

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

DEPARTMENT OF HEALTH & MENTAL HYGIENE

State Board of Chiropractic Examiners

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>MINUTES</u> File contains minutes of staff or board meetings covering the official acts of the board with respect to policy, administrative operations and procedures. Minutes are arranged chronologically in looseleaf binders.</p>	Retain permanently.
2.	<p><u>APPLICATION FOR EXAMINATION AND LICENSING FILES</u> File series includes applications for board exam, credentials, two photographs, certificates of moral character, and sets of the applicant's fingerprints. Files are separated as active, inactive or deceased, and arranged alphabetically in each category. There is also a file for license by reciprocal agreement among the states.</p>	Retain inactive and deceased files in office for five (5) years after date of last entry, transfer to a State Records Center for an additional twenty (20) years then destroy.
3.	<p><u>REGISTRATION AND RENEWAL FILES</u> Registration cards contain names, addresses, license numbers, dates of licenses and renewals. Since 1974 the Office of Consolidated Boards and Commissions has issued an annual computer printout for addresses, certificate numbers and names of licensed chiropractors.</p>	Retain master file and renewal cards for three (3) years, then destroy. Retain computer printout until superseded.
4.	<p><u>EXAMINATION SCORE LEDGER</u> Ledger contains examination scores, titles of tests, grades, license numbers, names and dates of exam. File series is arranged chronologically by date of test.</p>	Retain permanently.
5.	<p><u>GENERAL CORRESPONDENCE FILES</u> Correspondence with State officials, individuals, and institutions pertaining to the business of the board. Complaint files are included in the correspondence.</p>	Retain complaint files permanently; retain all others for three (3) years, then destroy.

Schedule approved by Department, Agency or Division Representative

James S. Brownfield DC      Sec - Texas      April 15, 1977  
Signature      Title      Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

6/22/77      Edward C. [Signature]  
Date      Archivist

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Date      Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

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Description

Retention

6. COMMUNICATIONS LOG  
Requests for information and correspondence is detailed in the log as well as reply. Log includes dates, names and addresses, and nature of communication. Log is arranged chronologically.

Retain for three (3) years after last entry, then destroy.