

**Board of Licensure for Professional Engineers and
Land Surveyors**

**Functional Analysis
&
Records Disposition Authority**

**Revision
Presented to the
State Records Commission
October 25, 2000**

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Functional Analysis and Records Appraisal of the Board of Licensure for Professional Engineers and Land Surveyors

Sources of Information

Representative of the Board of Licensure for Professional Engineers and Land Surveyors

Mary Lee Edgar, Administrative Assistant

Code of Alabama 1975, Sections 23-1-22, and 34-11-1 through 34-11-37

Alabama Administrative Code Sections 330-x-1 through 330-x-18

Alabama Government Manual (1994)

General Disposition Authority (GDA)

Government Records Division, State Agency Files (1985-ongoing)

“Alabama PE & PLS Newsbulletin” (1994-1996)

Board of Registration for Professional Engineers and Land Surveyors Annual Reports (1942-1990, 1996)

Board of Registration for Professional Engineers and Land Surveyors Audit Report (1984-1986)

Board of Registration for Professional Engineers and Land Surveyors Minutes

Agency Organization

The Board of Licensure for Professional Engineers and Land Surveyors, hereinafter referred to as the Board, is made up of four professional engineers and one professional land surveyor, each appointed by the governor from a list of three persons nominated by a committee. This committee consists of one professional engineer or professional land surveyor, respectively, appointed by an active Alabama chapter of the following societies: American Society of Civil Engineers; Society for Mining, Metallurgy and Exploration, Inc.; American Institute of Chemical Engineers; Institute of Electrical and Electronics Engineers, Inc.; American Society of Mechanical Engineers, International; Alabama Society of Professional Engineers; and Alabama Society of Professional Land Surveyors. Any other society with active chapters in the state having membership qualifications comparable to those listed may petition the Board for membership on the committee. Members of the Board serve five-year terms (Code of Alabama, 1975, section 34-11-30). The Board meets at least twice per year and annually appoints a chairperson, a vice-chair, and a secretary. The Board adopts rules, bylaws, and regulations for the proper performance of its duties and employs an executive director and necessary staff. As of August 1, 1997 the Board, formerly known as the Board of Registration for Professional Engineers and Land Surveyors, became known as the Board of Licensure for Professional Engineers and Land Surveyors.

Agency Function and Subfunctions

The mandated function of the Board is to license individuals involved in the practice of engineering and/or land surveying in the state (Code of Alabama 1975, Sections 34-11-30 and 34-11-35). It is one of the agencies responsible for performing the Regulatory function of government.

In performance of its mandated functions, the Board may engage in the following subfunctions.

- **Establishing Rules, Regulations, and Requirements.** The Board creates rules and regulations for engineers and land surveyors pursuant to the state administrative procedures and can make modifications and amendments to its regulations. The Board also establishes requirements and standards for continuing education.
- **Licensing.** The Board of Licensure for Professional Engineers and Land Surveyors issues certificates of licensure for engineers and land surveyors and approves engineer interns. An application fee is collected from applicants when they apply. The Board reviews and verifies the applications and issues certificates to qualified applicants who pass a certification exam created by a nationwide organization and administered by the Board. This certificate, which shows the full name of the licensee and the serial number, is evidence that the person named is entitled to all the rights and privileges of a professional engineer, or of a professional land surveyor. Licenses expire on the last day of December following their issuance or renewal. Applicants for renewal must show proof of continuing education. The Board may request verification of continuing education prior to renewal of the license. Licensure/Registration/Certification Files are only created for applicants who become licensed.

Each professional engineer or land surveyor may upon licensure obtain a seal of the design authorized by the Board bearing the licensee's name, license number, and either the legend, "licensed professional engineer" or "licensed professional land surveyor." This seal is used to stamp all engineering drawings, plans, specifications, plats, and reports issued by a licensee or by qualified persons under direction of the licensee.

The executive director of the Board prepares a roster showing the names and addresses of all licensed professional engineers, all licensed land surveyors, and all who possess current certification as engineer interns or land surveyor interns. Copies of the roster are mailed to each person so licensed or certified, placed on file with the Secretary of State, and may be sold to the public on request.

- **Certifying Engineering and Land Surveying Corporations, Partnerships, and Firms.** According to Section 34-11-9 of the Code of Alabama 1975, the practice of engineering and land surveying by licensed individuals through a

corporation, partnership, or firm offering engineering or land surveying services to the public is permitted, provided that one or more of the principal officers of such corporation or firm and all personnel who act in its behalf as engineers or land surveyors are licensed, and that said corporation or firm has been issued a certificate of authorization by the Board. The corporation, firm, or partnership files an application for a certificate of authorization and also files a list of names and addresses of all board members of the corporation, partnership, or firm. Corporations must also file a copy of their articles of incorporation. If all requirements are met, the Board issues a certificate of authorization.

- **Issuing Declaratory Rulings.** The Board may issue declaratory rulings in response to a petition by any person substantially affected by a rule or regulation of the Board. The petitioner must show how he/she is affected by the rule and must supply sufficient facts to the Board. The request for a declaratory ruling must arise from an actual question or controversy. The Board responds in accordance with the Alabama Administrative Procedure Act.
- **Investigating.** Any person may make charges against any licensee. Such charges must be in writing and are filed with the Executive Director of the Board. If the Board feels an investigation is necessary, it may designate persons to investigate and report any findings to the Board. After reviewing the information, the Board may dismiss the charges as trivial or may pursue the matter further. The Board may resolve violations by agreement between the Board and the licensee with or without the filing of formal charges. With the consent of the licensee, the Board may conduct an informal hearing without meeting the requirements of the Administrative Procedures Act at which no actions are taken other than a reprimand. It may be necessary for the Board to conduct a formal hearing. At the hearing, the defendant has the right to appear personally and by counsel to cross-examine witnesses subpoenaed by the Board. If three or more members of the Board vote in favor of finding the accused guilty, the Board imposes disciplinary penalties. An appeal may be filed in the circuit court of Montgomery County.
- **Administering Internal Operations.** A significant portion of the agency's activities include general administrative, financial, and personnel activities geared toward the internal functioning of the agency. These administrative duties are grouped together under the subfunction Administering Internal Operations. Administering Internal Operations includes the following groups of activities:

Managing the Agency: Activities include internal office management activities common to most government agencies such as corresponding and communicating, scheduling, meeting, documenting policy and procedures, reporting, litigating, legislating (drafting, lobbying, tracking), publicizing and providing information, managing records, and managing information systems and technology.

Managing Finances: Activities include budgeting (preparing and reviewing a budget package, submitting the budget package to the state Finance Department; documenting amendments and performance of the budget); purchasing (requisitioning and purchasing supplies and equipment, receipting and invoicing for goods, and authorizing payment for products received); accounting for the expenditure, encumbrance, disbursement, and reconciliation of funds within the agency's budget through a uniform system of accounting and reporting; authorizing travel; contracting with companies or individuals; bidding for products and services; assisting in the audit process; investing; and issuing bonds.

Managing Human Resources: Activities include recruiting and hiring eligible individuals to fill positions within the agency; providing compensation to employees; providing benefits to employees, such as leave, health insurance, unemployment compensation, worker's compensation, injury compensation, retirement, and death benefits; supervising employees by evaluating performance, promoting, granting leave, and monitoring the accumulation of leave; training and providing continuing education for employees; and disciplining.

Managing Properties, Facilities, and Resources: Activities include: inventorying and accounting for non-consumable property and reporting property information to the appropriate authority; constructing buildings and facilities; leasing and/or renting offices or facilities; providing security for property owned by the agency; insuring property; and assigning, inspecting and maintaining agency property, including vehicles.

Revision Completed: August 2000
Attachment: Organizational Chart

Analysis of Record Keeping System and Records Appraisal of the Board of Licensure for Professional Engineers and Land Surveyors

Agency Record Keeping System

The Board of Licensure for Professional Engineers and Land Surveyors maintains records in paper and in microform and also utilizes a computer system for access to electronic copies of records.

The Board has used the Department of Public Health to film its records and process its film. When Public Health stopped offering this service in 1994, the Board began to utilize Alabama Diversified Health Services. Over 180 rolls of silver masters are stored in the vault of ADAH. Most of these rolls contain License/Registration/Certification Files. Microfiche copies are used by the Board in its office. The microfiche are stored on a Kardex 380 Kard Veyer system that allows easy retrieval of the microfiche. A reader/printer is maintained next to the Kard Veyer and produces adequate copies of the microfiche. The Board does not microfilm records identified as archival in this functional analysis.

Currently, the Board has nine IBM P60/60/540 computers running Windows 3.1 and MSDOS 6.22. The Board utilizes Word Perfect and several programs created by the Information Services Division (ISD) of Finance. These programs are maintained on ISD's system and are accessible from the Board's computers. They enable the Board to easily track applicants's status and other license and exam information. These programs are backed up weekly by ISD and contain only copies of information found in other records.

Records Appraisal

The following is a discussion of the two major categories of records created and/or maintained by the department: Temporary Records and Permanent Records.

I. Temporary Records. Temporary records should be held for what is considered their active life and be disposed of once all fiscal, legal, and administrative requirements have been met. Some of the temporary records created by the department are discussed below.

- **Entry Level Application Register.** When an application is filed with the Board, a number is assigned to the application. The numbers are issued in order and start over each year. Information from the application is entered into the Entry Level program on the computer. This information includes the application number and the name and address of the applicant. The program allows easy retrieval of basic information by entering the application number. This file is printed out and used as a receipt of payment.

The printouts contain all the information in the computer file and are used by the Examiners of Public Accounts for audit purposes.

- **Applicant's Examination Files.** When an applicant takes an examination, a file is created. A record of each section of the examination is placed in this file. If an applicant passes the examination, the Applicant's Examination File becomes a License/Registration/Certification File. If the examination is failed, the file remains an Applicant's Examination File. If an applicant fails four times or five years lapses, the file is closed. It is kept for three years after closure and is used by the Board as a reference file.
- **Examinations.** The examinations administered by the Board are prepared and graded by a nationwide organization. The Board maintains, for one year, a file copy of each examination administered by it. The examinations are shredded yearly by the Board per instructions from the testing agency and are closed from the public by the Code of Alabama, Section 34-11-37 (e).
- **Examinations Results Record File.** This record is a list of names and scores of those who took an examination. It is restricted from public review by the Code of Alabama, Section 34-11-37 (e) and is used as a reference file by the Board.
- **License/Registration/Certification Files.** These files of applicants who have become licensed contain completed application forms, transcripts, examination reports, experience verification materials, and correspondence. They are microfilmed and maintained in numerical order on the Kard Veyor system. These files are needed for long-term administrative use by the Board. In many instances, the Board receives inquiries for proof that a person was licensed in a certain year and other information about the person. These requests are usually made in regard to a legal matter. Much of the information in these files is restricted from the public by the Code of Alabama, Section 34-11-37 (e).
- **Application Record Index Card.** These cards are 4x6 cards that provide information on all applicants. These reference cards are filed alphabetically by the applicants name and include the date of birth, license number if licensed, the reason for denial if applicable, and current status. The information on these cards is also found in the License/Certification/Registration Files.
- **Enforcement Record Index Card.** These cards are filed in alphabetical order on the Kard Veyor and are used as reference for complaints against licensees. The cards contain information about the complaint and the result. This information is also in the Enforcement Files.

- **Enforcement Files.** The Board or any person may initiate action in cases where a person or business entity's activities are in violation of the Board's rules and regulations. Upon receipt of evidence, the Board will assemble the facts, obtain legal guidance and follow the case to completion. These files contain letters of inquiry or complaint received by the Board, investigation reports conducted by the Board's staff, transcripts of hearings, recommendations for course of action, orders of the Board if disciplinary actions are taken, and correspondence concerning the case. Although needed by the Board for long-term administrative use while the licensee is so licensed, these records are not deemed archival because the actions of the Board are documented in its minutes.

- **Certificate of Authorization Files.** This series is composed mostly of application forms. Information on these forms includes business name, address, telephone number, type of business, list of the company's licensed engineers and/or land surveyors, their professional registration/license numbers, state of original incorporation, and board of directors. Correspondence is also included in these files. These records are needed by the agency for long-term administrative. In some instances it is necessary to use the records to prove that a business was licensed to operate in the state, but they do not warrant transfer to ADAH because the names of companies authorized are also found in the Rosters and information about the company may be found in the incorporation records of the Secretary of State.

II. Permanent Records. The Government Records Division recommends the following records as permanent.

Establishing Rules, Regulations, and Requirements

- **Minutes of the Board.** This record provides documentation of the Board and its actions. It includes information found in other records of the Board and documents the actions that result in the creation of other Board records.

Licensing

- **Rosters.** Because the Minutes of the Board do not always include the names of the applicants who are approved for a license, the Rosters are necessary to document that a person was granted a license by the Board.

Certifying

- Records documenting this subfunction are found in the Board's Rosters as described in the subfunction above.

Issuing Declaratory Rulings

- Records documenting this subfunction are found in the Minutes of the Board as described in the subfunction above.

Investigating

- Records documenting this subfunction are found in the Minutes of the Board as described in the subfunction above, and in the Newsletter as described in the subfunction below.

Administering Internal Operations

- **Newsletter.** The Board creates a newsletter that explains the Board's activities and any new regulations and also has a description of any disciplinary actions taken by the Board during the year. This newsletter helps to document the activities of the Board and how the Board sees these activities.
- **Annual Report.** The Board's annual report provides summary documentation of the activities of the Board. Included in the report are statistics for number of applicants, registrants, renewals, examinations, authorizations, and investigations, and financial statements.

Permanent Records List
Board of Licensure for Professional Engineers and Land Surveyors

Establishing Rules, Regulations, and Requirements

1. Minutes of the Board

Licensing

1. Rosters

Administering Internal Operations

1. Newsletter
2. Annual Report

Board of Licensure for Professional Engineers and Land Surveyors Records Disposition Authority

This Records Disposition Authority (RDA) is issued by the State Records Commission under the authority granted by the Code of Alabama 1975, Sections 41-13-5 and 41-13-20 through 21. It was compiled by the Government Records Division, Alabama Department of Archives and History (ADAH), which serves as the commission's staff, in cooperation with representatives of the board. The RDA lists records created and maintained by the Board of Licensure for Professional Engineers and Land Surveyors in carrying out its mandated functions and activities. It establishes retention periods and disposition instructions for those records and provides the legal authority for the Board of Licensure for Professional Engineers and Land Surveyors to implement records destruction.

Alabama law requires public officials to create and maintain records that document the business of their offices. These records must be protected from "mutilation, loss, or destruction," so that they may be transferred to an official's successor in office and made available to members of the public. Under Code of Alabama 1975, Section 36-12-40, "every citizen has a right to inspect and take a copy of any public writing in this state, except as otherwise expressly provided by statute." Records must be kept in accordance with auditing standards approved by the Examiners of Public Accounts (Code of Alabama 1975, Sections 36-12-2, 36-12-4, and 41-5-23). For assistance in implementing this RDA, or for advice on records disposition or other records management concerns, contact the ADAH Government Records Division at (334) 242-4452.

Explanation of Records Requirements

- This RDA supersedes any previous records disposition schedules governing the retention of the Board of Licensure for Professional Engineers and Land Surveyors' records. Copies of superseded schedules are no longer valid and should be discarded.
- The RDA establishes retention and disposition instructions for records regardless of the medium on which those records may be kept.
- Electronic mail is a communications tool that may record permanent or temporary information. As for records in any other format, the retention periods for e-mail records are governed by the requirements of the subfunctions to which the records belong.
- Some temporary records listed under the Administering Internal Operations subfunction of this RDA represent duplicate copies of records listed for long-term or permanent retention in the RDAs of other agencies.
- Certain other records-related materials need not be retained as records under the disposition requirements in this RDA. They may be disposed of, without notice of destruction, in whatever way the agency determines best. Such materials include: (1) duplicate record copies that do not require official action, so long as the creating office maintains the original record for the period required; (2) catalogs, trade journals, and other publications received

that require no action and do not document government activities; (3) stocks of blank stationery, blank forms, or other surplus materials that are not subject to audit and have become obsolete; (4) transitory records, which are temporary records created for short-term, internal purposes that may include, *but are not limited to*, telephone call-back messages, drafts of ordinary documents not needed for their evidential value, copies of material sent for information purposes but not needed by the receiving office for future business, and internal communications about agency social activities, such as a note to a group going to lunch.

Records Disposition Requirements

This section of the RDA is arranged by subfunctions of the Board of Licensure for Professional Engineers and Land Surveyors and lists the groups of records created and/or maintained by the board as a result of activities and transactions performed in carrying out these subfunctions. The board may submit requests to revise specific records disposition requirements to the State Records Commission for consideration at its regular quarterly meetings.

■ **Establishing Rules, Regulations, and Requirements**

Register of Administrative Rules

Disposition: Retain in Office (Code of Alabama 1975, Sections 41-22-6).

Administrative Rule Files

Disposition: Temporary Record. Retain for useful life.

MINUTES OF THE BOARD (includes agendas)

Disposition: PERMANENT RECORD.

■ **Licensing**

ROSTERS

Disposition: PERMANENT RECORD.

License/Registration/Certification Files

Disposition: Temporary Record. Retain 35 years after closure.

Entry Level Application Register

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Applications Not Resulting in Licensure

Disposition: Temporary Record. Retain 5 years.

Applicant's Examination Files

Disposition: Temporary Record. Retain 3 years after closure.

Examinations

Disposition: Temporary Record. Retain 1 year.

Examination Results Record File

Disposition: Temporary Record. Retain for useful life.

Application Index Cards

Disposition: Temporary Record. Retain for useful life.

Registration Renewal Files

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

■ **Certifying**

Certificate of Authorization Files

Disposition: Temporary Record. Retain 35 years after closure.

■ **Issuing Declaratory Rulings**

Information Request Files

Disposition: Temporary Record. Retain 1 year.

Requests for Board's Opinion

Disposition: Temporary Record. Retain 3 years.

■ **Investigating**

Investigation Record Index Cards

Disposition: Temporary Record. Retain for useful life.

Enforcement Files

Disposition: Temporary Record. Retain 35 years after closure.

■ **Administering Internal Operations**

Managing the Agency:

Appointments to the Board

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the member's term is expired.

ANNUAL REPORT

Disposition: PERMANENT RECORD.

NEWSLETTER

Disposition: PERMANENT RECORD.

Internal Procedures

Disposition: Temporary Record. Retain until superseded.

Calendars

Disposition: Temporary Record. Retain 1 year.

Requests for Information

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Routine Correspondence

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Mailing Lists

Disposition: Temporary Record. Retain for useful life.

Administrative Reference Files

Disposition: Temporary Record. Retain for useful life.

Records documenting the implementation of the agency's RDA (copies of transmittals forms to Archives or State Records Center, evidence of obsolete records destroyed, and annual reports to the State Records Commission)

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Copy of RDA

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the RDA was superseded.

System Documentation (Y2K Records, hardware/software manuals and diskettes, warranties, records of access/authorities, file naming conventions)

Disposition: Temporary Record. Retain documentation of former system 3 years after the end of the fiscal year in which the former hardware and software no longer exists anywhere in the agency and all permanent records have been migrated to a new system.

Managing Finances:

Records documenting the preparation of a budget request package and reporting of the status of funds, requesting amendments of allotments, and reporting program performance

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Records documenting the requisitioning and purchasing of supplies and equipment, receipting and invoicing for goods, and authorizing payment for products

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Records of original entry such as journals, registers, and ledgers; and records of funds deposited outside the state treasury

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Records documenting requests for authorization from supervisors to travel on official business and other related materials, such as travel reimbursement forms and itineraries

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Contractual records established for the purpose of services or personal property

Disposition: Temporary Record. Retain 6 years after expiration of the contract.

Records documenting the bid process, including requests for proposals and unsuccessful responses

Disposition: Retain in office (Code of Alabama 1975, Sections 41-16-24).

Agency Audit Reports

Disposition: Temporary Record. Retain 6 years after end of the fiscal year in which the records were created.

Managing Human Resources:

Job Recruitment Materials

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Application Materials

Disposition: Temporary Record. Retain 1 year.

Position Classification Questionnaire

Disposition: Temporary Record. Retain 4 years after reclassification of the position.

Records documenting payroll (e.g. pre-payroll reports, payroll check registers)

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Records documenting payroll deductions for tax purposes (including Form 941)

Disposition: Temporary Record. Retain 3 years after end of year in which the records were created.

Records documenting employee hours worked, leave earned, and leave taken

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting leave donations

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records of final leave status

Disposition: Temporary Record. Retain record of individual employees' cumulative leave 6 years after separation of employee from the agency.

Records documenting an employee's work history - generally maintained as a case file

Disposition: Temporary Record. Retain 6 years after separation of an employee from the agency.

Employee Flexible Benefits Plan Files (applications and correspondence)

Disposition: Temporary Record. Retain 6 years after termination of participation in program.

Records documenting the State Employee Injury Compensation Trust Fund (SEICTF) Claims

Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency

Managing Properties, Facilities, and Resources:

Semiannual Inventory Lists

Disposition: Retain in office (Code of Alabama 1975, Section 36-16-8[1]).

Agency Copies of Transfer of State Property Forms (SD-1)

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Property Inventory Cards and/or Computer Files

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the items were removed from inventory.

Property Inventory Affidavits

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Receipts of Responsibility for Property

Disposition: Temporary Record. Retain until return of item to property manager.

Records documenting the use, maintenance, ownership, insurance, and disposition of vehicles owned by the agency

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the vehicle was removed from the property inventory.

Approval of Records Disposition Authority

By signing this agreement the Board of Licensure for Professional Engineers and Land Surveyors acknowledges its responsibilities for the proper management of its records and agrees to abide by the implementation guidelines listed below:

- The Board of Licensure for Professional Engineers and Land Surveyors will designate a managerial position as the agency records officer. This position is responsible for: ensuring the development of quality record keeping systems that meet the business and legal needs of the board, coordinating the transfer and destruction of records, ensuring that permanent records held on alternative storage media (such as microforms and digital imaging systems) are maintained in compliance with national and state standards, submitting an annual report on records management activities to the State Records Commission in October of each year, and ensuring the regular implementation of the board's approved RDA.
- Permanent records in the Board of Licensure for Professional Engineers and Land Surveyors' custody will be maintained under proper intellectual control and in an environmental that will ensure their physical order and preservation.
- Destruction of temporary records, as authorized in this RDA, should occur agency-wide on a regular basis—for example, after the successful completion of an audit, at the end of an administration, or at the end of a fiscal year. Despite the RDA's provisions, no record should be destroyed that is necessary to comply with requirements of the state Sunset Act, audit requirements, or any legal notice or subpoena.
- The board should maintain full documentation of any computerized record-keeping system it employs. It should develop procedures for: (1) backing up all permanent records held in electronic format; (2) storing a back-up copy off-site; and (3) migrating all permanent records when the system is upgraded or replaced. If the agency chooses to maintain permanent records solely in electronic format, it is committed to funding any system upgrades and migration strategies necessary to ensure the records' permanent preservation and accessibility.

- The Board of Licensure for Professional Engineers and Land Surveyors agrees to allow the staff of the State Records Commission or the Examiners of Public Accounts to examine the condition of the permanent records maintained in the custody of the board and to inspect records destruction documentation. Government Records Division archivists are available to train the board's staff in RDA implementation and otherwise assist the agency in implementing its records management program.

This records disposition authority is hereby adopted.

By: _____ Date: _____
Regina A. Dinger, Director
Board of Licensure for Professional
Engineers and Land Surveyors

By: _____ Date: _____
Edwin C. Bridges, Chairman
State Records Commission