

**KENTUCKY BOARD OF NURSING
EXPUNGEMENT OF DISCIPLINARY ORDER
PER 201 KAR 20:410
POLICY AND PROCEDURE**

1. A letter addressed to the General Counsel shall be received in the office. The General Counsel shall determine whether the disciplinary order in question qualifies for expungement pursuant to 201 KAR 20:410. If it does not, the General Counsel shall inform the nurse in writing. If it does qualify, the General Counsel shall notify the Legal Executive Assistant.
2. The Legal Executive Assistant shall obtain the nurse's file from Archives and notify the Investigations and Discipline Section of the expungement. This notification shall be by email, listing the nurse's name, license number, case number, order type (Agreed Order or Decision), and date entered.
3. The Legal Executive Assistant shall delete the scanned copy of the order and any letter clearing, if present, from KBN image.
4. The Legal Executive Assistant shall notify NURSYS of the expungement by a letter from the Executive Director and by marking the case to be deleted in NURSYS.
5. The Legal Executive Assistant shall notify the nurse of the expungement by a letter from the Executive Director.
6. The Legal Executive Assistant shall seal the Archives file and place it in the locked file drawer in the Law Library room.
7. The Investigations and Discipline Section shall cause the code to be deleted and make the necessary changes in I & D Oracle records and notify IT to delete record from I & D Oracle. The Investigations and Discipline Section shall notify the Legal Executive Assistant by email when this is complete.
8. The Legal Executive Assistant shall report the number and type of orders expunged in the Executive Director's report to the Board.

EXPUNGED RECORDS ARE NOT TO BE RELEASED TO THE PUBLIC.