

IV. RECORDS RETENTION SCHEDULE

BOARD OF EXAMINING MOVING PICTURE MACHINE OPERATORS
DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-35

This Schedule Lists Only Those Records
Created and Used by the

Board of Examining Moving Picture Machine Operators

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Board of Examining
Moving Picture Machine Operators

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>MASTER INDEX CARDS:</u></p> <p>3" x 5" cards arranged by registration number listing the name and address of applicant, registration number, license numbers for each year, when paid and the amounts collected.</p>	<p>Retain permanently.</p>
2.	<p><u>APPLICATION FILE:</u></p> <p>This file contains registrants' initial application for license, photographs, notices of examination dates and examination answers.</p>	<p>Retain for five (5) years after last renewal date, then destroy.</p>
3.	<p><u>LICENSE RENEWAL FILE:</u></p> <p>This file contains license renewal cards (Application Blank for Renewal of License) which are submitted by the applicant along with his renewal fee. Each card shows the registration number, the date, the applicant's name, address, the name of the theater and its address.</p>	<p>Retain for three (3) years and audit, then destroy.</p>

Schedule approved by Department, Agency or Division Representative

Director

John P. Gagnon
Signature

Administrative Services
Title

July 31, 1975
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/28/75
Date

Edward J. ...
Archivist

SEP 22 1975
Date

... ..
Secretary