

RECORDS RETENTION AND DISPOSITION SCHEDULE

Professional Licensing Agency

THE RECORD SERIES (This Recention Schedule is approved on a space-available basis) At the end of the year of recommendation of the state of	Agency: Professional Licensing Agency Division:						
At the end of the year of received details the number of students, tuition and related information. These reports are received electronically. 2 90-118 LICENSEE FILES Electronically maintained licensee files for all license types regulated by the Professional Licensing Agency. Records are a mix of born-digital and inaged files. May contain application, test scores, correspondence, transcripts, electronic duplicates of any related GRLEG-1 litigation files, and other supporting documents for licenses and permits. Disclosure of these records may be affected by IC 5-14-3-4(a) (7), and IC 5-14-3-4(b) (2). Current licensing status for all individuals licensed in each profession is also maintained separately in RS 2002-26, Licensing and Renewal Information Database. 3 2000-10 MONTHLY VERIFIED REPORT- BARBER & COSMETOLOGY SCHOOL Pursuant to 220 IAC 4-1-10, barber and coamerology schools shall submit this report to the Board of Cosmetology Examiners. File includes State Form 43716 or its equivalent. Activity in the previous month is reported, including new students, all students who have paid all their tuition, and drop-outs. 4 2002-25 CONTINUING EDUCATION MUDITS - PASSED These are audit files of individual licensees, done as a random sampling, along with a master list of auditees for each renewal cycle. The licensee must provide proof of all continuing education claimed on license renewals, or risk noncompliance, resulting in paying a penalty, the issuance of a conditional license, or disciplinary action. Audits that result in discipline become part of the agency's GRLEG-1 litigation from many different licensing and supporting information from many different licensing boards, plus documentation on system use and technological requirements. Outdated information is never deleted, but becomes part of a history file. System is backed up by the office of Information Technology daily (overwritten every two weeks) weekly (overwritten annually), on magnetic tape. Weekly			RETENTION PERIOD				
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	-	and quarterly backups are sent to secure offsite vault for	backups in a secure offsite vault.TRANSFER				
			a roster of all licensed professionals to				
			the INDIANA ARCHIVES annually in a format				
			approved by Indiana Archives staff,				
			containing name, profession, type, license				
			number, issue date, expiration date, and				
			license status, for permanent archival				
retention.			_				

Approved by the Indiana Oversight Committee on Public Records

6	2002-31	ANNUAL AND PRE-NEED REPORTS FOR CEMETERIES, CREMATORIES,	IMAGE any records received in a non-digital
0		FUNERAL HOMES AND EMBALMERS (SF 45279)	format according to IARA imaging standards
		Required under IC 23-14-31-24, IC 23-14-48-7, IC 30-2-10-8,	DESTROY hard copies after verification of
		and IC 30-2-13-31.	electronic records for completeness and
		and 10 30-2-13-31.	<u> </u>
			legibility. DELETE electronic records after
			one (1) year and after receipt of STATE
			BOARD OF ACCOUNTS Audit Report and
			satisfaction of unsettled charges.
7	2008-43	PRESCRIPTION MONITORING PROGRAM - CENTRAL REPOSITORY	DELETE electronic records seven (7) years
l		A master agency database containing Schedules II, III, IV	after submission.
		or V controlled substance prescriptions dispensed by	
		pharmacies and submitted to the Professional Licensing	
		Agency pursuant to 856 IAC 6. System is backed up by the	
		Indiana Office of Technology daily and backups are sent to	
		a secure offsite vault for storage.	
g.	81-409	APPROVED SCHOOLS/PRELICENSING COURSES	IMAGE according to IARA imaging standards
١	01-409	Includes application and related correspondence. Pursuant	upon approval. DESTROY hard copies after
		to IC 25-34.1-5-7, schools desiring to offer courses of	verification of electronic images for
		study for certain professions must renew every calendar	completeness and legibility. DELETE
		year.	electronic records when the school is
			renewed for the new approval period and
			after receipt of STATE BOARD OF ACCOUNTS
			Audit Report and satisfaction of unsettled
			charges.
9	84-315	PENDING DOCUMENTS	DESTROY after six (6) months.
		A person may send in information to start the licensure	
		process, such as a transcript or a diploma. The application	
		is not completed or pursued and the information is	
		subsequently worthless.	
		Confidential, [IC 5-14-3-4(a)(7), (2003 IC Supplement)]	
1.0	85-550	SURVEY VISIT REPORT (NURSING FACILITIES)	TRANSFER to the INDIANA ARCHIVES for
10	03-330	Survey is made of nursing facility by Board's Educational	EVALUATION, SAMPLING and WEEDING pursuant
			_
		Consultant. A survey is done when the school opens, after	to archival principles, after one (1) year
		its first year, after the first class graduates, and every	or after next survey visit is completed,
		five (5) years thereafter.	whichever is later.
11	85-552	APPLICATION FOR ACCREDITATION	TRANSFER to the INDIANA ARCHIVES for
		A school must apply to the nursing board for accreditation.	EVALUATION, SAMPLING and WEEDING pursuant
		No fee is involved.	to archival principles after one (1) year.
12	85-555	CURRICULUM OUTLINES & REVISIONS	TRANSFER to the INDIANA ARCHIVES for
		Information sent by schools to the board.	EVALUATION, SAMPLING and WEEDING pursuant
			to archival principles after one (1) year.
13	90-126	EXAMINATION MATERIALS	DESTROY non-appealed candidate exam
		Includes test papers, answer sheets, test booklets, grades,	materials after administrative appeal
		score sheets, cassette tapes, and ear molds from the	period has lapsed. If appealed, DESTROY
		Hearing Aid Dealer Examination.	after adjudication of the appeal.
		Disclosure of these records may be affected by IC	dreer adjusted or one appear.
		5-14-3-4(a)(7) and IC $5-14-3-4(b)(3)$ and (4).	
1.4	00 03		IMACE aggording to TADA imaging standards
14	90-93	RENEWALS	IMAGE according to IARA imaging standards
		Biennial renewal required by statute for various boards.	upon receipt. DESTROY hard copy records
		Fees may be required. Verbal information received by the	after verification of electronic records
		Professional Licensing Agency from the Office of the	for completeness and legibility. DELETE
		Attorney General indicates records from two (2) renewal	electronic images after four (4) years, and
		cycles are frequently needed for investigations by	after receipt of STATE BOARD OF ACCOUNTS
			Audit Report and satisfaction of unsettled
		attorneys in the Office of the Attorney General.	made Report and BattBraction of ansetted
		attorneys in the Office of the Attorney General.	charges.
15	90-99	attorneys in the Office of the Attorney General. CONTINUING EDUCATION FILES	
15	90-99		charges.
15	90-99	CONTINUING EDUCATION FILES Consists of applications for approval of programs being	charges. DESTROY files with no fee involved after expiration of approval, unless the approval
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15	90-99	CONTINUING EDUCATION FILES Consists of applications for approval of programs being	charges. DESTROY files with no fee involved after expiration of approval, unless the approval is renewed. DESTROY files with fees involved after expiration of approval, unless the approval.

16	91-71	CONSUMER COMPLAINTS - CLOSED	DESTROY after six (6) months.
		File consists of copies of documentation regarding the	
		complaint, which may include the Consumer Complaint form,	
		State Form Number 30846, sent from the Office of the	
		Attorney General. The agency refers the complaint to a	
		member of the appropriate board for review. All files in	
		this series have been closed by the Office of the Attorney	
		General because charges are not pursued for whatever	
		reason. Access to these records may be affected by IC	
		4-6-9-4(b).	