

RECORDS RETENTION SCHEDULE APPROVAL REQUEST

8/10/99

FD-72 (REV. 7-94) (AMC)

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

(1) DEPARTMENT, BOARD OR COMMISSION	Board of Equalization
DIVISION, BUREAU OR OTHER UNIT	Sales & Use Tax/Special Investigations
ADDRESS	450 N Street, MIC:86, Sacramento, CA 95814

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

CHECK THE APPROPRIATE BOX:
(2) New schedule of records that have never been scheduled. (Complete boxes 5 - 8.)

(3) Revising a previous schedule. (Complete boxes 5 - 12.)
(A new approval number will be assigned.)
(4) Amending some pages of a previous schedule. (Complete boxes 8 - 12.)
(The original approval number will remain in effect.)

NEW SCHEDULE INFORMATION (If applicable)	(5) SCHEDULE NUMBER	(6) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CUBIC FEET (Total Schedule)
	10-b	9/14/98	1	473 472-917
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED
	10-b	94.224	7/27/94	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	(14) TITLE	(15) DATE SIGNED
<i>[Signature]</i>	ASST	9/5/98

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	(17) TITLE	(18) NAME (Printed or Typed)	(19) TELEPHONE	(20) DATE SIGNED
<i>[Signature]</i>	RMC	Rodney Palmer	445-3593	11/19/98

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

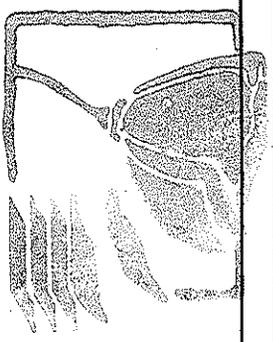
(21) SIGNATURE--DISCONSULTANT	(22) APPROVAL NUMBER	(23) TITLE	(24) DATE SIGNED
<i>[Signature]</i>	99 003	Ramona M. Butters	1-7-99
(25) TITLE		Records Management Consultant	

PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

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

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	(28) DATE SIGNED
<i>[Signature]</i>	FEB 4 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-b	DATE (3) 9/14/98
ORGANIZATIONAL UNIT SUTD - Special Investigations Section	PAGE 1	OF 1
ADDRESS (Number Street City) 450 N Street, MIC:86, Sacramento	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 99 003	

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)		
1	69.611		<p>The mission of the Special Investigations Section is to promote uniform compliance of the California Sales & Use Tax Law by deterring felony tax evasion.</p> <p><u>ADMINISTRATIVE</u> Personnel, training, travel, equipment, purchasing.</p>	P		Current ⑥		4	Current		Current until process is revised, superseded, or rescinded, or until employee separates. *Retained in office.
②	403.206		<p><u>PROGRAM/PROJECT</u> Case files, reports, corresp., subpoenas, meetings, exchange of information, memoranda of understanding, video tapes, gas audits, miscellaneous.</p>	P C M		Active +2		3	Active +5		Active until project is complete.
3	.1		<p><u>RECORDS MANAGEMENT</u> Records retention schedule approval request, records retention schedules and records inventory worksheet, Std.70, Std.72 & Std.73</p>	P		Current			Current		Current until superseded.

*Provide total of office and departmental

RECORDS RETENTION SCHEDULE APPROVAL REQUEST
 STD. 72 (REV. 7-92) FMC

Archives

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

(916) 445-2294 or CALNET 485-2294

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ADDRESS 450 N Street, MIC:86, Sacramento, CA 95814	
CHECK THE APPROPRIATE BOX: (2) <input type="checkbox"/> New schedule of records that have never been scheduled. (Complete boxes 5 - 8.) (3) <input checked="" type="checkbox"/> Revising a previous schedule. (Complete boxes 5 - 12.) (A new approval number will be assigned.) (4) <input type="checkbox"/> Amending some pages of a previous schedule. (Complete boxes 8 - 12.) (The original approval number will remain in effect.)	
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10-b	94.224
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(13) SIGNATURE - MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS: *[Signature]* (14) TITLE: *ASST* (15) DATE SIGNED: *9/5/98*

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(16) SIGNATURE - RECORDS MANAGEMENT ANALYST: *[Signature]* (17) TITLE: *RMC*
 (18) NAME (Printed or Typed): *Rodney Palmer* (19) TELEPHONE: *106*
PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (20) DATE SIGNED: *11/19/98*
 (21) SIGNATURE - OIS CONSULTANT: *[Signature]*

(22) TITLE: *old*
 (23) TITLE: *43*
PART III -- ARCHIVAL SELECTION (Per Government Code Section 14
 THE ATTACHED RECORDS RETENTION SCHEDULE:
 (24) Contains no material subject to further review by the California State Archives
 (25) 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.)

(26) SIGNATURE - CHIEF OF ARCHIVES: *[Signature]* (27) DATE SIGNED: _____