

MEMORANDUM

March 18, 2009

To: State Records Commission

From: Richard Wang

Re: Minor revision of the RDA for Alabama Board of Heating and Air Conditioning Contractors

Alabama Board of Heating and Air Conditioning Contractors

The agency requests the following revision to its RDA:

I. Revision:

Subfunction: Certifying

1. Examination Files

Current Disposition: Temporary Record. Retain 5 years after end of the fiscal year in which the records were created.

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

2. Business Information Files

Current Disposition: Temporary Record. Retain 10 years after the closure of the business.

Current Disposition: Temporary Record. Retain 5 years after the closure of the business.

Subfunction: Regulating

3. Complaint Files

Current Disposition: Temporary Record. Retain 10 years after the disposition of the case.

New Disposition: Temporary Record. Retain 5 years after the disposition of the case.

4. Administrative Hearing Files

Current Disposition: Temporary Record. Retain 15 years after closure.

New Disposition: Temporary Record. Retain 10 years after closure.

II. Addition:

Subfunction: Certifying

1. Continuing Education Provider Files

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the provider becomes inactive.

Justification: These files are created when a company or a person applies to become a continuing education provider. Once the application is received and approved a file is created for the provider. The board keeps these files as long as the provider is active. Once the provider becomes inactive, the files will be maintained for one audit cycle.

2. Continuing Education Rosters

Disposition: Temporary Record. Retain 4 years after the end of the fiscal year in which the records were created.

Justification: All certified contractors must receive continuing education to maintain their licenses (both active and inactive) in the state. A continuing education roster is submitted by a continuing education provider listing names of certified contractors who have attended a class given by such provider. The board maintains the roster for 4 years for reference.