

Department of Health Professions

DIRECTOR'S POLICY # 76-1.16

Retention of Applications and Applicant Documentation

Effective Date: April 20, 2010

Approved By:

Sandra Whitley Ryals, Director

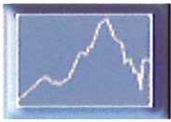
76-1.16 Retention of Applications and Applicant Documentation

Purpose: To establish a policy for the retention of applications, applicant fees and applicant documentation that is consistent for all professions and boards within the Department.

Policy: The staff of health regulatory boards should apply a consistent procedure for handling and retention of applications, fees and documents associated with applications, so applicants for licensure, certification, or registration for any profession will be treated according to a stated standard. Any exception to the procedure that is made on a case-by-case basis should always be in favor of the applicant.

Procedure:

Document	Retention and Disposition
Application without fee	Do not retain; return to sender
Fee without application	Do not retain; return to sender
Documentation without application	Retain for one year from date of receipt, and then destroy
Incomplete application within one year of receipt – retain as active/no new fee required	Retain for one year from date of receipt at board After one year, becomes an inactive application; may retain at board or send to storage to be kept for three years from date of receipt of application Exceptions: Professions that require more than one year for completion of licensure requirements Nursing – applications for licensure by examination require submission of repeat application and \$25 fee
Incomplete application between one and three years - resubmission of fee, application & any	Retain for one year from date of receipt of resubmitted application and fee After one year, becomes an inactive application; may retain at board or send to storage to be kept for three years from date of



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documentation that is not static (verifications, practice history, etc.)	receipt of re-submitted application
Denied application	Retain in board files for one year from date of written decision by the board. After 1 year, becomes inactive application to be retained at board or sent to storage. Retain for 3 years from date of written decision by the board An exception is made for applicant who is declared ineligible but who is given specific requirements to fulfill that could reasonably take more than 1 year.
Completed application/license granted	Retain at board or in storage the paper application and documentation for one year from the date of licensure or a final case decision. After one year, microfilm or other acceptable technology for 75-year retention