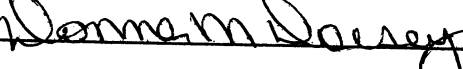


## RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE  
BOARD OF NURSING – Electrology Committee

Item No.	Description of Records Series (Program, forms, etc.)	Authorized Retention Period & Instructions
1.	ELECTROLOGIST License Applications  Examinations  Renewal Applications	Two (2) years  Retain permanently. Periodically transfer to State Archives.  Two (2) years
2.	Register of ELECTROLOGISTS	Retain permanently. Periodically transfer to State Archives.
3.	Electrology Committee Meeting Minutes	Retain permanently. Periodically transfer to State Archives.

APPROVED BY: (DHMH Official) DATE: 9/1/04

SIGNATURE: 

NAME/TITLE: Donna Dorsey, Executive Director

AUTHORIZED BY: (STATE ARCHIVES) DATE: NOV 08 2004

SIGNATURE: 

NAME/TITLE: Edward C Papenfuse, Jr., STATE ARCHIVIST