

STATE OF CALIFORNIA
**RECORDS RETENTION SCHEDULE
 APPROVAL REQUEST**
 STD. 72 (REV. 2-96)

135
6/16/00

(1) DEPARTMENT, BOARD OR COMMISSION Department of Consumer Affairs	RECEIVED NOV 30 2000 CALPIM
DIVISION, BUREAU OR OTHER UNIT Board of Vocational Nursing & Psychiatric Technicians	
ADDRESS 2535 Capitol Oaks Drive, Suite 205, Sacramento CA 95833	

Submit three copies with three copies of the
 Records Retention Schedule, STD. 73.

TO: DEPARTMENT OF GENERAL SERVICES
 OFFICE OF INFORMATION SERVICES
 1500 5th Street, Room 116
 Sacramento, CA 95814 (or IMS C-39)

(916) 445-2294 or CALNET 485-2294

NEW SCHEDULE INFORMATION (If applicable)	(5) SCHEDULE NUMBER	CHECK THE APPROPRIATE BOX:		(8) CUBIC FEET (Total Schedule)			
		(2) <input type="checkbox"/> New schedule of records that have never been scheduled. (Complete boxes 5 - 8.)	(3) <input checked="" type="checkbox"/> Revising a previous schedule. (Complete boxes 5 - 12.) (A new approval number will be assigned.)				
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S)	(4) <input type="checkbox"/> Amending some pages of a previous schedule. (Complete boxes 8 - 12.) (The original approval number will remain in effect.)	(6) SCHEDULE DATE	(7) NUMBER OF PAGES	(10) APPROVAL NUMBER(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED
			VN & PT		11/1/2000	7	
	VN & PT		95-001	1/3/95			1-7

PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE--MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS
Yvonne C. Okamoto
 (14) TITLE
 Assistant Executive Officer
 (15) DATE SIGNED
 November 2, 2000

In accordance with Government Code 14735, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

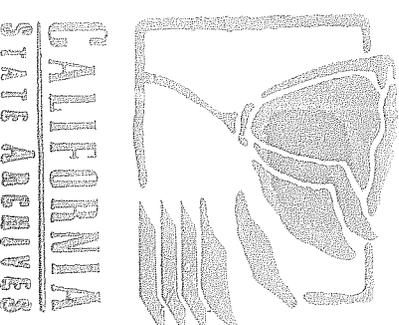
I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE--RECORDS MANAGEMENT ANALYST	(17) TITLE	(19) TELEPHONE	(20) DATE SIGNED
<i>Josh Hoag</i>	<i>PMF</i>	<i>324-4351</i>	<i>11/8/2000</i>
(18) NAME (Printed or Typed) <i>TERRY HAENGOI</i>	(19) TELEPHONE <i>324-4351</i>	(20) DATE SIGNED <i>11/8/2000</i>	
PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)			
(21) SIGNATURE--OIS CONSULTANT <i>Yamona W. Hutens</i>	(22) APPROVAL NUMBER <i>01-075</i>	(24) DATE SIGNED <i>4/30/01</i>	
(23) TITLE <i>Records Management Consultant</i>	(24) DATE SIGNED <i>4/30/01</i>		
PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)		ARCHIVES USE ONLY	

(25) Contains no material subject to further review by the California State Archives

(26) Contains material subject to archival review. Items stamped "TRANSFER TO ARCHIVES" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)

(27) SIGNATURE--CHIEF OF ARCHIVES
Andrew Bailey, Assistant
 (28) DATE SIGNED
4/15/01



Approved 5/11/01

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 2-96) (FMC)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Consumer Affairs		SCHEDULE NUMBER (2) VN & PT	DATE (3) November 1, 2000
ORGANIZATIONAL UNIT Board of Vocational Nursing & Psychiatric Technicians		PAGE 2	OF PAGES (4) 7
ADDRESS (Number Street City) 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 01-075	

ITEM NUMBER (Triple space between items) (6)	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)	
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)			
1	15		EXAMINATION FILES Post exam data generated by test contractor. List of exam candidates results. Referenced essentially by out-of-state nursing boards for endorsement verification.	P						Active + 25 years	XI	Disposal criteria: Confidential witnessed destruction. Until revised, suspended, obsolete or no longer usable. (Abandoned, revoked, canceled, retired and deceased). Information required for licensure verification. Note: Provided to other state nursing boards upon receipt of out-of-state endorsement forms.
2	468		LICENSE FILES Current license folders <i>indiv</i>	P						Active	XI	Exempt per Public Records Act, Government Code 6254(c). Access by data subject; Information Practice Act, Article 8. (Revoked, canceled, retired and deceased) Currently renewed in active or inactive status. Anyone holding an inactive license may not engage in an activity for which an active vocational nurse or psychiatric technician license is required. Disposal criteria: Confidential witnessed destruction. Information required for licensure verification. Note: Provided to other state nursing boards upon receipt of out-of-state endorsement forms.

Provide total of office and departmental storage only.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 2-96) (FMC)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Consumer Affairs		SCHEDULE NUMBER (2) VN & PT	DATE (3) November 1, 2000
ORGANIZATIONAL UNIT Board of Vocational Nursing & Psychiatric Technicians		PAGE 3	OF PAGES (4) 7
ADDRESS (Number Street City) 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 01-075	

ITEM NUMBER (6) <i>(Triple space between items)</i>	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS <i>(Triple space between items)</i> (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
3	36		License records on microfilm <i>silver</i> <i>yes!</i> <i>per Jerry 5/8/2001</i>	D		25 years			25 years	XI	Exempt per Public Records Act, Government Code 6254(c). Access by data subject; Information Practice Act, Article 8. (Revoked, canceled, retired and deceased) Currently renewed in active or inactive status. Anyone holding an inactive license may not engage in an activity for which an active vocational nurse or psychiatric technician license is required. Disposal criteria: Confidential witnessed destruction. Information required for licensure verification. Note: Provided to other state nursing boards upon receipt of out-of-state endorsement forms.
4	40		Renewal Applications	P		4 years			4 yrs	XI	Renewal applications remain in receipt number order. Licenses expire biennially. New receipt number assigned replaces previous number. (IPA & PRA) Disposal criteria: Confidential witness destruction. Note: Retain four years or until audited, whichever comes first.

Provide total of office and departmental storage only.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 2-96) (FMC)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Consumer Affairs		SCHEDULE NUMBER (2) VN & PT	DATE (3) November 1, 2000
ORGANIZATIONAL UNIT Board of Vocational Nursing & Psychiatric Technicians		PAGE 4	OF 7 PAGES (4)
ADDRESS (Number 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833		CITY City)	
		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 01-075	

ITEM NUMBER (6) <i>(Triple space between items)</i>	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9) <i>(Triple space between items)</i>	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
5	3		BUDGETARY INFORMATION a) budget and expenditures b) Statement of Revenue c) budgets and working papers d) audit reports	P		5 years			5 years		a, b & c: retained as historical data for budget preparation, reference. d: prepared by departmental auditors following an audit.
6	5		CONTRACT FILES This file contains copies of agreements between the Board and: a) subcommittee for examination evaluation b) DCA Office of Exam Resources, and Experior Assessments, LLC, testing contractors c) Board meeting site rentals d) equipment maintenance e) storage facility	P		active +2 yrs			active + 2 yrs		When contract expires.
7	40		FISCAL MATERIALS This file contains materials relating to the Board's cashiering functions: a) Report of Collections (monies collected) b) Refund requests (date requested, name and copy of warrant issued) c) Returned payment notices (return of fee, name, reason, and type of remittance) d) Audit copies and voided copies of licenses	P		2 years	2 yrs		4 yrs		Destroyed after Departmental audit. If no audit is conducted, destroy after 4 years. (Program manager's decision)

Provide total of office and departmental storage only.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 2-96) (FMC)

*See instructions on reverse
and in SAM 1600*

DEPARTMENT (1) Consumer Affairs		SCHEDULE NUMBER (2) VN & PT	DATE (3) November 1, 2000
ORGANIZATIONAL UNIT Board of Vocational Nursing & Psychiatric Technicians		PAGE 5	OF 7 PAGES (4)
ADDRESS (Number Street City) 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 01-075	

ITEM NUMBER <i>(Triple space between items)</i> (6)	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS <i>(Triple space between items)</i> (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
8.	15		ADMINISTRATIVE FILES a) Board Meeting minutes (SAM-1699); original paper documents used for Board meetings. Includes agenda and back-up materials	P		10 years			10 years		Until superseded, revised or obsolete
9.	5		b) Board policy manual; formal policies adopted by the Board	P		current +10 yrs			current +10 yrs		Until superseded, revised or obsolete
10.	10		c) Legislative files; Bill analyses, position papers, related correspondence	P		7 years			7 years		Until superseded, revised or obsolete
11.	1		d) Legal opinions; Attorney General opinions; Departmental legal staff opinions affecting the Board;	P		15 years			15 years		Until superseded, revised or obsolete
12.	5		e) Annual Report to Governor; yearly status of the Board for Governor's Office	P		10 years			10 yrs		Until superseded, revised or obsolete

Provide total of office and departmental storage only.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 2-96) (FMC)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Consumer Affairs		SCHEDULE NUMBER (2) VN & PT	DATE (3) November 1, 2000
ORGANIZATIONAL UNIT Board of Vocational Nursing & Psychiatric Technicians		PAGE 6	OF 7 PAGES (4)
ADDRESS (Number Street City) 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 01-075	

ITEM NUMBER (Triple space between items) (6)	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
13	10		GENERAL CORRESPONDENCE a) Subject files; copies of correspondence regarding specific subject areas under the Board's jurisdiction.	P		5 years			5 years		Until superseded, revised or obsolete
14	1		b) Daily files (chron)	P		2 years			2 years		Until superseded, revised or obsolete
15	3		c) Board Member correspondence	P		active + 5 yrs			active + 5 yrs		Until term expires
16	328		CASE FILES SUBSTANTIATED AND UNSUBSTANTIATED CASES: This file contains all documentation of the investigation of a complaint against a licensee. Includes, but not limited to: a) original complaint b) requests for investigation c) status reports d) findings and recommendations e) copies of legal documents and correspondence	P		active + 1 year		24 years	25 years		Active = until completion of investigation and disposition of judgement. Exempt from Public Records Act per Government Code Section 6254(K). Not available to the data subject per section 1798.3(a)(4) of the Information Practices Act. Disposal criteria: Confidential witnessed destruction

Provide total of office and departmental storage only.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 2-96) (FMC)

*See instructions on reverse
and in SAM 1600*

DEPARTMENT (1) Consumer Affairs		SCHEDULE NUMBER (2) VN & PT	DATE (3) November 1, 2000
ORGANIZATIONAL UNIT Board of Vocational Nursing & Psychiatric Technicians		PAGE 7	OF 7 PAGES (4)
ADDRESS (Number Street City) 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 01-075	

ITEM NUMBER <i>(Triple space between items)</i> (6)	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS <i>(Triple space between items)</i> (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
17.	4		MISCELLANEOUS FILES a) Intravenous Therapy/Blood Withdrawal Certification for Licensed Vocational Nurses and Licensed Psychiatric Technicians - file contains applications for course providers and correspondence related to established courses	P		6 years			6 years		Courses are approved for 2-year periods. Destroy after 6 years
18.	4	OLDF ARCHIVE	b) Continuing Education for Licensed Vocational Nurses and Licensed Psychiatric Technicians - file contains course approval forms, instructor approval letters, and correspondence relative to established courses	P		6 years			6 years		Courses are approved for 2-year periods. Destroy after 6 years
19.	90	NEW SCHOOL FILES	ACCREDITED/APPROVED SCHOOL FILES This file contains materials relating to accredited and/or approved schools of nursing and psychiatric technician: a) Annual School Reports b) Special program reports c) Faculty and clinical facilities d) Application for accreditation e) Requests for curriculum changes f) General correspondence	P		active + 5 yrs			active + 5 yrs		Active =Until accreditation terminates Retained for historical data for reference.

Provide total of office and departmental storage only.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 2-96) (FMC)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Consumer Affairs		SCHEDULE NUMBER (2) VN & PT	DATE (3) November 1, 2000
ORGANIZATIONAL UNIT Board of Vocational Nursing & Psychiatric Technicians		PAGE 1	OF 7 PAGES (4)
ADDRESS (Number 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 01-075	

ITEM NUMBER <i>(Triple space between items)</i> (6)	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS <i>(Triple space between items)</i> (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
20.	234		APPLICATIONS FOR LICENSURE Applications accepted, rejected; applications -examination	P		2 yrs			2 yrs	XI	Exempt per Public Records Act, Government Code 6245(c). Access by data subject: Information Practices Act, Article 8. Applications rejected- failed to meet minimum requirements, CCR Title 16 - Section 2512(a) and 2571(a): Application shall be deemed...abandoned.. [if the] applicant fails to complete the application within the two years after it is originally submitted or within two years after the last deficiency. Applications -examination- CCR Title 16 - Section 2512(a) and 2571(a): Application shall be deemed...abandoned.. [if the] applicant fails to submit the initial license fee within two years after notification by the Board. Disposal criteria: Confidential witnessed destruction. Until revised, suspended, obsolete or no longer usable. Information required for licensure verification. Note: Provided to other state nursing boards upon receipt of out-of-state endorsement forms.

Provide total of office and departmental storage only.

Records Retention Schedule
 STD. 73 (REV. 5-92)

See Instructions on reverse
 and in SAM 1600

DEPARTMENT (1) Department of Consumer Affairs		SCHEDULE NUMBER (2) VN&PT	DATE (3) 11/01/00
ORGANIZATIONAL UNIT Board of Vocational Nursing & Psychiatric Technicians		PAGE OF	PAGES
ADDRESS (Number Street City) 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 01-075	

Item Number (Triple Space Between Items) (6)	Cubic Feet* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between Items) (9)	M E D I A L (10)	V I T A L (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS
						Office (12)	Dept. (13)	SRC (14)	Total (15)		

			<u>Records Management</u>									
21	.1		Records Retention Schedule Approval Request and Records Retention Schedules (Std. 72 and 73)	P		Current					Current	Retain as current until superseded. Although revision is required every five years from the date approved by DGS, RRS that are not revised remain in effect but are considered non-current.
22			Std. 70-Records Inventory Worksheet	P		Current					Current	Retain as current until next inventory.
23			Std. 71 - Records Transfer List	P		Current					Current	Retain as "Current" until all records listed have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed, whichever is later.
24			Std. 76 -State Records Center Reference Request	P		Active					Active	Retain as "Active" until request for referral or withdrawal is completed.
25			Authorization For Records Destruction (Computer Printout)	P		4					4	Retain for 2 yrs. from date destruction is authorized. Then retain 2 more yrs. or until audited, whichever occurs first.
Total Cubic Ft. 1,317												

* Provide total of office and departmental



BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS

2535 CAPITOL OAKS DRIVE, SUITE 205
SACRAMENTO, CALIFORNIA 95833
TELEPHONE (916) 263-7800; FAX (916) 263-7859
INTERNET ADDRESS: <http://www.bvnppt.ca.gov>



MISSION

The mission of the Board of Vocational Nursing and Psychiatric Technicians is to protect the public welfare by ensuring that only qualified persons are licensed vocational nurses and psychiatric technicians by enforcing education requirements, standards of practice and by educating consumers of their rights.

PHILOSOPHY

The Board strongly believes that:

- ◆ Consumer protection is its highest priority.
- ◆ Prompt and fair action must be taken against applicants and licensees who endanger the health and safety of the consumer.
- ◆ Licensed Vocational Nurses and Psychiatric Technicians are and will continue to be integral members of the health care delivery system.
- ◆ Visionary and innovative leadership in the development of educational standards will prepare licensees for the future.
- ◆ The licensure examination is legally defensible and psychometrically sound to accurately test entry level competencies.
- ◆ Removal of barriers to initial entry and career mobility in the health professions must be fostered.
- ◆ Education is essential for consumer awareness of the significant roles and functions of licensed vocational nurses and psychiatric technicians in the State of California.

(February 4, 2000)



CALIFORNIA
STATE ARCHIVES

FAX TRANSMITTAL SHEET

Date: 2/25/05

Time: 1:00 pm

To:

Cassilyn Snyder

Company:

National Pharmacy

Phone:

263-7843

Fax:

263-7859

Total Number of Pages including this sheet:

8

Message:

RR # 01-075

Is this a reference request? (check one)

YES

NO

From:

Sydney Boney

California State Archives
1020 "O" Street

Sacramento, CA 95814

Phone (916) 653-2246

Fax (916) 653-7363