



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and Professional Registration
Division: Professional Registration

Section: Board of Occupational Therapy
Sub-Section:

TITLE: Active Investigations Files

CUTOFF: EOSFY

DESCRIPTION: Active Investigations Files - Active files that contain documentation regarding an investigation of a licensee

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 1682

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001

TITLE: Agendas

CUTOFF: EOSFY

DESCRIPTION: Agendas - Open and Closed minutes for each board meeting and conference call

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 1681

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001

TITLE: Closed Investigations Files

CUTOFF:

DESCRIPTION: Closed Investigations Files - Closed files that contain documentation regarding an investigation against a licensee

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1683

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and Professional Registration
Division: Professional Registration

Section: Board of Occupational Therapy
Sub-Section:

TITLE: Denied Files

CUTOFF:

DESCRIPTION: Denied Files - Applications for licensure that have not met the requirements of the licensing process

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1675

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001

TITLE: Incomplete Files

CUTOFF:

DESCRIPTION: Incomplete Files - Licensure files that are not complete in the required amount of time for consideration of license. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1676

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001

TITLE: Ineligible Files

CUTOFF:

DESCRIPTION: Ineligible Files - Applications for licensure that did not meet the eligibility requirements. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1678

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and Professional Registration
Division: Professional Registration

Section: Board of Occupational Therapy
Sub-Section:

TITLE: Licensure Files

CUTOFF: EOSFY

DESCRIPTION: Licensure Files - Application, education and training qualifications required for licensure

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 1679

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001

TITLE: Renewal Applications

CUTOFF:

DESCRIPTION: Renewal Applications - Information necessary to renew license every two years

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1680

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001

TITLE: Withdrawn Files

CUTOFF:

DESCRIPTION: Withdrawn Files - Files for licensure where the intended applicant notified staff that they withdrew from the licensure process. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1677

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001