

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Boards of Examiners of
Audiologists and Speech Pathologists

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>MINUTES OF PROCEEDINGS</u></p> <p>Joint minutes of the two cooperating related Boards includes information on organization and regulations, legislative matters, hearings and discussions of ethics, policy decisions, nominations, elections, and review of applications. Minutes are arranged chronologically by dates of joint meetings.</p>	<p>Retain permanently.</p>
2.	<p><u>REGISTRATION FILES</u></p> <p>Licensed speech pathologists and licensed audiologists are recorded in separate rosters giving name, addresses, places of employment, license numbers, and dates. Since 1974, the Consolidated Boards, Division of Rosters and Registration, issues a yearly printout of renewal licenses for audiologists and for speech pathologists, arranged with name, address, license number, and state.</p>	<p>Retain permanently.</p>
3.	<p><u>APPLICATIONS FOR EXAMINATION AND LICENSE</u></p> <p>Applicants may file for examination in audiology, speech pathology, or for both. The following credentials are included in the files: (1) educational backgrounds- both preprofessional and professional, with transcripts; (2) certificates of clinical competence from the American Speech and Hearing Association, pictures, and records of work experience. Temporary licenses are granted prior to the test if requested by applicants. Temporary and permanent license numbers and dates of issue are recorded on the outside of the files. Files are alphabetically arranged by names of licensee.</p>	<p>Retain inactive files for five (5) years in the office; transfer to State Records Center for an additional fifteen (15) years, then destroy.</p>

Schedule approved by Department, Agency or Division Representative

J. Chado
Signature

Secretary to the Board
Title

10/29/76
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

11/22/76
Date

Edw. C. Ferguson
Archivist

Date

Secretary

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(CONTINUATION SHEET)

Item No.	Description	Retention
4.	<p><u>GENERAL CORRESPONDENCE FILES</u></p> <p>Correspondence with individuals, state officials, and organizations pertaining to the business of the Boards, including personnel information, audiology and speech pathology legislation, agendas for Board meetings, rules and regulations of the Boards, financial statements and examination inquiries. Arrangement in alphabetical order by individual or organization.</p>	<p>Retain for three (3) years, then destroy.</p>
5.	<p><u>READING FILES</u></p> <p>Copies of outgoing correspondence arranged chronologically for convenience of reference.</p>	<p>May be destroyed when no longer needed by the offices.</p>