



THE GEORGIA ARCHIVES

Records and Information Management Services

State Agency Specific Schedules For SOS-Professional Licensing Boards

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Applications: Withdrawn, Declined, Failed, and Pending	This series consists of individual applications for licensure which are pending (awaiting submission of additional materials) or which have been withdrawn or declined.	18 months		Temporary- Short Term		0478-40- 001
Approved Applications for Licensing Registration	Documents relating to applying for a professional or trade license or registration	20 years	O.C.G.A. 43-1- 1(A)(1)	Temporary- Long Term		0478-40- 002

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Closed Schools of Nursing Records Files	Documents relating to student records forwarded to the Board of Examiners of Nurses of Georgia by a nursing school when it closes its doors and ceases to function	Permanent		Permanent	Transfer to Archives for permanent retention every 10 years	0478-40-011
Criminal Records of Private Detective Report Files	Documents relating to background checks made on private detective's or security guard's license applications	6 months		Temporary-Short Term		0478-40-003
Examination Grade Sheets	Documents relating to test scores in conjunction with application for licensure of individuals in the state-regulated trades and professions	30 years		Temporary-Long Term		0478-40-004

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Examination Paper Files	Documents relating to exams given by various professional licensing boards.	2 years		Temporary-Short Term		0478-40-005
Examining Boards Business Inspection Report Files	Documents relating to routine inspections performed by inspectors	2 years		Temporary-Short Term		0478-40-012
Fingerprint Cards (Private Detective and Security Guards)	Documents relating to recording the fingerprints of applicants for license as Private Detectives and Security Guards for GBI & FBI clearance	6 months	O.C.G.A. 43-38	Temporary-Short Term		0478-40-013
Inactive Cosmetology Trainee File Folders and Inactive Examination Applicants	Inactive trainee's folders	40 years		Temporary-Long Term		0478-40-014

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Investigation and Hearings Files	Documents relating to investigations or hearings in connection with individuals or firms licensed by the various boards	Permanent		Permanent	Transfer to Archives for permanent retention every 2 years	0478-40-015
Legal Orders	Records which document legal orders issued by a state board.	20 years		Temporary-Long Term		0478-40-009
Licensee's Correspondence to Board Files	Correspondence between licensees, prospective licensees, and citizens and the various Boards	18 months		Temporary-Short Term		0478-40-016
Notification of Continued Education Forms	Documents relating to reviewing licensees to determine if they have met educational requirements	5 years		Temporary-Short Term		0478-40-017

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Pest Control Business License File	Documents relating to licensing, registering employees, and inspecting pest control businesses	5 years		Temporary-Short Term		0478-40-018
Pest Control Certified Operators Case Files	Documents relating to licensing of individuals as pest control certified operators	82 years		Temporary-Long Term		0478-40-019
Pharmacy, Drugstore, or Hospital Pharmacy License Renewal Files	Documents relating to renewing licenses to operate pharmacies, drug stores or hospital pharmacies	2 years		Temporary-Short Term		0478-40-007
Receipt Book Files	Documents the receipt of payment for licensure fees.	5 years		Temporary-Short Term		0478-40-020
Schools of nursing annual reports	Documents relating to annual reports	Permanent		Permanent	Transfer to Archives for permanent retention every 2 years	0478-40-021

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Trade/Professional Licensee's Renewal Files	Documents relating to notification of individuals requirement to renew a professional or trade license	2 years		Temporary-Short Term		0478-40-008
Veterans Preference Form Files	This series contains records documenting an individual military service for veterans' preference purposes.	30 years		Temporary-Long Term		0478-40-006
