

IV. RECORDS RETENTION SCHEDULE

BOARD OF BARBER EXAMINERS  
DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-15

This Schedule Lists Only Those Records  
Created and Used by the

Board of Barber Examiners

*Superseded by 612-66*

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Board of Barber Examiners

AGENCY

DIVISION

Item No.	Description	Retention
1	<p><u>MASTER BARBER CARD FILE:</u></p> <p>5" x 7" alphabetical cards containing the name, address and registration number of each master barber. Since the license numbers are restarted annually, columns are provided for each year's license number as well as the year and date paid.</p>	Retain permanently.
2	<p><u>JOURNEYMAN CARD FILE:</u></p> <p>3" x 5" alphabetical cards containing the same classes of information as the Master Barber Card File.</p>	Retain permanently.
3	<p><u>SHOP CARD FILE:</u></p> <p>3" x 5" cards arranged alphabetically by shop name listing the shop trade name, address, telephone number and shop registration number. Columns are provided for year due, date paid, amount paid and license number.</p>	Retain permanently.
4	<p><u>APPLICATION FILE:</u></p> <p>Folders are established for each applicant and arranged by registration number. A representative folder contains:</p> <ul style="list-style-type: none"> <li>a. Applications for Registration</li> <li>b. Delinquent Renewal Notices</li> </ul>	Retain five (5) years after last renewal, then destroy.

Schedule approved by Department, Agency or Division Representative

Director,

Administrative Services

July 31, 1975

*[Signature]*  
Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/28/75  
Date

*[Signature]*  
Archivist

1975  
Date

*[Signature]*  
Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

m No.	Description	Retention
	<p>c. Notices of Test Results</p> <p>d. Written Examinations</p> <p>e. Cash Receipts</p> <p>f. Correspondence</p> <p>g. Copies of Diplomas</p> <p>h. Test Notification Sheets</p> <p>These folders indexed by a 3" x 5" alphabetical card file.</p>	
5	<p><u>SHOP REGISTRATION FILE:</u></p> <p>Folders established for all barbering establishments arranged chronologically by registration number. Included in these folders are applications for license renewals, inspection reports, and correspondence.</p>	<p>Retain five (5) years after last renewal, then destroy.</p>