

IV. RECORDS RETENTION SCHEDULE

BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS

DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-22

This Schedule Lists Only Those Records
Created and Used by the

Board of Registration for Professional Engineers and Land Surveyors

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Board of Registration for Professional
Engineers and Land Surveyors

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>REGISTRATION AND CERTIFICATE (Master Number List):</u></p> <p>The master list for Professional Engineers and Land Surveyors is the official registration record of the Board. On this list are recorded the registration number, the name of the registrant, type of registration (either Professional Engineer or Land Surveyor) and the registrant's application number. The master list of certified Engineers-in-Training is the official certification record of the Board. On this list are recorded the names, addresses, certification numbers, and dates of certification.</p>	<p>Retain permanently.</p>
2.	<p><u>APPLICANT'S HISTORY CARD FILE:</u></p> <p>3" x 5" alphabetically arranged cards that contain the name, address, branch, application number, date of application, action of the Board, registration number and date, and approval for a seal and rubber stamp. This card file is divided into the same categories as item 3 below. As an applicant's status changes, his card is placed in the appropriate section of the file.</p>	<p>Retain permanently.</p>
3.	<p><u>APPLICATION FOR REGISTRATION FILE:</u></p> <p>The Board is empowered to register persons wishing to practice engineering or land surveying, if properly qualified, upon presentation of evidence of sufficient education and experience. Each folder contains the following documents:</p> <p>a. Application for Registration to Practice Professional Engineering and/or Land Surveying - giving biographical information, summarization of professional experience and description of employment, character references, and the applicant's affidavit.</p>	<p><u>Active Registered Engineers/Land Surveyors:</u> Retain sixty (60) years after date of initial licensure, then destroy.</p> <p><u>Denied:</u> Retain five (5) years, then destroy.</p>

Schedule approved by Department, Agency or Division Representative

[Signature]
Signature

Director,
Administrative Services

July 31, 1975
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/18/75
Date

[Signature]
Archivist

Date

[Signature]
Secretary

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Item No.	Description	Retention
	<p>b. Education transcripts and certifications.</p> <p>c. Copies of out-going and original incoming correspondence.</p> <p>d. Evidence of ability and experience such as exhibits (descriptions of projects worked on or completed by the applicant, drawings, blueprints, and plans). Such evidence is space-consuming and is usually oversized material; it is therefore filed separately.</p> <p>The Board maintains the Application for Registration File in several categories:</p> <p>a. Active Registered Engineers or Land Surveyors</p> <p>b. Denied</p> <p>c. Deceased Registrants</p> <p>d. Pending Applications</p> <p>e. Engineers-in-Training</p> <p>f. Evidence of Ability and Experience</p> <p>g. Temporary Permits - issued on basis of reciprocity to allow out-of-state engineers to complete a specified task.</p>	<p><u>Deceased Registrants:</u> Retain three (3) years, then destroy.</p> <p><u>Evidence of Ability and Experience:</u> Return to applicant as soon as no longer required by office. Rejected applicants evidence, retain five (5) years, then return to applicant.</p> <p><u>Temporary Permits:</u> Retain five (5) years, then destroy.</p>
4.	<p><u>ANNUAL RENEWAL CARD FILE:</u></p> <p>Cards returned by registrants at renewal time with the fee which is considered as both a roster and bill card.</p>	<p>Retain for three (3) years and audit, then destroy.</p>
5.	<p><u>COMPLAINT FILE:</u></p> <p>Folders are established for each registrant against whom a complaint has been filed and cross-referenced to another folder set up for the complainant. Contents include the original complaint letter received, out-going correspondence in reply to complaints, backup documents such as invoices and photographs and investigation reports. This information is not placed on Master Index Cards.</p>	<p>File materials for valid complaints with application file (item 3 above). Other complaint folders retain for three (3) years after final determination, then destroy.</p>