



**RECORDS RETENTION AND DISPOSITION SCHEDULE**

Department of Library, Archives & Public Records  
**RECORDS MANAGEMENT DIVISION**  
 1919 West Jefferson Street  
 Phoenix, Arizona 85009  
 542-3741

<input checked="" type="checkbox"/> STATE <input type="checkbox"/> AGENCY	<input type="checkbox"/> POLITICAL SUBDIVISION	AGENCY NAME Northern Arizona University (AOK DEH)	
ORG. UNIT/DIVISION Dental Hygiene		OFFICE	PHONE 523-5122
ADDRESS P.O. Box 15065		CITY Flagstaff	ZIP A z 86011
SUBMITTED BY Susan Mansfield		TITLE Chair	SIGNATURE <i>X Susan Mansfield</i>

No.	RECORDS SERIES	R.S. CODE	RETENTION (YR)			REMARKS
			OFFICE	RC.	TOTAL	
1	Dental Records	328225	5	5	10	After last patient contact.
2	Office Financial Records		3	-	3	After fiscal year prepared.
3	Office Personnel Records			-		Transfer to N.A.U. personnel office.

APPROVED BY: <i>[Signature]</i> DIRECTOR, DEPARTMENT OF LIBRARY, ARCHIVES & PUBLIC RECORDS	APPROVAL DATE: AUG 1 1991
SUPERSEDES REQUEST APPROVED:	