 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 4 year(s) and when released from all audits, whichever occurs later.

Item 28862. EXAMINATIONS (FAILED) FILE. Completed examinations and tests of applicants who failed the licensed examination.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 28866. INSPECTIONS FILE. Records concerning inspection of each licensee's office, firm, or business.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 28881. SCHOOL INFORMATION FILE. Records concerning schools that are approved to teach board-related courses.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 28883. SUSPENDED LICENSES FILE. Records concerning individuals whose licenses have been suspended.

DISPOSITION INSTRUCTIONS: Destroy in office after 25 years.

Item 28884. UNSUCCESSFUL APPLICANTS FILE. Applications of individuals who either did not take or did not finish the licensing examination.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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Item 28880. REVOKED LICENSES FILE. Records concerning individuals whose licenses have been revoked.

DISPOSITION INSTRUCTIONS: Destroy in office after 25 years.