Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Division Director's Office

Division: Division of Regulation and Licensure

Sub-Section: Board of Nursing Home Administrators

TITLE: Application files - Failed

CUTOFF: EOSFY in which third examination failed

DESCRIPTION: Application files of candidates who did not pass the examination after three attempts.

RETENTION: Years: 10 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 8964 **SERIES STATUS**: Approved **APPROVAL DATE**: 10/27/2009

TITLE: Examination Results

CUTOFF: End of State Fiscal Year

DESCRIPTION: Files contain the breakdown of results from both the state and national nursing home administrators examinations.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 8962 **SERIES STATUS**: Approved **APPROVAL DATE**: 10/27/2009

TITLE: Expired Administrators' Files

CUTOFF: End of calendar year in which license lapses

DESCRIPTION: Administrator Files that did not renew at the expiration date or let license lapse. This also includes administrator files that have retired more than 5 years. This will also include administrator files that have gone inactive for more than 6 years.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 8955 **SERIES STATUS**: Approved **APPROVAL DATE**: 10/27/2009

TITLE: License Applications

CUTOFF: End of State Fiscal Year

DESCRIPTION: Files contain the application for licensure, high school and/or college transcripts, letters of reference, and general correspondence with the applicant.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 8961 **SERIES STATUS**: Approved **APPROVAL DATE**: 10/27/2009

Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Division Director's Office

Division: Division of Regulation and Licensure

Sub-Section: Board of Nursing Home Administrators

TITLE: Nursing Home Administrator Legal Files

CUTOFF: EOSFY in which case is completed

DESCRIPTION: Original documentation regarding the legal proceedings of discipline case files containing original support documentation, pleadings, motions, settlement and certified files from the Administrative Hearing Commission for administrators that have violated regulations.

RETENTION: Years: 50 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 23085 **SERIES STATUS**: Approved

APPROVAL DATE: 10/27/2009

TITLE: Renewal Forms

CUTOFF: End of State Fiscal Year

DESCRIPTION: Consists of the application for renewal, list of continuing education courses and/or continuing education certificates. These documents help determine if the applicant is in compliance for renewal.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 8954 **SERIES STATUS**: Approved

APPROVAL DATE: 10/27/2009