

**RETENTION AND DISPOSITION – PUBLIC RECORDS
FOR: CERTIFIED INSTALLERS, MONITORING SPECIALISTS, & PUMPERS**

Time frames are based on instructions and guidelines established in: GENERAL RECORDS RETENTION SCHEDULES AND RECORDS MANAGEMENT FOR HEALTH DISTRICTS AND DEPARTMENTS.

Administrative Working File

- Considered Public Record File
- Available for review upon request.
- Availability is not advertised.
- Records are classified as Office Files & Memoranda vs. Official Public Record.

Retention Schedule for History/Working Records (Office File)

- | Two Years | Six Years |
|--|---|
| -- Renewal Correspondence
Applications, receipts, certificate | -- Administrative Hearing
Records, Proceedings and Actions |
| -- L&I license information | -- Review Board Appeals Hearing
Records, Proceedings and Actions |
| -- Counseling letters | -- Complaints (Subject to Privacy Act) |
| -- Inspection/Case correspondence | |
| -- Certification correspondence | |
| -- Educational course records | |

Permanently maintained in the working files are initial certification records (if found), such as a copy of the certification exam, or competency certificate.

Disposition Schedule for History/Working Records

- | Destroy: Two Years | Destroy: Six Years |
|--|------------------------------------|
| -- Renewal correspondence information. | -- Administrative Hearing Records. |
| -- L&I license information. | -- Complaint Records. |
| -- All Counseling, Case, Certification,
& Educational correspondence. | |

Permanent: Archived after Six Years

- Review Board Appeal records, proceedings and actions.
- Agency option with files that are potentially archival.

Types of Records Purged

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|--|--|
| -- Renewal Correspondence | -- No fees paid (billing letters/finals) |
| -- L&I License information | -- Copies of BSA case information |
| -- Counseling Letters | -- Administrative Hearing Letters |
| -- As-Built deficiency letters | -- Expired bonds (surety/insurance) |
| -- Miscellaneous information (yellow stickies) | |

Old records are forwarded to the appropriate department and shredded
To date, no old information has been found to have archival value.