



for **Contractors/Vendors** for **Government Entities** for **State Employees** for the **Public**

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Series
Authorization No.: 10551625 **Agency:** AGO **Division:** BCII **Section:** NA **Revision:** 0

Agency Series No.: BCI-LAB-24 **Record Series Title:** Lab Accreditation Files

Record Series Description: Records that provide a comprehensive display of the compliance with standards for accreditation purposes. Records include, but are not limited to, organizational charts, meeting records, purchasing records, audit reports, proficiency test records, testimony monitoring records, and other records as requested by the accrediting body conducting the review.

Agency Web Link:

Confidential Description **Vital Description**

Since accreditation files are compilations (copies) of records maintained by the agency, various statutes cited by BCI record series could apply, including but not limited to 149.43 and 109.57.

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain 4 years from the close of an accreditation cycle, provided external assessment completed.		Delete
Paper	Retain 4 years from the close of an accreditation cycle, provided external assessment completed, unless scanned and saved electronically.		Shred

Approvals:

Created		Date: 9/2/2016
Approved	Nathan Owens, Records Coordinator	Date: 9/2/2016
Approved	Pari Swift, Records Officer	Date: 9/6/2016
Approved	Bunnie Jones, Record Administrator	Date: 9/16/2016
Approved	Fred Previts, State Archivist	Date: 9/20/2016
Approved	Martin Meeks, State Auditor	Date: 9/22/2016

Notes:

Note Date	Note Description	User