



## BOARD OF BEHAVIORAL SCIENCES

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SUBJECT: Record Retention Schedule for Enforcement Related Files	POLICY # E-00-1	DATE ADOPTED: January 12, 2001
	SUPERSEDES: N/A	PAGE: 1 of 1
DISTRIBUTE TO: All BBS Board Members and Enforcement Staff	APPROVED BY:	<b>BOARD OF BEHAVIORAL SCIENCES</b>

**Policy:** Listed below is the record retention schedule for archiving closed enforcement files:

<u>CATEGORY ITEM</u>	<u>OFFICE</u>	<u>SRC</u>	<u>CONFIDENTIAL DESTRUCT</u>
1. Complaint/Investigations – Without Merit	6 mos.	1 yr.	Yes
2. Complaint/Investigations – With Merit	6 mos.	4 yrs. <sup>1</sup>	Yes
3.* Closed Disciplinary Files			
a. Revocations, or cases closed without prob.	1 yr.	20 yrs.	Yes
b. Disciplinary files that result in probation will be retained in office until probation is completed.			
4. Closed Probation Files	1 yr.	20 yrs.	Yes
5.* Closed Petitioners (Reinstatement)	1 yr.	20 yrs.	Yes
6.* Closed Criminal Cases	1 yr.	20 yrs.	Yes
7. Closed Citations & Fines	1 yr.	4 yrs.	Yes

\* Retain copies of final findings (accusations, decisions, etc.) in the office binders before the file is sent to State Records Center.

**Background:** The Board establishes this record retention schedule for enforcement related files to comply with Government Code section 14750, which requires each state agency to establish and maintain an active, continuing program for the economical and efficient management of the records and information practices of the agency.

**Implementation:** Effective Immediately

**Attachment:** None

<sup>1</sup> Reference Business and Professions Code Section 800(a), (b).