### Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

### A CaIRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

	~,						
(1) DEPARTMENT, BOARD OR COMMISS			(2) AGENCY BILLING COE		(3)	ò	
BOARD OF CHIROPRACTIC E	XAMINERS		31006		PAGE	OF 9	PAGES
(4) DIVISION/ BRANCH/ SECTION		(5) ADDRESS 2525 NATOMAS PARK D	RIVE, SUITE 260, SACRAM	ENTO. CALII	FORNIA 95833	3	
CHECK THE APPROPRIATE BOX	· · · · · · · · · · · · · · · · · · ·	1	,, _,, _		· · · · · · · · · · · · · · · · · · ·	·	
	at have never been scheduled. <i>[Comple</i> ]	te haves (9)_(12)]		· ·			
	le. [Complete boxes (13)(16)] (A new a		<i></i>		,		
	previous schedule. [Complete boxes (13)		r will remain in effect )				
(8) Amending some pages of a							
NEW SCHEDULE	(9) SCHEDULE NUMBER	(10) SCHEDULE DATE	(11) NUMBER OF PAGES	0	12) CUBIC FEET (7	otal Schedule)	)
INFORMATION (If applicable)	2005-01	9/15/2005		Z			
PREVIOUS SCHEDULE INFORMATION ( <i>if applicable</i> )	(13) SCHEDÜLE NUMBER 2000-01	(14) APPROVAL NUMBER 00-107	(15) APPROVAL DATE(S)	000	16) PAGE NUMBER	KEVISED	I
(17) MISSION/FUNCTIONAL STATEMENT	12000-01						
. ,	practic Examiners is to 1) protect C	alifornians from fraudulent or inc	ompetent practice of chiroprac	tic: 7) examina	applicants for	licensure in	order to
	nd 3) enforce the Chiropractic Initia			, o.amm	appricants for	neenaure III	
	· · · · · · · · · · · · · · · · · · ·		r				
			oder som utstandel formelle George program at Dense store i Dense som utstandere			Concernsion States and the second	
PART I - AGENCY STATEMENT	S				L Salar		
	thorized to sign for the program manage						
	visions, all items on the previous sch but plans are underway, the details o			oras identified b	by this schedule a	are protecte	d. If
(18) SIGNATURE - MANAGER RESPONSE		(19) TITLE		(20) PHONE	NUMBER (	21) DATE SIG	NED
fitt han is at	VIL-12-	Executive Director		916-263-5	,	9/15/	65
In accordance with Government Code accordance with the criteria set forth by	14755, approval of this Records Retention Section 1667 of the State Administrativ	on Schedule by the Department of Ge	neral Services is hereby requested	. Retention perio	ods shown have b	een estáblis	hed in
(22) SIGNATURE - RECORDS MOMT. ANA			(Printed or Typed)	(25) PHONE	NUMBER (	26) DATE SIG	NED
Ch Jackables	Business Service	es Assistant Marlene	Valencia	916-263-5	363		
PART II - DEPARTMENT OF GEN	NERAL-SERVICES APPROVAL (P	er Government Code Section 14	(755)				
(27) SIGNATURE – CaiRIM CONSULTANT	1 < 18	(28) APPR(		(29) DATE 5	ر سیاسی ا	30) EXPIRATIO	ON DATE
	fame C	Fren Q	.03-133	10/5	and the second	0 <u> 5</u>  2	2010
Contraction of the second s	NdPer Government Code Section	14755)	n an the second seco		FOR ARCHIVE	ES' STAMP	
THE ATTACHED RECORDS RETART	ION SCHEDULE:						1
	bloot to further review by the O-life	mia Stata Arabiusa	· · ·	11日日 - 11日日 日本日本日本日 日本日本日本日		ار بیسیسیس و با بیش بیسیسی ۱۹ و ۱۹ می ورز بیسیسی	
(31) Contains no material su	bject to further review by the Califor	The State Archives		and the second			
(32) Contains material subje	ct to archival review. Items stamped	"NOTIFY ARCHIVES" may not b	e destroyed without clearance		n na sta Na sta Na sta		
/ by the California State A	Archives. (Per Section 1671 of the S	State Administrative Manual.)			LANG A		
(33) SIGNATURE - CHIEF OF ARCHIVES	B DESIGNATED REPRESENTATIVE	(34) DATE	SIGNED				
L And t	mon MUllin	15T 10	128/05			· · · ·	

## Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(35) Ca	IRIM APPRO	VAL NUMBER								<u>605</u>	- 1 () (36) 2 9
										·······	PAGE OF PAGES
ITEM	CUBIC	CA. STATE	TITLE AND DESCRIPTION OF RECORDS				RETE	NTION		PRA (Exempt)	REMARKS
#	FEET *	ARCHIVES USE ONLY	(Double spaces between items)	MEDIA	VITAL	OFFICE	DEPT.	SRC	TOTAL	(Exempt) & IPA	
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
			ADMINISTRATION								
1.	5		Personnel Files: Includes all standard personnel forms for Board members and office staff.	Р		current +1		2	current +3	XI	Retain as "current" until employee separates or appointment ends. Confidential destruction.
2.	1.		Workers Compensation Claims filed	Р		Active		2	Active +2	XI	Retain as "active" until settlement of the claim or closure of the case. Then retain two years. Confidential destruction.
3.	1		Grievances filed	Р		Active		3	Active +3	XI 、	Retain as "active"until the problem is resolved. Then retain for three years from date of resolution. Confidential destruction.
4.	3		Absence and Additional Time Worked (timesheets) for Board members and office staff	P		current +1		2	current +3	XI	Retain current +1 year in office; then retain 2 years. Confidential destruction.
5.	2		Examination Applications for employment with the Board.	Р		2			2		Retain for two years after completion of interview process for vacancy.
6.	13		Procurement Materials: Includes contracts, inter agency agreements, purchase orders, payee data records, vendor check requests, claim schedules, vendor invoices, investigator and expert witness invoice Cal-Card invoices, receipts, and bank statements, printing requisitions.	Р		current fiscal year+2		4	current +6		Retain current fiscal year + 2 in office; destroy after audit or four years, whichever comes first.
7.	8		Budget Material: Includes general ledger, revolving fund accountability, statement of revenue, deposit slips, refund requests, report of collections	Р		current fiscal year+2	· · · ·	4	current +6		Retain current fiscal year + 1 in office; destroy after audit or four years, whichever comes first.

## Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(35) C	alRIM APPRO	VAL NUMBER		(310)					Fſ	)5-1	<b>5 9</b> (36) <b>3 9 1 1 1 1</b>
		OL OTATE		T			DETE	NTION	80	PRA	
TEM	CUBIC	CA. STATE ARCHIVES	TITLE AND DESCRIPTION OF RECORDS	A.					L	(Exempt)	REMARKS
		USE ONLY	(Double spaces between items)	MEDIA	VITAL	OFFICE	DEPT.	SRC	TOTAL	& IPA	
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
8.	7		Requests for Proposals (RFP); Invitation for Bids (IFB); Budget Change Proposals (BCP): Includes all supporting documents and correspondence.	P		current +1		3	current +4		Retain current +1 in office; then retain 3 years.
		1									
9.	3		Travel Materials for Board members and all staff: Includes travel claim worksheets, copies of receipts, Std. 262 Travel Expense claims, Out-of-State travel requests.	Р		current +2		4	current +6		Retain current +2 in office; destroy after audit or four years, whichever comes first Confidential Destruction.
10.	2		Feasibility Study Reports (FSR): Includes approved, disapproved and supporting documentation.	P		2	· · · ·	2	4		FSR's Approved: Retain in office for 2 years after approval then retain 2 years. FSR's Disapproved: Destroy 1 year after disapproval. Destroy supporting documents four months after approval/ disapproval.
11.	2		Transitory Materials: Includes back-up tapes, transitory e-mails and other duplicate computer files.	М		1			1.		Destroy when they have served their purpose.
12.	1		Inventory/ Surplus: Includes inventory lists; equipment received reports; surplus lists.	P		4	•		4		Retain in office 4 years then destroy in office.

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(35) Ca	IRIM APPRO	VAL NUMBER				-			MA	5-1	5 9 PAGE OF PAGES
ITEM	CUBIC	CA. STATE	TITLE AND DESCRIPTION OF RECORDS	1			RETE	NTION		PRA	REMARKS
#	FEET *	ARCHIVES USE ONLY	(Double spaces between items)	MEDIA	VITAL	OFFICE	DEPT.	SRC	TOTAL	(Exempt) & IPA	
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
13.	2		Chron Files: Outgoing monthly correspondence	Р		2			2	· ·	Retain in office for two years. Recycle.
14.	10	NOTIFY ARCHIVES	Minutes: Includes Board meeting Agenda Notices; Minutes and meeting packets.	Р		10		PERM			Retain in office ten years, Keep record permanently. May be historical record.
15.	.5		Std. Form 72, Records Retention Schedule Approval Request	P		current			current		Retain as "current" until revised, superseded or rescinded.
16.	.5		Std. Form 73, Records Retention Schedule	Р		current			current		Retain as "current" until revised, superseded or rescinded.
17.	.5		Std. Form 71, Records Transfer List	Р		current			current		Retain as "current" until records listed have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed.
18.	10		CONTINUING EDUCATION Continuing Education: Includes seminar information, approved providers and suspended provider information.	P		5			5		Retain five years from last seminar date or from termination of provider suspension date.

\* Provide total of office and departmental

.

### Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(35) Ca	aIRIM APPRO	OVAL NUMBER								15-1	(36) 4 9
ITEM #	CUBIC FEET *	CA. STATE ARCHIVES	TITLE AND DESCRIPTION OF RECORDS	PIA						PRA (Exempl)	PAGE OF PAGES REMARKS
		USE ONLY	(Double spaces between items)	MEDIA		OFFICE	DEPT.	SRC	TOTAĻ	& IPA	
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
13.	2		Chron Files: Outgoing monthly correspondence	P		2			2		Retain in office for two years. Recycle.
14.	10	NOTIFY ARCHIVES	Minutes: Includes Board meeting Agenda Notices; Minutes and meeting packets.	P		10		PERM			Retain in office ten years, Keep record permanently. May be historical record.
15.	.5		Std. Form 72, Records Retention Schedule Approval Request	P .		current	-		current		Retain as "current" until revised, superseded or rescinded.
16.	.5		Std. Form 73, Records Retention Schedule	Р		current			current		Retain as "current" until revised, superseded or rescinded.
17.	.5		Std. Form 71, Records Transfer List	P		current			current		Retain as "current" until records listed have been either destroyed, retired permanently, transferred to the State Archives, or when no langer needed.
			CONTINUING EDUCATION								
18.	10		Continuing Education: Includes seminar information, approved providers and suspended provider information.	Р		5			5		Retain five years from last seminar date or from termination of provider suspension date.
						•					

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES STATE RECORDS PROGRAM

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalR	IM Consultant n	hay be reached by pho	one at (916) 375-44	104, by fax at (916	) 375-4408 or by email at	CalRIM@dg	s.ca.gov		
(1) DEPARTMENT, BOARD OR COMM	ISSION				(2) AGENCY BILLING CO	DDE.	.(3)		
BOARD OF CHIROPRACTIC EXAM	IINERS				31006		PAGE 1	OF	PAGES
(4) DIVISION/ BRANCH/ SECTION	· · · · · · · · · · · · · · · · · · ·	· · ·	(5) ADDRESS						
			1 ' '	ark Drive, Ste. 260	), Sacramento, CA, 95833				
CHECK THE APPROPRIATE BOX		<u> </u>		,		· · · · · · · · · · · · · · · · · · ·			<u></u>
(6) New schedule of records that									
(7) Revising a previous schedule.									
(8) X Amending some pages of a pr	evious schedule. [	Complete boxes (13) – (	16)] (The original ap	proval number will re	emain in effect.)				
					(11) NUMBER OF PAGES				
NEW SCHEDULE INFORMATION ( <i>If applicable</i> )	(9) SCHEDULE	NUNDER	(10) SCHEDULE D		(II) NUMBER OF PAGES		2) CUBIC FEE	T (Total Sch	eaue)
PREVIOUS SCHEDULE			(14) APPROVAL N		(15) APPROVAL DATE (S	) (1)	6) PAGE NUN		
INFORMATION ( <i>If applicable</i> )	-2000=0420	NUMBER 05-01-A1	00-107	OMBER		, , , , , , , , , , , , , , , , , , , ,	7 (0)		VIGLD
(17) MISSION/FUNCTIONAL STATEME	h <del>a nin na na na</del>				-l				· .
	191.								
	·	·					· · · · · · · · · · · · · · · · · · ·		
PART I - AGENCY STATEMENTS				潮行之体理会。				<u></u>	· · · · · · · · · · · · · · · · · · ·
As the program manager (or person auth each retention period is correct. For revi- protection is not currently provided but	sions, all items of	n the previous schedul	le are included or ac	counted for on the	recapitulation. Vital record	ule, I certify tha s identified by	t all records lis this schedule	ted are nece e are protect	ssary and that fed. If
(18) SIGNATURE - MANAGER RESPOI	SIBLE FOR THE	RECORDS	(19) TITLE			(20) PHONE	NUMBER	(21) DATE	SIGNED
Romin A. STARA.			Executive Officer			916.263.535	9	01/16/09	ļ
In accordance with Government Code 14 accordance with the criteria set forth by S				tment of General Se	rvices is hereby requested. F	Retention period	is shown have	been establ	ished in
(22) SIGNATURE- RECORDS MGMT. A	NALYST	(23) CLASSIFICATION	1	(24) NAME (Printe	ed or Typed)	(25) PHONE	NUMBER	(26) DATE	SIGNED
· · · · ·		Staff Services Analyst		Marlene Valencia		916.263.536	3	01/16/09	1
PART II - DEPARTMENT OF GENERAL	SERVICES APPI	ROVAL (Per Governme	nt Code Section 14	755)					
(27) SIGNATURE – CaIRIM CONSULTAN	NT	an a	<u>en al l'alle de la recel de la recel</u>	(28) APPROVAL N	NUMBER	(29) DATE S	IGNED	(30) EXPIR/	ATION DATE
PART III - ARCHIVAL SELECTION (Per	Government Co	de Section 14755)					FOR ARCHIV	ES' STAMP	,
THE ATTACHED RECORDS RETENTIC	N SCHEDULE:		<u>, en la construction de la construction de la cons</u> truction de la construction de la Construction de la construction de	an ann an 1997 ann an 1997 ann	an a	<u> </u>	<u>a haanii shafa tibibat kaanii</u>		
(31) Contains no material subject	to further review b	y the California State Ar	chives						
(32) Contains material subject to	archival review. Ite	ems stamped "NOTIFY A	ARCHIVES" may not	be destroyed without	t clearance		•		
by the California State Archives. (F				-			personal sector	ALE	n
			·			1			
							eter Alexandrometer A	-110-C	1211 North
(33) SIGNATURE - CHIEF OF ARCHIVE	S OR DESIGNAT	ED REPRESENTATIVE		(34) DATE SIGNE	D				
			·						ł
				•		•			

		·····									(00)
	3										Page of
ITEM C	CUBIC	CA. STATE	TITLE AND DESCRIPTION OF RECORDS	1			RETE	NTION		PRA	REMARKS
	FEET *	ARCHIVES		DIA	5	OFFICE	DEPT.	SRC	TOTAL	(Exempt)	
		USE ONLY	(Double spaces between items)	MEDIA	VITAL	OTTOL		0110	10 I/IL	& IPA	
(27)	(38)	(39)	(40)	(41)		(43)	(44)	(45)	(46)	(47)	(48)
(37)	(30)	(00)	(10)								
13. 2	2		Chron Files: Outgoing monthly	P		2			2	.]	Retain in office for two years. Recycle.
			correspondence								Retain in office ten years, keep records
	10		Minutes: Includes Board meeting, agenda	Р		10		PERM			permanently. May be historical records.
14. 1	10		notices, minutes and meeting packets			10					pormanoning. They be instoriour records.
	•	Í	notices, minutes and moeting protocol								
15.	.5		Std. Form 72, Records Retention Schedule	Р		Current			Current		Retain as "current" until revised, superseded
			Approval Request								or rescinded.
						Current			Current		Retain as "current" until revised, superseded
16	.5		Std. Form 73, Records Retention Schedule	Р		Current			Current		or rescinded.
											of resonated.
17.	.5		Std. Form 71, Records Transfer List	Р		Current			Current		Retain as "current" until records listed have
								-			been either destroyed, retired permanently,
						. :	-				transferred to the State Archives, or when no
											longer needed.
			CONTINUING EDUCATION								
18. 1	10		Continuing Education: Includes seminar,	Р		1			1		Retain one year from last seminar date or
10.			information, approved providers, and								from termination of provider suspension date.
			suspended provider information.								
			• '								
	Í										
	(										
	ĺ			[ [					1		
									1		
					,						
			· · ·								

## Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(05) 0-		VAL NUMBER					. <u></u>				(36)
(35) Ca										105-	159 RAGE OF PAGES
ITEM	CUBIC	CA. STATE	TITLE AND DESCRIPTION OF RECORDS				RETE	NTION		PRA	REMARKS
#	FEET *	ARCHIVES USE ONLY	(Double spaces between items)	MEDIA	VITAL	OFFICE	DEPT.	SRC	TOTAL	(Exempt) & IPA	
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
			LEGISLATIVE								
19.	12	NOTIFY	Board rules, regulations and proposed	P	x	5		PERM	PERM	- 	Retain in office for five years from publication or change. Keep record permanently.
		ARCHIVES	changes, Attorney General opinions			•			•		of onengot theory formations.
20.	4	NOTIFY ARCHIVES	Rulemaking files	P	x	5		PERM	PERM		Retain in office for five years. from date of publication. Keep record permanently.
			LICENSING								
21.	. 228	NOTIFY ARCHIVES	License files: Includes licenses for California chiropractors, reinstatement applications, college transcripts, miscellaneous correspondence and renewal slips. Some may include certificates of forfeiture of license to practice chiropractic.	Р		active +3		PERM	PERM		Retain in office, "active" + three years from date of license expiration. Keep record permanently.
22.	1		Reciprocity: Includes applications and correspondence. If reciprocity applicant is granted a license, the file is moved to item #21.	Р		1			1		Retain one year from date of final action unless applicant has been granted a license, see Item #21.
23.	8		Chiropractic Corporations: Includes applications, Secretary of State filings, and annual report.	P		1			1	- - 	Retain in office for one year after corporation is dissolved.
24.	1		Referral Service files: Includes application, fictitious name statement, list of member chiropractors and approval letter.	P		1			- 1		Retain in office for one year from termination date of referral service.

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(35) Ca	IRIM APPRO	VAL NUMBER						· ••••			(36) 6 9
TTCM	CURIC	CA. STATE	TITLE AND DESCRIPTION OF RECORDS	T .	·		RETE	NTION	:	105- PRA	TRAGE OF PAGES
ITEM #	CUBIC FEET *	ARCHIVES USE ONLY	(Double spaces between items)	MEDIA	VITAL	OFFICE	DEPT.	SRC	TOTAL	(Exempt) & IPA	REMARKS
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
25.	4		Applicant File: Includes request for exam application, college transcripts, certificates, finger print cards, notice of appearance and result of exam. When licensed, file is moved to item #21.	Р		1			1		From last date of contact from applicant, otherwise file considered abandoned. Retain in office for one year.
26.			Applicant denial and acceptance of probationary license: Includes application, correspondence, stipulated settlement, and mail votes.	P		active		25	active +25		Retain if office while active; then retain at SRC for 25 years.
								-			
27.	1		Log book for satellite license applications.	Р		10		10	20		Retain in office until log book is filled. Notify archives.
28.	·l		Renewal slips maintained by receipt number.	P .		2		10	12		Retain in office for 2 years from date of receipt by Board; then retain 10 years.
29.			Consumer Affairs Systems - Database [Licensing/Enforcement/Licensing Tables/ Enforcement Tables/Enforcement Letter Maint./Enforcement Query/Licensing Query/Activity Reporting]	М		current		•	PERM		System is retained with updated with current information. Records are not deleted - only updated.
			· · · ·				-			-	
								~			

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(35) Ca	IRIM APPRO	VAL NUMBER			-				Пол Ціє	05-	150 ( <sup>36)</sup> 7 9 PAGE OF PAGES
ITEM	CUBIC	CA. STATE	TITLE AND DESCRIPTION OF RECORDS				RETE	NTION		PRA	REMARKS
#	FEET*	ARCHIVES USE ONLY	(Double spaces between items)	MEDIA	VITAL	OFFICE	DEPT.	SRC	TOTAL	(Exempt) & IPA	
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
30.	6		ENFORCEMENT Complaint Investigated Files: Includes complaint against chiropractor, correspondence, investigator's report and exhibits.	P.		5			5		Some merit to case but no disciplinary action taken. Retain in office for 5 years from closure date.
31.	4		Administrative Cases: Action pending a	Р		3			3		Active until hearing or settlement then moved
			hearing or settlement.			Į	}				to administrative case file (item #31 or #32).
32.	30		Administrative Closed Cases: license revoked, surrendered or default decision. Includes evidence, exhibits, AG's office correspondence, mail votes and hearing notices.	P		2		23			Retain in office for two years from effective date of decision: then retain twenty-three years.
33.	4		Probationers: Includes quarterly reports, cost recovery payments and documents for any optional conditions.	P		active		25.	active +25		Retain in office while "active"; then retain at SRC for twenty-five years.
34.	7		Unsubstantiated Complaint Files: Includes complaint against chiropractor, correspondence and any evidence. May also include investigator report and exhibits.	Р		1			1		Retain in office for one year from date of closure.
		· · ·	· · · ·								

.

#### STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES STATE RECORDS PROGRAM

#### STD.73 (REV. 6/2002) RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(35) Ca	IRIM APPRO	VAL NUMBER		<u></u>					per 7	15-1	(36) 5 0 PAGE OF PAGES
ПЕМ #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	OFFICE	RETE DEPT.	SRC	TOTAL	PRA (Exempt) &	REMARKS
(37)	(38)	(39)	(Double spaces between terns) (40)	E (41)	(42)	· (43)	(44)	(45)	(46)	IPÁ (47)	(48)
35.	4		Administrative Closed Cases: licensee or applicant placed on probation. Includes evidence, exhibits, correspondence, mail votes, AG's office correspondence, and hearing notices.	P		active		25	active +25		Retain in office for duration of probation then merge with probation file (item #32).
36.	6	NOTIFY ARCHIVES	Library of Board Administrative Actions: Includes Accusations, Decisions, petition to revoke probation and petitions for	Р		20		PERM			Retain in office for 20 years. Keep record permanently. May be historical.
37.			Civil Lawsuits: Includes lawsuits filed against the Board by employees, licensees or the general public.	Р		active +1		24	active +25		Retain in office for 1 year from date of closure; then retain 24 years.
					:				· · ·		
	•										
										· · · ·	

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CaIRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CaIRIM@dgs.ca.gov

(35) Ca	IRIM APPRO	VAL NUMBER							6.05	-15	(36) 9 9 PAGE OF PAGES
ITEM #	CUBIC FEET *	CA. STATE ARCHIVES	TITLE AND DESCRIPTION OF RECORDS	DIA		OFFICE		NTION	TOTAL	PRA (Exempt)	REMARKS
		USE ONLY	(Double spaces between items)	MEDIA	VITAL	OFFICE	Dept.			& IPA	
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
			SUMMARY OF CHANGES PREVIOUS RRS Item 1 Item 2 Item 3 Item 4 Item 5 Item 6 Item 7, 10, 12 Item 8 Item 9 Item 11 Item 13 Item 14- and 16 Item 15 Item 17 Item 18 Item 19 Item 20 Item 21 Item 24 and 25								NEW SCHEDULE Item 21 Item 22 Item 23 Item 18 Item 24 Item 30 Now Item 32 Item 34 Item 31 Item 31 Item 33 Item 36 Item 19 Item 8 Item 13 Item 1 Item 14 Item 25 Item 7 Item 15 Item 17

#### STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICE: STATE RECORDS PROGRAM

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalR	IM Consultant r	nay be reached by pho	one at (916) 375-44	04, by fax at (916	) 375-4408 or by email a	at CalRIM@c	lgs.ca.gov		· · · · · · · · · · · · · · · · · · ·				
(1) DEPARTMENT, BOARD OR COMM	ISSION				(2) AGENCY BILLING	CODE	(3)						
BOARD OF CHIROPRACTIC EXAM	AINERS				31006		PAGE 1	OF	PAGES				
(4) DIVISION/ BRANCH/ SECTION		······································	(5) ADDRESS										
			2525 Natomas Park Drive, Ste. 260, Sacramento, CA, 95833										
CHECK THE APPROPRIATE BOX			J	· ·									
(6) New schedule of records that	have never been	scheduled. (Complete bo	oxes (9) – (12)]										
				signed.)									
			·		main in effect )								
(8) X Amending some pages of a pr	evidus schedule.		(TO)] (The original app		main in chool.y								
NEW SCHEDULE	(9) SCHEDULE		(10) SCHEDULE D	ATE	(11) NUMBER OF PAGE	S	(12) CUBIC FEE	T (Total Sc					
INFORMATION (If applicable)	2005-	01-A2	1116109		Z								
PREVIOUS SCHEDULE	(13) SCHEDULI	ENUMBER	(14) APPROVAL NI	JMBER	(15) APPROVAL DATE (	S)	(16) PAGE NUI	MBER(S) REVISED					
INFORMATION (If applicable)	-2000-01 2C	05-01-AI	05-1	59	10+5/200	25	-7						
(17) MISSION/FUNCTIONAL STATEME	NT: CA	LERORALEA FRO	M PRANDULR	AT AD TALC	margent Days	7000							
(1) TO PROTECT				or ore and C	mperovi mac	the op	Marcopa	ACIAC					
(17) MISSION/FUNCTIONAL STATEME (1) TO PROTECE (2) EXAMPLE 1	Appla CANT	s for Lever	USURE EN O	ROGL TO C	MUSTE GUT	ky lover	Compe	ENCE	-				
(3) TO ENFORCE -													
PART I - AGENCY STATEMENTS	THE CUAIA	man var pros	MA IVE A	1 AND REGS	Gar & CAND TECCHET		-Travelace	of car	MOPRAUL				
PARTIE AGENCI STATEMENTS			<u>n an Shigh An Mak</u>						· · · · · · · · ·				
As the program manager (or person auth													
each retention period is correct. For revi protection is not currently provided by						rds identified i	by this schedul	le are prote	cted. If				
					ains.								
(18) SIGNATURE - MANAGER RESPO	NSIBLE FOR THE	ERECORDS	(19) TITLE			(20) PHO	NE NUMBER	(21) DATE	E SIGNED				
KNAM - STARA			Executive Officer		·	916.263.5	359	01/16/09					
In accordance with Government Code 14	1755, approval of	this Records Retention S	Schedule by the Depart	ment of General Se	rvices is hereby requested.	Retention per	iods shown have	e been estal	olished in				
accordance with the criteria set forth by S		e State Administrative M	anual.										
(22) AIGNATURE- RECORDS MOMT. A	NALYST	(23) CLASSIFICATIO	N	(24) NAME (Printe	ed or Typed)	(25) PHON	NE NUMBER	(26) DATE	E SIGNED				
VIIVat		Staff Services Analyst		Marlene Valencia				01/16/09					
PART II - DEPARTMENT OF GENERA	L SERVICES API	PROVAL (Per Governm	ent Code Section 147	(55)									
(27) SIGNATURE – CalRIM CONSULTA	NT /	< 0 /	2	(28) APPROVAL I	NUMBER_ 1 5 9 11	(29) DATE	E SIGNED	(30) EXPI	RATION DATE				
	Aar	in Cela	ucly -		UJ IJU	1/29	12009	10/51	2010				
PART III - ARCHIVAL SELECTION (Pe	r Government C	de Section 14755	$\mathcal{T}$				FOR ARCHI	VES' STAN	1P				
THE ATTACHED RECORDS RETENTION	DIN SCHEDULE:		0										
5	$\mathcal{O}$												
(31) X. Contains no material subjec	t to further review	by the California State A	archives		hind it is a second								
(32) Contains material subject to	archival review	Items stamped "NOTIEY	ARCHIVES" may not I	be destroyed withou	hh: Wd Ll &dv	<b>6</b> 0		all a start of the	: 				
by the California State Archives. (	Per Section 1671	of the State Administrativ	ve Manual.)										
			·	·	PRACTIC EXAMINEF	Calles		1995 - 1995 -					
2								an ann ann ann 21 Anns anns anns anns anns anns anns anns	تشتخذه فالم				
(33) SIGNATURE – CHIEF OF ARCHIV						-	A-94						
	1 .	$\wedge$	- '	(34) DATE SIGNE	_				展				
Sydney	Dail	y, all	with	1 2/4/0	9		UMLIS	U BE IN A	<u>rx</u>				
- 0 1			~		•		Ansse A	RAHLV	CG				

, - }	05-159 "										Page of			
	ITEM CUBIC CA. STATE TITLE AND DESCRIPTION OF RECORDS						RETENTION				PRA	Page of		
	11⊑IV( #	FEET *	ARCHIVES		AI					(Exempt)	REMARKS			
			USE ONLY	(Double spaces between items)	MEDIA	VITAL	OFFICE	DEPT.	SRC	SRC TOTAL				
	(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	IPA (47)	(48)		
L				<u></u>				J						
	13.	2		Chron Files: Outgoing monthly correspondence	Р		2			2		Retain in office for two years. Recycle.		
	14.	10		Minutes: Includes Board meeting, agenda notices, minutes and meeting packets	Р		10		PERM			Retain in office ten years, keep records permanently. May be historical records.		
	15.	.5		Std. Form 72, Records Retention Schedule Approval Request	Р		Current			Current		Retain as "current" until revised, superseded or rescinded.		
	16.	.5		Std. Form 73, Records Retention Schedule	Р		Current			Current		Retain as "current" until revised, superseded or rescinded.		
	17.	.5		Std. Form 71, Records Transfer List	Р		Current			Current		Retain as "current" until records listed have been either destroyed, retired permanently, transferred to the State Archives, or when no		
				CONTINUING EDUCATION								longer needed.		
	18.	10		Continuing Education: Includes seminar, information, approved providers, and suspended provider information.	Р		1			1		Retain one year from last seminar date or from termination of provider suspension date.		
								1						
				м.				}		1				
		)						Ì						
		z												
	с													
l	* Provid	de total of of	ffice and departm	lental	-II			L	L	·	I	d		

• .

# STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES

#### STD.73 (REV. 6/2002) RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

								(36)					
(35) CelRIM APPROVAL NUMBER 05-159									PAGE OF PAGES				
	ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	OFFICE	Rete Dept.	SRC	TOTAL	IPA		REMARKS
·	(07)	(29)	(39)	(40)	≥ (41)	(42)	(43)	(44) .	(45)	(46)			(48)
-	(37)	(38)			(+1)	1421	(+0)	<u>(++)</u>		(40)	(71)		
		· ,		LICENSING			Antoine			Water Sector		Orin	nal documents will be scanned and
3		2	ŗ	License files: Includes licenses for California chiropractors, reinstatement applications, college transcripts, miscellaneous correspondence and reneval slips. Some may include certificates of forfeiture of license to practice chiropractic.	М		Active			Active		stam Whe the prog	nal documents will be scalled and ped and kept in database for retrieval. h licensees are no longer "active status", documents will go to the Archives ram of the database. After original ments have been scanned, they will onfidentially destroyed.
	9.	2		Library of Board Administrative Actions: Includes Accusations, Decisions, petition to revoke probation and petitions.	M		Active			Active		stam When stat Arch Afte scan	inal documents will be scanned and ned and kept in database for retrieval. Licensees are no longer "active us", the documents will go to the ives program of the database. original documents have been ned, they will be confidentially royed.
													•
							-						

# STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fi., W. Sacramento, CA 95605. A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

				(2) AGENCY BILLING CODE		AN F	13)34	······				
(1) DEPARTMENT, BOARD OR COMMISSIO		_		(2) AGENCY BILLING CODE				1		<b>D</b> 1077		
BOARD OF CHIROPRACTIC EX	AMINERO	(5) ADDRESS				PAGE		OF	PAGES			
(4) DIVISION/ BRANCH/ SECTION	TO. CA	LIFO	RNIA 9	5833								
CHECK THE APPROPRIATE BOX		1										
	have seen have a back day to see the					ļ						
(6)       New schedule of records that have never been scheduled. [Complete boxes (9)-(12)]         (7)       Revising a previous schedule. [Complete boxes (13)-(16)] (A new approval number will be assigned.)												
(8) 📉 Amending some pages of a p												
NEW SCHEDULE	(9) SCHEDULE NUMBER	(10) SCHEDULE DAT	e	. (11) NUMBER OF PAGES		(12) CUBIC FEET (Total Schedule)				e)		
INFORMATION (If applicable)	2005-01-A1		·····			11						
PREVIOUS SCHEDULE	(13) SCHEDULE NUMBER	(14) APPROVAL NUM	BER	(15) APPROVAL DATE(S) 10/5/2005		(16)	) PAGE NU	MBER	(S) REVISE	D		
INFORMATION (If applicable)	2005-01	05-159	·	10/3/2003		<u> </u>		····-				
(17) MISSION/FUNCTIONAL STATEMENT	mention Transition in to 12 menters to 110	aminan furne for 1	lant nu in constant	torotion of -Li	. 2)		milionat	for 1	0000000	a outor to		
The mission of the Board of Chirop	ractic Examiners is to 1) protect Calife d 3) enforce the Chiropractic Initiative	e Act and regulation	uent or incompeter	actice of chiropractic	, 2) exat	ume a	ppucants	s ior li	icensure i	in order to		
evaluate entry tever competence; an	a by ontotoo me comopraotio unitative	o i sot and regulation	is routing to me bi	TOTOD OF OTHODIADITO								
	•			· · · · · · · · · · · · · · · · · · ·						<u></u>		
PART I - AGENCY STATEMENTS	the device of the		na gan naan a	<ul> <li>March 1997 Constraints of the second sec second second sec</li></ul>	· .							
As the program manager (or person aut	horized to sign for the program manager) d	irectly responsible for	the records listed on	this records retention sched	ule, 1 cert	ify that	all record	s listed	l are nece	ssary and that		
each refention period is correct. For rev	risions, all items on the previous schedu out plans are underway, the details of su	le are included or ac	counted for on the	recapitulation. Vital record	s identifi	ied by	this sche	dule a	re proteci	ted. If		
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS (19) TITLE (20) PH (20) PH Hitcherine A Hayes (20) PH Executive Director (20) PH							UMBER	(2	1) DATE SI	GNED		
In accordance with Government Code 1	4755, approval of this Records Retention S Section 1667 of the State Administrative Ma	chedule by the Depar anual.	Iment of General Ser	vices is hereby requested. I	Retention	period	s shown h	ave be	een establi	shed in		
(22) SIGNATURE - RECORDS MEMT. ANAL			(24) NAME (Printed c	r Typed)	(25) PH	ONE N	UMBER	(2	6) DATE SI	GNED		
W Jacanel Jer	Business Services A	ssistant	Marlene Valencia	1	916-26	\$3 <b>-</b> 536	53					
PART II - DEPARTMENT OF GEN	ERAL SERVICES APPROVAL (Per C	Government Code	Section 14755)	i <u>en en e</u>				. :	· · ·	an a		
(27) SIGNATURE - CaIRIM CONSULTANT	Janie Clan	ucle	(28) APPROVAL NU 05-159	<sup>™ER</sup> 5 - 159	- (29) D/		NED	6	0) EXPIRAT			
PART III - ARCHIVAL SELECTION	(Per Government Code Section 14	(755)	AND THE PROPERTY OF		2.45	F	OR ARC	HIVE	SISTAM	P		
THE ATTACHED RECORDS RETENTION		0			100411 8 1		1 1			ß		
<u>&gt;_</u> 2	pject to further review by the California	State Archives		;			and the second					
							1	<b>M</b>	-			
(32) Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)												
	<u>^</u>		• •									
(33) SIGNATURE - CHIEF OF ARCHIVES OF	R DESIGNATED REPRESENTATIVE	unist	(34) DATE SIGNED		CALIFORNIA							
0	, ,		, , , , , , , , , , , , , , , , , , , ,				3 T A	TE	Anes	ITTES		