

DEPARTMENT OF GENERAL SERVICES
Records Management Division
This Schedule Supersedes Schedule 612-19

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION STATE BOARD OF COSMETOLOGISTS

AGENCY

DIVISION

Item
No.

Description

Retention

1

HISTORY CARDS:

Maintained for each licensee. Shows names, addresses, schools, registration dates, dates and types of examination, examination dates and grades, license renewal dates, license numbers issued, special notations, credit hours accumulated and earned in schools, Board examination scores, application dates and standing (whether an apprentice or operator).

Retain Permanently.
Transfer periodically
to the State Archives.

2

INSPECTION REPORTS:

Monthly reports maintained for each licensed beauty shop and school showing names and addresses of owners, license numbers issued and names of inspectors.

Retain for five (5)
years, then destroy.

3

REGISTRATION FILE:

Folders established for all registrants that contain request and renewal applications, registration certificates, examination applications, examination score sheets, examination fee receipts, student record cards, monthly student hours reports, license copies and miscellaneous correspondence with the Board and licensees.

Retain for fifteen
(15) years, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

8-21-91

Norman A. Sullivan Director

Date

Signature

Title

NOV. 21 1991

Edward C. Papenfuss

Date

State Archivist

