

(1) DEPARTMENT* Department of Consumer Affairs	(2) AGENCY BILLING CODE 57467	IMS CODE	(3) PAGE <u>1</u> OF <u>14</u> PAGES
(4) DIVISION / BRANCH / SECTION Osteopathic Medical Board of California	(5) ADDRESS 1300 National Drive, Suite 150, Sacramento CA 95834		

CHECK THE APPROPRIATE BOX

- (6) ☐ New schedule of records that have never been scheduled. *[Complete boxes (9)–(12)]*
- (7) ☒ Revising a previous schedule. *[Complete boxes (9)–(16)] (A new approval number will be assigned.)*
- (8) ☐ Amending some pages of a previous schedule. *[Complete boxes (13) - (16)] (The original approval number will remain in effect.)*

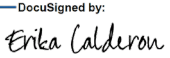
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER OMB 2025	(10) SCHEDULE DATE 06/16/2025	(11) NUMBER OF PAGES 14	(12) CUBIC FEET <i>(Total Schedule)</i> 244
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER OMB 2024	(14) APPROVAL NUMBER 2020-194A2	(15) APPROVAL DATE(S) 09/06/2024	(16) PAGE NUMBER(S) REVISED ALL

(17) FUNCTIONAL STATEMENT

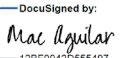
The purpose of the Osteopathic Medical Board of California is to help maintain professional and legal standards in the delivery of osteopathic medicine to the people of California by means of upholding the statutory provisions of the Osteopathic Initiative Act, Laws and Regulations, and the Medical Practice Act, etc.

PART I – AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 48, Remarks.

(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <div>DocuSigned by:  Erika Calderon</div>	(19) TITLE Executive Director	NAME - <i>(Printed or Typed)</i> Erika Calderon	(20) PHONE NUMBER 916-928-7639	(21) DATE SIGNED 7/2/2025
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In accordance with Government Code 12274, approval of this Records Retention Schedule by the Secretary of State is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.

(22) SIGNATURE - RECORDS MANAGEMENT ANALYST <div>DocuSigned by:  Mac Aguilar</div>	(23) CLASSIFICATION DCA RMC/AGPA	(24) NAME - <i>(Printed or Typed)</i> Mac Aguilar	(25) PHONE NUMBER 2798951282	(26) DATE SIGNED 7/2/2025
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PART II A – SECRETARY OF STATE APPROVAL *(Per Government Code Section 12272)*

(27) SIGNATURE - CalRIM CONSULTANT <div>DocuSigned by:  Noel Mosqueda</div>	NAME - <i>(Printed or Typed)</i> Noel Mosqueda	(28) APPROVAL NUMBER 2025-124	(29) APPROVAL DATE 07/02/2025	(30) EXPIRATION DATE 07/02/2030
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PART II B – ARCHIVAL SELECTION *(Per Government Code Section 12223)*

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (31) ☐ Contains no material subject to further review by the California State Archives
- (32) ☒ Contains material subject to archival review. Items stamped “NOTIFY ARCHIVES” may not be destroyed without clearance by the California State Archives. *(Per Section 1671 of the State Administrative Manual.)*

(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <div>Signed by:  Michael McNeil</div>	NAME - <i>(Printed or Typed)</i> Michael McNeil	(34) DATE SIGNED 7/3/2025
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FOR ARCHIVES' STAMP

Signed by:



*Department refers to any Agency, Department, Board, Commision, Office or Other

(35) APPROVAL NUMBER											(36)
2025-124											Page 2 of 14 Pages
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

FUNCTIONAL STATEMENT

Unit: Osteopathic Medical Board of California
Function: The purpose of the Osteopathic Medical Board of California is to help maintain professional and legal standards in the delivery of osteopathic medicine to the people of California by means of upholding the statutory provisions of the Osteopathic Initiative Act, Laws and Regulations, and the Medical Practice Act, etc.

ACRONYMS

DCA	Department of Consumer Affairs
HR	Human Resources
BPC	Business and Professions Code
CCR	California Code of Regulations
GC	Government Code
NOPA	Notice of Personnel Action
MSA	Merit Salary Adjustment
CC	Civil Code
STD	Standard Form

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 12/2020)

(35) APPROVAL NUMBER											(36)	
2025-124											Page 3 of 14 Pages	
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
(35) APPROVAL NUMBER											(36)	
ITEM #	CUBIC FEET*	CA. STATE	TITLE AND DESCRIPTION OF RECORDS	MEDIA	VITAL	RETENTION				PRA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
			<u>ADMINISTRATIVE SERVICES</u>									
1			<u>Personnel Records:</u>									
1A			Employee Applicant Files	E		Active + 60 days			Active+ 60 days	XI	Active until hired and RPA packet is uploaded in ECOS, purge 60 days from upload. GC 7927, 7928; IPA 1798	
1B			Employee Personnel Folders	E		Active +1 Year			Active +1 Year	XI	Active while employed with the Board. Retain for 1 year after seperation and then destroy. GC 7927, 7928; IPA 1798	
1C			Board Member Files	E		Active +1 Year			Active +1 Year		Active while Board member's appointment (max 8 years). Retain for 1 year after Board member terms out. (Records include all documents included on the HR05 form)	
2			<u>Fiscal:</u>									
2A			Report of Collections	E		Active+ 3 Years			Active+3 Years		Active is Current Fiscal Year, retain 3 years thereafter, then destroy	
2B	2		Cashering Receipt Records	P		Active+3 Years			Active+3 Years		Active is Current Fiscal Year, retain 3 years thereafter, then destroy	

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 12/2020)

(35) APPROVAL NUMBER											(36)
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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
2C			CalCard	E		Active +7 Years			Active +7 Years		Active is Current Fiscal Year, retain 7 years thereafter, then destroy. SCM 2100.5
2D			Supply Order(s)	E		Active+2 Years			Active+2 Years		Active is Current Fiscal Year, retain 2 years thereafter, then destroy
2E			Supplier Invoice Receipts	E		Active+2 years			Active+2 Years		Active for the lifespan of the contract and retained for 2 years after contract expires.'PRA/IPA Exempt (GC6250) & CC 1798 (PII)
3			<u>Board Meeting:</u>								
3A		NOTIFY ARCHIVES	Board Meeting Minutes	E		Active			Active		Keep an electronic record in the G drive and Board website for 10 years and then transfer to California State Archives
			<u>ENFORCEMENT</u>								PRA & IPA 'GC 7927/CC1798). Records kept pursuant to BCP 800 (b)(2) & 2227.5 PRA/IPA
4			<u>Consultant/Expert Reviewers:</u>								
4A			Delegated Contracts (Consultant/Expert Consultants)	E		Active +5 years			Active +5 Years		Active is until the terms of the contract has expired, retain 5 years thereafter

RECORDS RETENTION SCHEDULE

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(35) APPROVAL NUMBER											(36)
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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
4B			Delegated contract Invoice Receipts	E		Active +5 years			Active +5 Years	XI	Active for the lifespan of the contract and retained for 5 years after contract expires.'PRA/IPA Exempt (GC7927) & CC 1798 (PII)
5			<u>Mandatory Reporting:</u>								
5A	5		<u>Malpractice Settlement/Arbitration/Judgement Awards</u> filed by licensee, his/her insurer, or court pursuant to BCP 801.1, 802, or 803	P		10 years			10 years	X	Original file is confidentially destroyed 10 years from the closure date. Certain information is exempt from public disclosure (GC7927) PI
5B			<u>Malpractice Settlement/Arbitration/Judgement Awards</u> filed by licensee, his/her insurer, or court pursuant to BCP 801.1, 802, or 803	E		10 years			10 years	X	Original file is confidentially destroyed 10 years from the closure date. Certain information is exempt from public disclosure (GC7927) PI
5C	5		<u>Noticed of Intent/NPDB Reports of Malpractice Settlements under \$30,000</u>	P		3 years			3 years		B&P Code 2227.5 and 220.5 keep for 3 years
5D			<u>Noticed of Intent/NPDB Reports of Malpractice Settlements under \$30,000</u>	E		3 years			3 years		B&P Code 2227.5 and 220.5 keep for 3 years
5E	5		<u>Summary of Complaint Pursuant to BPC 800C</u>	P		5 years			5 years		Retain 5 years, then destroy
5F			<u>Summary of Complaint Pursuant to BPC 800C</u>	E		5 years			5 years		Retain 5 years, then destroy

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 12/2020)

(35) APPROVAL NUMBER											(36)
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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
6			<u>Complaints:</u>								
6A	30		<u>Open</u>	P		Active			Active	XI	Active is during the time in which a complaint is being reviewed or investigated. Closed is from the date of the final decision. Certain records are exempt from public disclosure (GC 7927/CC1798). Records kept pursuant to BCP 800 (b)(2) & 2227.5
6B	10		<u>Closed:</u> No Violation	P		1 year			1 year		Retain 1 year from closure, then destroy
6C	1		<u>Closed:</u> Subject Deceased	P		1 Year			1 Year		Retain 1 year from closure, then destroy
6D	1		<u>Closed:</u> Insufficient Evidence	P		1 Year			1 Year		Retain 1 year from closure, then destroy
6E	1		<u>Closed:</u> Info on file	P		5 Years			5 Year		Retain 5 years from closure, then destroy
6F	1		<u>Closed:</u> Closed with Merit/Simple departure	P		5 years			5 Year		Retain 5 years from closure, then destroy
6G	1		<u>Closed:</u> No Juro	P		1 Year			1 Year		Retain 1 year from closure, then destroy

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 12/2020)

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
6H	1		<u>Closed:</u> No Response	P		1 Year			1 Year		Retain 1 year from closure, then destroy
6I	1		<u>Closed:</u> Withdrawn	P		1 Year			1 Year		Retain 1 year from closure, then destroy
6J	1		<u>Closed:</u> <u>Redundant</u>	P		1 Year			1 Year		Retain 1 year from closure, then destroy
6K	1		<u>Closed:</u> Compliance Obtained	P		1 Year			1 Year		Retain 1 year from closure, then destroy
6L	1		<u>Closed:</u> No Violation-Patient Death	P		5 Years			5 Years		Retain 1 year from closure, then destroy
6M	1		<u>Closed:</u> Past Statue	P		1 Year			1 Year		Retain 1 year from closure, then destroy
7			<u>Citation Files:</u>								
7A	1		Open	P		Active			Active		Active until resolution
7B	1		Closed	P		Active +10 years			Active+ 10 Years		Retain for 10 years after resolution, public for 10 years on license lookup

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 12/2020)

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
7C	1		Withdrawn	P		Active			Active		CCR1659.30. A citation that is withdrawn or dismissed is purged immediately.
8	1		Public Letters of Reprimand (Pre-Accusation)	P		Active+50 years			Active+50 years	XI	Retain for 50 years after resultaion, public for 10 years
9	1		Referred for Criminal Prosecution	P		5 years			5 years	XI	Retain for 5 years, then destroy
10	2		Closed-Restitution Ordered	P		Active+3 Years			Active+3 Years	XI	Retain 3 years after payment completed, then destroy
11			Disciplinary Files (Includes discipline taken against a licensee while on probation:								
11A	5		Open	P		Active			Active	XI	Active is during the time is under review or during the administrative file. Closed if from the effective date of the decision. Files must be kept indefinitely pursuant to BPC 2027. Certain documents are exempt from public disclosure (GC 7927) PI. Includes transcripts and exhibits
11B	5		Closed-No Action Taken/Declined by AGO	P		5 Years			5 years	XI	Retain 5 years from closure, then destroy. GC 7927, 7928, IPA 1798
11C	3		Closed-Petition to Compel Exam (Passed)	P		5 years			5 years	XI	Retain 5 years from closure, then destroy GC 7927, 7928, IPA 1798
11D	20		Closed-Action Taken (Any form of discipline including but not limited to: revocation, suspension, probation, public reprimand, statement of issues, etc.)	P		Active			Active	XI	Retention of public records "Retain decision and charging document' until licensee is deceased. Non Public records retain 20 years. GC 7927, 7928, IPA 1798

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 12/2020)

(35) APPROVAL NUMBER											(36)
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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
11E	2		Withdrawn	P		1 year			1 year	XI	Retain 1 year after closure. GC 7927, 7928, IPA 1798
11F	20		Transcripts and Exhibits	P		Active+5 Years			Active +5 Years		Active until case concluded and retain for 5 years and destroy confidentially
11G			Transcripts and Exhibits	E		Active+5 Years			Active +5 Years		Active until case concluded and retain for 5 years and destroy confidentially
11H	10		Evidence-Includes Medical Supplies, Equipment, Drugs, and Medical Office Records	P		Active+5 Years			Active +5 Years	XI	CC 1978.42. Active is until case is closed. Evidence may be destroyed earlier if court ordered or approved GC 7927, 7928
11I			Evidence-Includes Medical Supplies, Equipment, Drugs, and Medical Office Records	E		Active+5 Years			Active +5 Years	XI	CC 1978.42. Active is until case is closed. Evidence may be destroyed earlier if court ordered or approved GC 7927, 7928
12			Probation Monitoring Files (Including all MAXIMUS Documents):								
12A	3		Open	P		Active			Active	X	Active is during the time a license is being monitored. Certain documents are exempt from public disclosure (GC 7927) PI
12B	4		Closed-Successful Completion	P		3 years			3 years	X	Retain 3 years after year closed, then destroy GC 7927, 7928
12C	3		Closed-Deceased	P		1 year			1 year	X	Retain 1 year after closed, then destroy GC 7927, 7928
12D	2		Closed-Revoked and surrender while on probation /auto cancel	P		Active+10 Years			Active+10 Years		Retain 10 years after effective date

RECORDS RETENTION SCHEDULE

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
13	3		Civil Files Complaint/Resolution	P		Active+10 Years			Active+10 Years	XI	Active is until the case is closed. Certain documents are exempt from public disclosure (GC 7927) PI. Retain 10 years after case is closed, then destroy.
			<u>LICENSING</u>								
14			<i>Applications:</i>								GC 7927, 7928
14A	10		Licensing Applications (Physician and Surgeon, Military Spouse Temporary License, and PTL)	P		Active +2 Years			Active +2 Years	X	Active is until licensed, incomplete application is retained for the 3 years from receipt, then destroyed. GC7927
14B			Licensing Applications (Physician and Surgeon, Military Spouse Temporary License, and PTL)	E		Active +2 Years			Active+2 Years	X	Active is until licensed, incomplete application is retained for the 3 years from receipt, then destroyed.
14C	1		Applications(ENF) matter-Denied	P		Active+3 Years			Active+3 years	X	Active until matter is determined, then destroy after 3 years of the denial
14D	1		Application (ENF) granted	P		Active+50 Years			Active+50 Years	X	Active as long as license renews or until deceased or revoked
15			<i>License Files:</i>								
15A	50	NOTIFY ARCHIVES	License Files	P		Active+2 Years		50 Years	Active+52 years	XI	Active as long as license renews or until deceased or revoked
15B	1	NOTIFY ARCHIVES	Master Silver Mirco	F		Active+50 Years			Active+50 years	XI	Active as long as license renews or until deceased or revoked
15C	1	NOTIFY ARCHIVES	Diazo Working Copy	F		Active+50 Years			Active+50 years	XI	Active as long as license renews or until deceased or revoked

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 12/2020)

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
15D	1	NOTIFY ARCHIVES	CD Backup Files	E		Active+50 Years			Active+50 years	XI	Active as long as license renews or until deceased or revoked
16			<i>Fictitious Name Permits:</i>								
16A	6		Fictitious Name Permits	P		Active +2 Years			Active + 5 yrs		Active as long as permit is renewed, retention period established by Attorney General as 5 years from expiration date
			<u>Social Media Accounts</u>								
17			Facebook	E		Active			Active		Post will remain active for a period of 1 year from the time of the post
18			Twitter	E		Active			Active		Post will remain active for a period of 1 year from the time of the post
19			Linkedin	E		Active			Active		Post will remain active for a period of 1 year from the time of the post
			<u>Records Management</u>								
20	1		STD. Form 70, Records Inventory	P		Active			Active		Retain as Active until revised. Note: An expired schedule will remain in effect until a revised schedule is updated
21	1		STD. Form 73, Records Retention Schedule	P		Active			Active		Retain as Active until revised. Note: An expired schedule will remain in effect until a revised schedule is updated. After expiration, schedules are active, but non- compliant.
22	1		STD. Form 71, Records Transfer	P		Active + 4 yrs			Active + 4 yrs		Active until destroyed per retention schedule, retain 2 yrs from date of destruction, then 2 yrs additional years or until audited, whichever is first, maximum 4 years

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 12/2020)

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
23	1		Authorization for Records Destrutions	P		4 yrs			4 yrs		2 years from date of destruction then 2 additional years or until audited, whichever is first, maximum 4 years

STATE OF CALIFORNIA - SECRETARY OF STATE

STATE RECORDS PROGRAM

RECORDS RETENTION SUMMARY OF CHANGES

(REV. 12/2020)

(1) APPROVAL NUMBER							(2)
Old #: 2020-194A1 New #:							
(3) PREVIOUS ITEM #	(4) NEW ITEM #	(5) ACTION			(6) TITLE OF RECORD	(7) COMMENTS	(8) MEDIA TYPE
		CHANGE	DELETE	ADD			
15A		X			License Files	Changed to Active +2 in office and 50 Yrs., at SRC with a total of Active +52	P
6L				x	Closed: No Violation-Patient Death	5 Year	P
6M				x	Closed: Past Statue	1 Year	P

Department of Consumer Affairs (DCA)
Osteopathic Medical Board of California (OMBC)
June 12, 2025

LEGEND

Red: Vacant

Green: Blanket

RA: Retired Annuitant

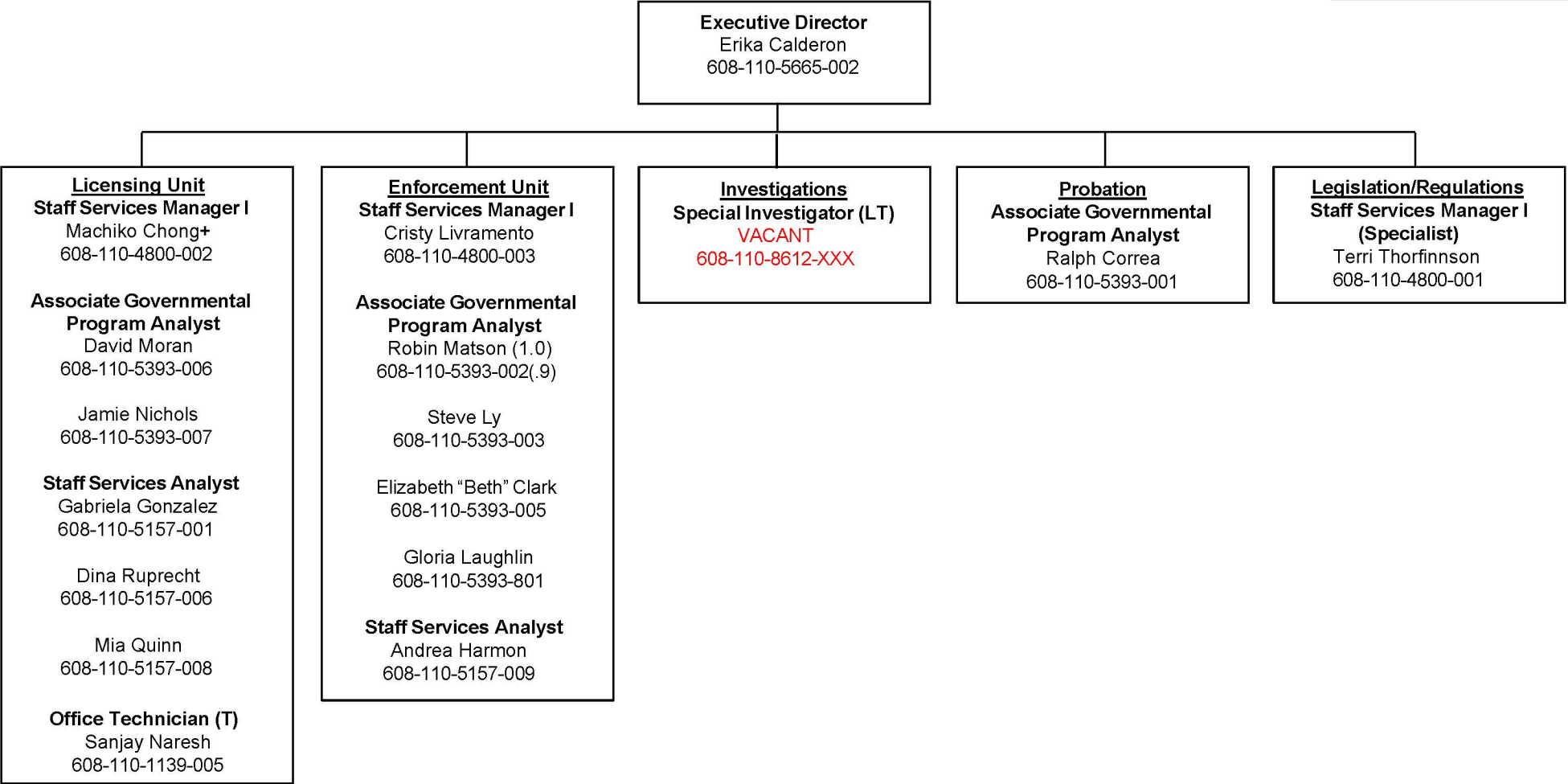
+: CORI Designated

PROPOSED
OMBC STAFFING
FY 2024/2025

Authorized Positions: 15.9

Blanket Positions: 1.0

TOTAL: 16.9



Executive Director or Designee

Date

Classification & Recruitment Analyst

Date