

Records Retention And Disposal Schedule

Agency:
WV BOARD OF LICENSED DIETITIANS
101 DEE DRIVE
SUITE D
CHARLESTON WV 25311

Division:
 N/A

Final Action Code (FAC):
 1 Dispose 2 Shred
 3 Retain Permanently 4 Archives

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Effective Date: 01/01/2018

Series/Auth Number	Name/Description of Record Series	Retain at Agency	Total Retention Period	Comments	Final Action Code
	APPLICANT RECORDS - DIETITIANS				
BOLD-001	ACTIVE & PROVISIONAL STATUS	ORIGINAL & LAST RENEWAL	3 YRS	RETAIN ORIGINAL LICENSE QUALIFYING RECORD & TWO MOST CURRENT RENEWALS. SHRED ALL OTHER RENEWALS BETWEEN ORIGINAL AND LAST TWO RENEWALS.	2
BOLD-002	INACTIVE STATUS ¹	3 YRS		FROM LAST EXP. DATE	2
BOLD-003	DECEASED STATUS	FAC 3		AFTER NOTICE OF DEATH	2
BOLD-004	COMPLAINT FILES	FAC 3	FAC 3	RETAIN PERMANENTLY	3
BOLD-005	CE AUDITS	2 YRS		UPON AUDIT COMPLETION	
BOLD-006	Computer Database	FAC 3	FAC 3	ALL RECORDS WILL BE MAINTAINED IN OUR DATABASE, REGARDLESS OF STATUS INDEFINITELY	3
	BOARD MEETINGS				
BOLD-007	MINUTES & AGENDAS	3 YRS		PAPER COPY SHREDDED AFTER 3 YRS. ELECTRONIC COPY RETAINED INDEFINITELY.	2
	FINANCIAL RECORDS				
BOLD-008	LEDGERS OF REVENUE / DISBURSEMENTS	FAC 3	FAC 3	RETAINED IN wvOASIS ²	3
BOLD-009	VENDOR CONTRACTS	6 MO		AFTER EXPIRATION	2
	PERSONNEL FILES				
BOLD-010	PERSONNEL RECORDS ³	FAC 3		SHREDDED 1 YEAR AFTER SEPERATION.	2
BOLD-011	INDIVIDUALS INTERVIEW - NOT HIRED	FAC 1		AFTER POSITION FILLED	2
BOLD-012	APPLICANTS FOR POSITIONS	FAC 1		AFTER POSITION FILLED	2
	LETTERS AND CORESPONDANCE				
BOLD-013	LETTERS FROM LICENSEES	FAC 1		UPON FILLING REQUEST	2
BOLD-014	VERIFICATION REQUEST	FAC 1		UPON FILLING REQUEST	2

BOLD-015	GENERAL COORESPONDANCE	FAC 1		UPON FILLING REQUEST	1
	¹ INACTIVE REFERS TO RETIRED, LAPSED, EXPIRED, DENIED OR WITHDRAWN				
	² REFERS TO: https://myapps.wvsao.gov /apps/myOASIS/Financials /Default.aspx				
	³ PERSONNEL FILES REFER TO INDIVIDUALS HIRED BY THE AGENCY				