

State of West Virginia

Authorization to Destroy Records

Request for Records Destruction

WV BOARD OF LICENSED DIETITIANS

Agency Name

I certify that I am authorized to act for this governance body in the destruction of its public records and hereby request authorization for the destruction of the following records in accordance with the West Virginia Code and all applicable records retention and disposal schedules. The records listed below meet all audit and legal retention requirements and have no further administrative, fiscal, legal, historical, or research value.

1. Agency Name and Signature of authorized individual: WV BOARD OF LICENSED DIETITIANS		2. Title of authorized individual: TREASURER / DATABASE COORDINATOR		3. Telephone number and e-mail address of authorized individual: 304-558-1024 - OFFICE 304-377-8468 - CELL Grady.M.Bowyer@wv.gov	
4. Records Series Number: BOLD-001	5. Series Title: APPLICANT RECORDS ACTIVE		6. Retention Dates From: 1997 To: 2018 KEEP ORIGINAL LICENSE APPLICATION AND MOST CURRENT APPLICATION. SHRED ALL PAPER COPIES BETWEEN FIRST AND CURRENT - MAINTAIN IN ELECTRONIC FORMAT		7. Volume of Records (cubic ft.)
BOLD-002	APPLICANT RECORDS INACTIVE		SHRED ALL INACTIVE RECORDS OLDER THAN THREE (3) YEARS - MAINTAIN IN ELECTRONIC FORMAT		
BOLD-003	APPLICANT RECORDS DECEASED		SHRED ALL DECEASED RECORDS - MAINTAIN IN ELECTRONIC FORMAT		
BOLD-005	CE AUDITS		SHRED ALL AUDIT MATERIAL SUBMITTED TO SATISFY AUDIT GREATER THAN TWO (2) YEARS OLD. MAINTAIN REPORTS ELECTRONICALLY.		
BOLD-009	VENDOR CONTRACTS		SHRED ALL CONTRACTS GREATER THAN SIX (6) MONTHS OLD.		
BOLD-011	PERSONNEL FILES INDIVIDUALS INTERVIEW - NOT HIRED		SHRED ALL		

BOLD-012	PERSONNEL FILES APPLICANTS FOR POSITIONS	SHRED ALL	
BOLD-014	LETTERS AND CORESPONDANCE VERIFICATION REQUEST	SHRED ALL PAPER COPIES - KEEP RECORD IN ELECTRONIC FILE	
BOLD-015	LETTERS AND CORESPONDANCE GENERAL CORESPONDANCE	SHRED ALL GENERAL CORESPONDANCE ONCE COMPLETED.	

Destruction Authorization

Destruction of the above listed records is authorized.

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State Records Administrator

Director, West Virginia State Archives

Records that have been reformatted to microfilm and records that are dispensable duplicates of originals stored elsewhere may be destroyed before their record periods have elapsed. Please indicate which records qualify for this early disposition using **MI for microfilm, **IM** for imaging, and **DUP** for duplicates.*