

IV. RECORDS RETENTION SCHEDULE

BOARD OF ELECTRICAL EXAMINERS AND SUPERVISORS

DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-20

This Schedule Lists Only Those Records  
Created and Used by the

Board of Electrical Examiners and Supervisors

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Board of Electrical Examiners and Supervisors

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>MASTER INDEX CARDS:</u></p> <p>Alphabetical card index by name of applicant containing the following information:</p> <ul style="list-style-type: none"> <li>a. Applicant's Name</li> <li>b. Registration Number</li> <li>c. Address</li> <li>d. Social Security Number</li> <li>e. Renewal Date</li> </ul>	Retain Permanently.
2.	<p><u>APPLICATION FILE</u> (Master, Maintenance, and Master Restricted Electricians):</p> <p>Folders arranged by registration number containing applications for examination, examination papers, bonds, copies of Powers of Attorney and correspondence.</p>	Retain for five (5) years, from date of last renewal, then destroy. Purge files annually.
3.	<p><u>FAILED EXAMINATIONS:</u></p> <p>This alphabetical file contains applications for examination, test forms and correspondence concerning failing applicants, those rejected before testing or those failing to show.</p>	Retain for three (3) years, then destroy.

Schedule approved by Department, Agency or Division Representative

Director,

Administrative Services

July 31, 1975

*J. L. ...*  
Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/28/75  
Date

*Edward ...*  
Archivist

SEP 23 1975  
Date

*Andrew ...*  
Secretary