

STATE OF CALIFORNIA
**RECORDS RETENTION SCHEDULE
 APPROVAL REQUEST**
 STD. 72 (REV. 7-92)

1/11/99 by

Submit three copies with three copies of the
 Records Retention Schedule, STD. 73.

TO: DEPARTMENT OF GENERAL SERVICES
 OFFICE OF INFORMATION SERVICES
 1500 5th Street, Room 116
 Sacramento, CA 95814 (or IMS C-39)

(1) DEPARTMENT, BOARD OR COMMISSION
State Board of Equalization
 DIVISION, BUREAU OR OTHER UNIT (Sales and Use Tax Administration)
 Office of Deputy Director and Office of Chief of Field
 ADDRESS Operations
 450 N Street, MTC: 43, Sacramento, CA 95814

(9) SCHEDULE NUMBER NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S)	(9) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CUBIC FEET (Total Schedule)
	10-a	9/30/98	1	365
(9) SCHEDULE NUMBER(S) PREVIOUS SCHEDULE INFORMATION (If applicable)	10-a	(10) APPROVAL NUMBER(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED
		94-113	6/10/94	1

PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE - MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS
[Signature] (14) TITLE Deputy Director (15) DATE SIGNED 10/1/98

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.
 I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE - RECORDS MANAGEMENT ANALYST
[Signature] (17) TITLE RMC (19) TELEPHONE 445-3593 (20) DATE SIGNED 11/2/98

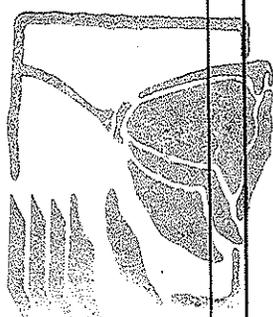
PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(21) SIGNATURE - OIS CONSULTANT
[Signature] (22) APPROVAL NUMBER 98-264
 (23) TITLE Records Management Consultant (24) DATE SIGNED 12/28/98

PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)
 THE ATTACHED RECORDS RETENTION SCHEDULE:

(25) Contains no material subject to further review by the California State Archives
 Contains no material subject to further review by the California State Archives

(26) Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



CALIFORNIA
 STATE ARCHIVES

(27) SIGNATURE - CHIEF OF ARCHIVES
[Signature] (28) DATE SIGNED FEB 5 1999

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Board of Equalization		SCHEDULE NUMBER (2) 10-a	DATE (3) 9/30/98
ORGANIZATIONAL UNIT Sales and Use Tax, Administration		PAGE OF	PAGES (4)
ADDRESS (Number Street City) 450 N Street		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 98-260	

ITEM NUMBER (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			The mission of the Sales and Use Tax Department is to serve the public through fair, effective, and efficient administration of the sales and use tax program.								

*Provide total of office and departmental

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1)

Board of Equalization

ORGANIZATIONAL UNIT

Sales and Use Tax, Administration

ADDRESS (Number

450 N Street, Sacramento

Street

City)

SCHEDULE NUMBER (2)

10-a

DATE (3)

9/30/98

PAGE

1

OF

1

PAGES (4)

DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)

88-264

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
1	330	None / Notify Archives	Office of Deputy Director and Chief of Field Operations Subject Files/Correspondence	P		Current + 3 years			Current + 3 years		Current until policies and procedures are superseded or become obsolete.
2	7	None / Notify Archives	Hearing calendars, Reports of Board action and other material concerning Board mtg.	P		3 years			3 years		Files are copies. Originals are kept by another department.
3	8	None / Notify Archives	Chronological Files	P		3 years			3 years		
4	20		Personnel Files	P		Current + 3 years			Current + XI +3 years		Active until employee separates. Exemption: Section 6254 of Govt. Code and Section 1798.34 of Civil Code.
5	.1		Records Mgmt Retention Schedule Approval Request Inventory Worksheet	P		Current			Current		Current until revised,
	365		Total Cubic Feet								

*Provide total of office and departmental

98-264

Johnson, Linda

From: Johnson, Linda
Sent: Monday, November 27, 2000 1:09 PM
To: 'Palmer, Rodney'
Subject: RE: Retention Schedule

Hi, Rodney:

Yes, you can remove the duplicated flag on RRS Approval 98-264, Schedule 10-a, item #2. This e-mail can serve as official notice of this action.

Hope all is well with you.

Linda Johnson, Archivist
State Records Appraisal Program
California State Archives

From: Palmer, Rodney [SMTP:Rodney.Palmer@boe.ca.gov]
Sent: Monday, November 27, 2000 12:43 PM
To: 'Johnson, Linda'
Subject: Retention Schedule

Schedule 10-a item #2 are copies of item #10 on schedule 1-B Hearing Calendar. Can the hold notify be taken off from schedule #10-a item #2? Or do you still want these items sent to Archives?