

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING & REGULATION

STATE ATHLETIC COMMISSION

AGENCY

DIVISION

Item No.	Description	Retention
1	<p><u>SUPERSEDES 612-13 dated 8/28/75</u> <u>Boxer License and Medical Records</u></p> <p>a) <u>License Records</u>: License applications; boxer-promoter; boxer-manager contract; score sheets; and other documents and correspondence required by the Commission.</p> <p>b) <u>Medical Records</u>: Medical Forms #1 and #2 Neurological Evaluations; post-bout examination and any other medical documents required by the Commission</p>	<p>Transfer to the State Records Center one year after license expiration. Destroy after five years after the date of transfer.</p> <p>Transfer to the State Records Center one year after license expiration. Destroy after five years after the date of transfer.</p>
2	<p><u>Manager License Records</u>: License Application, boxer-manager contract and other correspondence required by the Commission.</p>	<p>Transfer to the State Records Center one year after License expiration. Destroy after five years after the date of transfer.</p>
3	<p><u>Matchmaker</u>: License applications and other correspondence.</p>	<p>Transfer to the State Records Center one year after license expiration. Destroy after five years after the date of transfer.</p>
4	<p><u>Promoter License Records</u>:</p> <p>a) Promoter/boxer contracts</p> <p>b) License Applications, Bonds, Request for sanction and any other Commission Correspondence.</p>	<p>Transfer to the State Records Center one year after license expiration. Destroy after five years after the date of transfer.</p>
5	<p><u>Seconds License Records</u>: License applications and any other Commission Correspondence.</p>	<p>Transfer to the State Records Center after one year Destroy one year after transfer.</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

7-18-89 [Signature] Director 8/14/89 [Signature] State Archivist

Date Signature Title Date State Archivist

Item No.	Description	Retention
6	<p><u>Wrestlers License & Medical Records:</u> License applications and #1 Medical Examination forms.</p>	<p>Transfer to the State Records Center One year after license expiration. Destroy 5 years from date of transfer</p>
7	<p><u>Referee License & Medical Records:</u> License applications and #1 Medical Examination Forms. For both boxing and wrestling referees.</p>	<p>Transfer to the State Records Center One Year after license expiration. Destroy 5 years from date of transfer.</p>
8	<p><u>Boxing Result Sheets</u> Results of boxings contests.</p>	<p>Retain Permanently</p>
9	<p><u>Boxing Master Score Sheet:</u> Score sheets for each boxing match.</p>	<p>Retain one year, then destroy</p>
10	<p><u>Licensees Disciplinary Files</u> Files containing material regarding any administrative action pursuant by the Commission against a license.</p>	<p>Retain with license file. Follow retention schedule for category of license.</p>
11	<p><u>Boxing Organizations & Affiliates File</u> Business correspondence from the Association of Boxing Commissions, North American Boxing Federation; and other boxing organizations.</p>	<p>Retain for three years then destroy.</p>
12	<p><u>Amateur Boxing Files:</u> Reports, correspondence and registration lists from the local boxing committees of the United States of America Amateur Boxing Federation, INC.</p>	<p>Transfer to the State Records Center after two years. Destroy after three years.</p>