



MEMORANDUM

DATE	August 17, 2023
TO	Board Members
FROM	Terri Thorfinnson, J.D. Administrative Services Manager
RE:	Administrative Services Update and Statistics

Administrative

The board’s record retention policy was updated and approved. DCA met with staff to explain how to proceed with making changes to the record retention policy. It is very detailed and involves many different agencies, so DCA staff’s assistance was very helpful. Aside from having a legal requirement to have a record retention policy, the function of such a policy is to set how long all records are retained by the Board. Updating this provides the Board the opportunity to make changes and to review the applicable records that can begin the process of confidential destruction.

Physician and Surgeon Renewal and Fictitious Name Permit Quarter 1,2,3,4 Statistics

License Renewal/FNP Processing Times (days)		
Fiscal Year 2022-2023		
	Q1	
	Total #	Processing Times (days)
Physician and Surgeon Renewals	1232	27
Fictitious Name Permits	4	16

License Renewal/ FNP Processing Times (days)		
Fiscal Year 2022-2023		
	Q2	
	Total #	Processing Times (days)
Physician and Surgeon Renewals	1539	29
Fictitious Name Permits	428*	3

License Renewal /FNP Processing Times (days)		
Fiscal Year 2022-2023		
	Q3	
	Total #	Processing Times (days)
Physician and Surgeon Renewals	1539	25
Fictitious Name Permits	233	10

License Renewal/ FNP Processing Times (days)		
Fiscal Year 2022-2023		
	Q4	
	Total #	Processing Times (days)
Physician and Surgeon Renewals	1,483	26
Fictitious Name Permits	33	32