

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 645-A-2

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE		BOARD OF MEDICAL EXAMINERS
AGENCY		DIVISION
Item No.	Description	Retention
11.	<p><u>AMENDMENT TO ADD ITEM TO SCHEDULE 645</u></p> <p><u>State Board Examination - FLEX I and II</u></p> <p>Contains application and other supplemental documents required to take the Federation Licensing Examination. FLEX I may be taken prior to qualifying for FLEX II; however, both FLEX I and II must be satisfactorily completed before a license is issued.</p>	<p>Records of candidates successfully completing both parts and become licensed are removed to the Medical License file. (See 645-A-1.) Retain FLEX I or FLEX II which have been successfully completed in office for two (2) years after completion, then transfer to the State Records Center for five (5) years and destroy. (See 645A for Examination failures.)</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

9/14/84 *Theda Steven* Exec. Director
Date Signature Title

12/6/84 *[Signature]*
Date State Archivist