



Douglas A. Ducey,  
Governor

# Arizona State Board of Dental Examiners

“Caring for the Public’s Dental  
Health and Professional Standards”

1740 West Adams Street, Suite 2470

Phoenix, Arizona 85007

P: (602)242-1492

E: [info@dentalboard.az.gov](mailto:info@dentalboard.az.gov)

W: <https://dentalboard.az.gov>

## AMENDED NOTICE OF MEETING OF THE ARIZONA STATE BOARD OF DENTAL EXAMINERS’ RECORDS MANAGEMENT COMMITTEE

Pursuant to Arizona Revised Statute (“A.R.S”) § 38-431.02, notice is hereby given to the members of the Arizona State Board of Dental Examiners’ (“Board”) **Records Management Committee** (“Committee”) and to the general public that the Committee will hold a meeting open to the public on **Thursday, January 30, 2020 at 1:00 p.m.** The meeting will be held in Boardroom B located at 1740 West Adams Street, Phoenix, Arizona 85007. One or more members, of the Committee, may participate in the meeting by telephonic communications.

The meeting is open to the public. However, during the course of the meeting, the Committee, upon a majority vote of a quorum of the members, may, when necessary, hold an executive session pursuant to A.R.S. § 38-431.03(A)(2) and/or (3) as indicated on the Committee’s Agenda. The executive session is not open to the public.

Information concerning the Committee’s Agenda, including a copy of the Agenda and any amendments, can be obtained at the Board’s office, through the Board’s website at <https://dentalboard.az.gov/> or by calling the Board’s office at 602.241.1492 The Committee Agenda is subject to change up to 24 hours prior to the meeting. Agenda items are noted by number and letter for convenience and reference. The Committee may address the agenda items in any order within the time frame, if any, indicated and may set over matters to a later time when necessary. The Committee reserves the right to change the order of the agenda items, except for matters set for a specific time.

Title 2 of the Americans with Disabilities Act prohibits the Board from discriminating on the basis of disability in its public meetings. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Board staff at 602.242.1492. Requests should be made as early as possible to allow time to arrange the accommodation.

ARIZONA STATE BOARD OF DENTAL EXAMINERS

Ryan P. Edmonson, Executive Director

Posted:

<https://dentalboard.az.gov/>

<https://publicmeetings.az.gov/>

on January 24, 2020



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**January 30, 2020**

## **Records Management Committee Meeting Agenda**

The Records Management Committee’s (“Committee”) Chairperson reserves the right to change the order of items on the agenda, except for public hearings set for a specific time.

During the Committee meeting and upon a vote of the majority of a quorum, the Committee may go into executive session to obtain legal advice from the Board’s attorney(s) pursuant to Arizona Revised Statute (“A.R.S.”) § 38-431.03(A)(3) on any agenda items listed on the agenda. All meeting attendees whose presence is not required in an executive session will be required to leave the meeting room during executive session. Any and all legal action will take place in open session.

### **I. CALL TO ORDER AND ROLL CALL**

### **II. CALL TO THE PUBLIC**

Pursuant to A.R.S. § 38-431.01(H), the Committee may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body. However, members of the Committee are not allowed to discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. The Committee, however, may ask staff to review a matter or may ask that a matter be put on a future agenda.

### **III. REVIEW, DISCUSSION AND POSSIBLE ACTION ON COMMITTEE MINUTES**

A. Discussion and approval of the Open Session Minutes from the November 26, 2019 Committee Meeting.

### **IV. CURRENT STATUTE(S) AND/OR RULE(S) REGARDING THE MANAGEMENT OF CLIENT RECORDS**

Committee to review and discuss current statutes and rules regarding records management, retention of records, disposition of records, client records, etc., and may make recommendations to the Board regarding whether statutory or rule change(s) should be pursued:

- A. Committee to review, discuss and take possible action regarding the following:
1. Requests for requirements to respond to subpoenas;
  2. Licensees who are not in possession of records;
  3. Records that are no longer in existence;
  4. Business entities that are not owned by dentists;
  5. Businesses or Dentists that go out of business;
  6. Proper disposal of records;

7. The responsibility of the healthcare professional versus the responsibility of the business entity; and
8. Jurisdiction of the Board over business entities.

**V. DISCUSSION AND POSSIBLE ACTION ITEMS FOR FUTURE MEETING AGENDAS**

**VI. NEXT COMMITTEE MEETING DATE(S)**

Committee to discuss and take possible action to set future meeting dates.

**VII. ADJOURNMENT**