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

(1) DEPARTMENT, BOARD OR COMMISSION	N	,		(2) AGENCY BI	LLING CODE	İ	(3)		
BOARD OF CHIROPRACTIC EX	AMINERS				31006		PAGE	I of 9	PAGES
(4) DIVISION/ BRANCH/ SECTION		(5) ADDRESS		!				***************************************	
		2525 NATOMA	S PARK DRIVE,	SUITE 260, SA	ACRAMENT	O, CALIFO	RNIA 9	5833	
CHECK THE APPROPRIATE BOX									
(c) New schedule of records that	have never been scheduled. [Complete	hoves (9)_(12)1							
Davidsky a service a sekadula	. [Complete boxes (13)(16)] (A new ap		reigned)	*					
(') <u>-</u> '			-						
(8) Amending some pages of a pr	revious schedule. [Complete boxes (13)-	(16)] (The oпginal app	roval number will ren	nain in effect.)					
NEW SCHEDULE	(9) SCHEDULE NUMBER	(10) SCHEDULE DAT	É	(11) NUMBER C	OF PAGES	(12)	CUBIC FE	ET (Total Sched	ule)
INFORMATION (If applicable)	2005-01	9/15/	2005		9			•	•
PREVIOUS SCHEDULE	(13) SCHEDÜLE NUMBER	(14) APPROVAL NUM	/BER	(15) APPROVAL	DATE(S)	(16)	PAGE NU	MBER(S) REVIS	SED
INFORMATION (if applicable)	2000-01	00-107		7/1	3/200	9			
(17) MISSION/FUNCTIONAL STATEMENT									
The mission of the Board of Chiropr	actic Examiners is to 1) protect Cal	lifornians from fraud	ilent or incompete	nt practice of c	hiropractic: 2	examine a	pplicants	for licensure	e in order to
evaluate entry level competence; and						,	TT		
	,	Ü							
	·								
PART I - AGENCY STATEMENTS									
As the program manager (or person auth	norized to sign for the program manager) directly responsible for	the records listed or	this records rete	ention schedule.	I certify that	all records	listed are nec	essarv and that
each retention period is correct. For revis	sions, all items on the previous sche	dule are included or ac	counted for on the	recapitulation.					
protection is not currently provided bu	it plans are underway, the details of s	such plans are shown	in Column 45, Rem	arks.					
(18) SIGNATURE - MANAGER RESPONSIBL	5 FOR THE RECORDS	(19) TITLE				20) PHONE NU		(21) DATE :	SIGNED
Tattherine & D	Vane	Executive Director)r		9	16-263-535	55	9//5	105
In accordance with Government Code 14			tment of General Se	rvices is hereby i	requested. Rete	ention periods	s shown ha	ave been estal	olished in
accordance with the criteria set forth by S	<u> </u>	Manual.				·			
(22) SIGNATURE - RECORDS MGMT. ANALY	,		(24) NAME (Printed	2. ,	,	25) PHONE NU		(26) DATE 9	SIGNED
11 Jan Lenelsteen	Business Services		Marlene Valence	a	[9	16-263-536	3	Constitution and confirmation because	reas and an extension of the second
PART II - DEPARTMENT OF GENE	RALSERVICES APPROVAL (Pei	r Government Code	Section 14755)						
(27) SIGNATURE – CaIRIM CONSULTANT	/ / < B.		(28) APPROVAL ŅU	MBER a	r O	(29) DATE SIG	NED	(30) EXPIR	ATJON DATE
	Jane C S	Hen C		U 5 - 1	2 3 1	0/5/2	2005	10/5	12010
PART III - ARCHIVAL SELECTION	APer Government Code Section	14755)			-	F	OR ARC	HIVES' STAI	MP
THE ATTACHED RECORDS RETAINTIO	27 THE CONTROL OF THE PROPERTY				Nig decidence paragonic de Aspe	Desir III dansa	Emerge Consideration		
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(31) Contains no material subj	ect to further review by the Californi	ia State Archives	:	•		Park B			45 ()
<u> </u>	•				i	Orași in grant			* . **
	to archival review. Items stamped "			oyed without cle	earance		2		
by the California State Arc	chives. (Per Section 1671 of the Sta	ate Administrative Ma	nual.)			12 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	TARAR	AMERICA	
·	- M					1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			i .
(33) SIGNATURE - CHIEF OF ARCHIVES OF	DESIGNATED REPRESENTATIVE/7	. 1	(34) DATE SIGNED	.7		1200	二世 操止		\$ 2 T
Indi XX	non Mclun	st	1012	3/05			* **	· <u>, , , , , , , , , , , , , , , , , , ,</u>	ſ

STD.73 (REV. 6/2002)

RECORDS RETENTION SCHEDULE

(35) Ca	IRIM APPRO	VAL NUMBER	•							E05	- 15 (36) 2 9
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ITEM	CUBIC FEET *	CA. STATE ARCHIVES	TITLE AND DESCRIPTION OF RECORDS	4			RETE	NOITM		PRA (Exempt)	REMARKS
#	FEET	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)
			ADMINISTRATION								·
1.	5		Personnel Files: Includes all standard personnel forms for Board members and office staff.	P		current +1		2	current +3	XI	Retain as "current" until employee separates or appointment ends. Confidential destruction.
2.	1 .	!	Workers Compensation Claims filed	P		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	P		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	i	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.	P	•	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 invoices Cal-Card invoices, receipts, and bank statements, printing requisitions.	P		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	P		current fiscal year+2		4	current +6		Retain current fiscal year + 1 in office; destroy after audit or four years, whichever comes first.

^{*} Provide total of office and departmental

			arking consultant may be reached by phone at					-		· · ·	5 0 (36)
(35) Ca	airim appro	VAL NUMBER	· .							15-1	5 9 (36) 3 OF 9 PAGES
ПЕМ	CÚBIC	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)
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.
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.	P		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.

^{*} Provide total of office and departmental

		AU	alRim Consultant may be reached by phone a							.,	
(35) Ca	IRIM APPRO	VAL NUMBER				-					(36) 4 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	I NEIVE UNIVE
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
	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	P		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	P		5			5		Retain five years from last seminar date or
			information, approved providers and suspended provider information.								from termination of provider suspension date.
							<u> </u>	<u></u>	<u></u>		

^{*} Provide total of office and departmental

(35) Ca	IRIM APPRO	VAL NUMBER) 679	(36) 4 9
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ITEM #	CUBIC FEET *	CA. STATE ARCHIVES	TITLE AND DESCRIPTION OF RECORDS	₹	{ .			ENTION		PRA (Exempt)	REMARKS
		USE ONLY	(Double spaces between items)	MEDIA	VITAL	OFFICE	DEPT.	SRC	TOTAL	&	
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	IPA (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.
1.6.	.5		Std. Form 73, Records Retention Schedule	P		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 longer needed.
			CONTINUING EDUCATION								
18.	10		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. 2nd Fl., W. Sacramento, CA 95605.

A CalR.	IM Consultant may be reache	ed by phone at (916) 375-44	104, by fax at (916)) 375-4408 or by email at	CalRIM@d	dgs.ca.gov		
(1) DEPARTMENT, BOARD OR COMM	ISSION.			(2) AGENCY BILLING CO	ODE,	(3)		
BOARD OF CHIROPRACTIC EXAM	MINERS .			31006		PAGE 1	OF	PAGES
(4) DIVISION/ BRANCH/ SECTION		(5) ADDRESS						
		2525 Natomas P	ark Drive, Ste. 260	, Sacramento, CA, 95833	3			
CHECK THE APPROPRIATE BOX	•							
(6) New schedule of records that	have never been scheduled. [Cor	mplete boxes (9) - (12)]						
(9)	[Complete boxes (13) –(16)] (A		issigned.)	•	÷			
· ·	revious schedule. [Complete boxe	es (13) – (16)] (The original ap	proval number will re	main in effect.)				
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NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER	(10) SCHEDULE D	DATE	(11) NUMBER OF PAGES	·	(12) CUBIC FEI	∃T (Total Scl	hedule)
PREVIOUS SCHEDULE	(13) SCHEDIJI E NUMBER	(14) APPROVAL N	IIIMBER	(15) APPROVAL DATE (S	:)	(16) PAGE NU	MRER(S) RE	EVISED
INFORMATION (If applicable)	(13) SCHEDULE NUMBER - 2000-01 2005-01-	-AI 00-107	·	(10)71171107712 (0	'	(10) 17102 1101	VIBER(O) RE Ī	IVIOLD
(17) MISSION/FUNCTIONAL STATEME	 			······································				• .
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PART I - AGENCY STATEMENTS			The Control of the Co					
	A CONTRACT OF STREET STREET	2	je objed s lijekovatele ist aktorik kom.	Market Communication Communication			<u> </u>	
As the program manager (or person auth each retention period is correct. For revision period is correct.	orized to sign for the program ma sions. all items on the previou៖	anager) directly responsible for s schedule are included or ac	the records listed on counted for on the	tnis records retention sched recapitulation. Vital record	ule, I certify ti Is identified I	nat all records lis by this schedu	sted are nece le are protec	essary and that cted. If
protection is not currently provided bu						•	•	
(18) SIGNATURE - MANAGER RESPON	NSIBLE FOR THE RECORDS	(19) TITLE			(20) PHON	NE NUMBER	(21) DATE	SIGNED
Roman 1. STARA		Executive Officer			916.263.5	359	01/16/09	
In accordance with Government Code 14	755, approval of this Records Re	tention Schedule by the Depar	tment of General Ser	vices is hereby requested. F	Retention peri	iods shown have	e been estab	lished in
accordance with the criteria set forth by S	·		, ,		,		,	
(22) SIGNATURE- RECORDS MGMT. AI			(24) NAME (Printe	d or Typed)	1	NE NUMBER	(26) DATE	SIGNED
NIST II CEEN ISTNELT OF SENTAN	Staff Service	Control of the Contro	Marlene Valencia		916.263.53	363	01/16/09	
PART II - DEPARTMENT OF GENERAL	· 在一個的學術學一個學術學學學學學學學學學學學學學學	overnment Code Section 14	and the state of t		1		11: 14: 14: 14: 14: 14: 14: 14: 14: 14:	<u> </u>
(27) SIGNATURE -CaIRIM CONSULTAN	√ T		(28) APPROVAL N	IUMBER	(29) DATE	SIGNED	(30) EXPIR	RATION DATE
PART III - ARCHIVAL SELECTION (Per	r Government Code Section 14	755			**************************************	FOR ARCHI	VES' STAMI	P
THE ATTACHED RECORDS RETENTIO	The state of the control of the state of the		Termina Tiggi (1898) Ang Ang Ang Ang			TOWN,	A EQ. O I VIIII	
	N GONEBOLL.							ļ
(31) Contains no material subject	to further review by the California	a State Archives						,
(32) Contains material subject to	archival review. Items stamped "i	'NOTIEV ADOLÍNES" may not	ha destroyed without	. elegrance		•		
by the California State Archives. (F			be destroyed without	clearance		•	机的 麻 物银 安排	d series.
						Continued o	1-16-6	<u> </u>
(33) SIGNATURE - CHIEF OF ARCHIVE	S OR DESIGNATED REPRESE	NTATIVE	(34) DATE SIGNED)	-			
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ITEM	CUBIC	CA. STATE	. TITLE AND DESCRIPTION OF RECORDS	4			RETE	NTION		PRA (Exempt)	REMARKS
#	FEET*	ARCHIVES USE ONLY	(Double spaces between items)	MEDIA	VITAL	OFFICE	DEPT.	SRC	TOTAL	& IPA	
(37)	(38)	(39)	(40)	(41)	1	(43)	(44)	(45)	(46)	(47)	(48)
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13.	2		Chron Files: Outgoing monthly correspondence	P		2			2		Retain in office for two years. Recycle.
14.	10		Minutes: Includes Board meeting, agenda notices, minutes and meeting packets	P		10		PERM			Retain in office ten years, keep records permanently. May be historical records.
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	P		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
		-	CONTINUING EDUCATION								longer needed.
18.	10		Continuing Education: Includes seminar, information, approved providers, and suspended provider information.	P		1.			1		Retain one year from last seminar date or from termination of provider suspension date.
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^{*} Provide total of office and departmental

(37)	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS	r -					199	105-	15 PAGE OF PAGES
		1		_			RETE	NTION	,	PRA (Exempt)	RAGE OF PAGES REMARKS
(37)	(29)	OOL OIVE	(Double spaces between items)	MEDIA	VITAL	OFFICE	DEPT.	SRC	TOTAL	(Exempt) & IPA	
	(30)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1			LEGISLATIVE								
19.	12	NOTIFY ARCHIVES	Board rules, regulations and proposed changes, Attorney General opinions	P	х	5		PERM	PERM		Retain in office for five years from publication or change. Keep record permanently.
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.	P		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.	P		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.

^{*} Provide total of office and departmental

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

(35) Ca	IRIM APPRO	VAL NUMBER								BONGS COM	(36) 6 9
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ITEM #	CUBIC FEET *	CA. STATE ARCHIVES	TITLE AND DESCRIPTION OF RECORDS	4			RETE	NTION		PRA (Exempt)	REMARKS
"	FEET	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)
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.	P		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.	P		10		10	20		Retain in office until log book is filled. Notify archives.
28.	1		Renewal slips maintained by receipt number.	Ρ.		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]	M		current			PERM		System is retained with updated with current information. Records are not deleted - only updated.
								*			

^{*} Provide total of office and departmental

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

			and in Consultant may be reached by phone at							W/ -0 .	1,000
(35) Ca	iRIM APPRO	VAL NUMBER								05-	PAGE OF PAGES
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(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.	30		Administrative Cases: Action pending a hearing or settlement. Administrative Closed Cases: license revoked, surrendered or default decision. Includes evidence, exhibits, AG's office correspondence, mail votes and hearing notices.	P P		2		23	3 25		Active until hearing or settlement then moved to administrative case file (item #31 or #32). 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.	P					1		Retain in office for one year from date of closure.
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STD.73 (REV. 6/2002) RECORDS RETENTION SCHEDULE

(35) Ca	alRIM APPRO	VAL NUMBER							284 7	ne a	(36) 8 9
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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(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	P	-	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.	P		active +1		24	active +25		Retain in office for 1 year from date of closure; then retain 24 years.
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^{*} Provide total of office and departmental

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

(35) Ca	IRIM APPRO	VAL NUMBER		,					6.05	-15	(36) 9 9 PAGES
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		USE ONLY	(Double spaces between items)		VITAL					& IPA	(40)
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
			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 22. 23. 26 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 33 Item 36 Item 19 Item 8 Item 13 Item 1 Item 17 Item 14 Item 25 Item 7 Item 15 Item 17

^{*} Provide total of office and departmental

Bosso Arrestice

RECORDS RETENTION SCHEDULE

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

A CalRIM Consultant may be reached b	y phone at (916) 375-440	4, by fax at (916) 375-4408	or by email at	CalRIM@dgs.ca.gov							
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BOARD OF CHIROPRACTIC EXAMINERS			31006	PAGE	OF PA	AGES					
(4) DIVISION/ BRANCH/ SECTION	(5) ADDRESS										
	2525 Natomas Pa	Park Drive, Ste. 260, Sacramento, CA, 95833									
CHECK THE APPROPRIATE BOX											
(6) New schedule of records that have never been scheduled. [Complet (7) Revising a previous schedule. [Complete boxes (13) –(16)] (A new (8) Amending some pages of a previous schedule. [Complete boxes (13) –(16)]	approval number will be ass		ct.)								
NEW SCHEDULE INFORMATION (If applicable) (9) SCHEDULE NUMBER 2005-01-A2	(10) SCHEDULE DA	TE (11) NUM	BER OF PAGES	(12) CUBIC	FEET (Total Schedu	T (Total Schedule)					
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(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS JAMES In accordance with Government Code 14755, approval of this Records Retent	(19) TITLE . Executive Officer		eby requested. F	(20) PHONE NUMBER 916.263.5359 Retention periods shown h	01/16/09						
accordance with the criteria set forth by Section 1667 of the State Administrat (22) SIGNATURE - RECORDS MGMT. ANALYST (23) CLASSIFIC Staff Services A	ive Manual. ATION · ·	(24) NAME (<i>Printed or Typed</i>) Marlene Valencia		(25) PHONE NUMBER 916.263.5363							
PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Gov. (27) SIGNATURE -CaIRIM CONSULTANT	ernment Code Section 147	(28) APPROVAL NUMBER.	159	(29) DATE SIGNED	(30) EXPIRATION						
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THE ATTACHED RECORDS RETENTION SO HEDULE: (31) Contains no material subject to further review by the California St (32) Contains material subject to archival review. Items stamped "NO by the California State Archives. (Per Section 1671 of the State Admini	TIFY ARCHIVES" may not b	e destroyed without clearance X Y HINE B 2	водко Водкот Водко	0 CHIB							
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39.	2		Library of Board Administrative Actions: Includes Accusations, Decisions, petition to revoke probation and petitions.	M		Active			Active		stant When stat Arch Afte scan	inal documents will be scanned and bed and kept in database for retrieval. licensees are no longer "active us", the documents will go to the lives program of the database. It original documents have been sed, they will be confidentially royed.		

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

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(17) MISSION/FUNCTIONAL STATEMENT	•												
The mission of the Board of Chirog	practic Examiners is to 1) protect Cali	fornians from fraud	ulent or incompete	nt practice of cl	iropractic;	2) exai	pine applica	mts for	licensure	in order to			
evaluate entry level competence; ar	nd 3) enforce the Chiropractic Initiati	ve Act and regulatio	ns relating to the p	ractice of chiro	practic.		1						
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PART I - AGENCY STATEMENTS	The Description			. 12	· ,		1	.,					
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As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.									ssary and that ted. If				
118) SIGNATURE - MANAGER RESPONSI	BLE FOR THE RECORDS	(19) TITLE					ONE NUMBER		(21) DATE S	IGNED			
Fatherine A Hange Executive Director 916-20						53-5355							
In accordance with Government Code accordance with the criteria set forth by	14755, approval of this Records Retention Section 1667 of the State Administrative	Schedule by the Depa Manual.	rtment of General Se	rvices is hereby re	equested. Re	etention	periods show	n have	been estab	lished in			
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W Jachello Jer	Assistant					263-5363							
PART II -DEPARTMENT OF GEN	IERAL SERVICES APPROVAL (Per	Government Code	Section 14755)			 							
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