

IV. RECORDS RETENTION SCHEDULE

BOARD OF EXAMINERS FOR HEARING AID DEALERS

DEPARTMENT OF LICENSING AND REGULATION

Schedule 612-23

This Schedule Lists Only Those Records
Created and Used by the

Board of Examiners for Hearing Aid Dealers

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Board of Examiners for
Hearing Aid Dealers

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>MASTER CARD FILE:</u></p> <p>This 5" x 7" alphabetical card file lists the following:</p> <ul style="list-style-type: none"> a. Name of Registrant b. Firm Address c. City/State d. Home Address e. Registration Number f. Temporarily Issued g. Reciprocal h. Exam Date i. Passed/Failed j. Grade k. Temporary Renewal l. Renewal Date m. License Number for each year, date paid and amount 	Retain permanently.
2.	<p><u>REGISTRATION FILE:</u></p> <p>The contents of this chronological file include original applications, photographs, general background information sheets, applications for renewal of license, correspondence and complaints.</p>	Retain for five (5) years after date of last renewal, then destroy.

Schedule approved by Department, Agency or Division Representative

Director,

Administrative Services

July 31, 1975

J. C. ...
Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/23/75 *Edward ...*
Date Archivist

9 1975 *Andrew ...*
Date Secretary