

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 9/89)

See Instructions on reverse
and in SAM 1600

DEPARTMENT (1) DEPARTMENT OF CORPORATIONS	SCHEDULE NUMBER (2) DOC-98-08	DATE (3) 10/30/98
ORGANIZATION UNIT OFFICE OF POLICY	PAGE 1	OF 3
ADDRESS (Number Street City) SACRAMENTO	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 99-072	

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)		

MISSION STATEMENT:

THE OFFICE OF POLICY OF THE DEPARTMENT OF CORPORATIONS IS RESPONSIBLE FOR RECOMMENDING POLICY TO THE COMMISSIONER OF CORPORATIONS ON ALL PROGRAMS. THE OFFICE OF POLICY ALSO HAS RESPONSIBILITY FOR LEGISLATION, OPINIONS, RULEMAKING, RELEASES, SPECIAL PROJECTS, AND OTHER PROBLEMS OF CONCERNS RELATING TO ALL OF THE LAWS ADMINISTERED BY THE COMMISSIONER OF CORPORATIONS AND SUBJECT TO THE JURISDICTION OF THE DEPARTMENT OF CORPORATIONS.

1	88	<i>note / Notify Archives</i>	<u>INTERPRETIVE OPINIONS</u> CORRESPONDENCE AND DOCUMENTS PREPARED BY THE DEPARTMENT'S LEGAL OFFICE INTERPRETING SPECIFIC AREAS OF LAW	PMS		ACT			ACT	I	OPINION FILES ARE RETAINED ACTIVE BECAUSE THEY ARE A CONTINUOUS REFERENCE. RETAINED IN ACCORDANCE WITH TITLE 10, SECTION 250.10 AND 250.12. 
2	144	<i>note / Notify Archives</i>	<u>LEGISLATION</u> LEGISLATIVE DOCUMENTS TO SUPPORT THE DEPARTMENT'S POSITION ON ISSUES RELATING TO LAWS ADMINISTERED BY THE DEPARTMENT.	PM		ACT			ACT	X	LEGISLATIVE FILES ARE RETAINED ACTIVE BECAUSE THEY ARE A CONTINUOUS AND HISTORICAL REFERENCE. RETAINED IN ACCORDANCE WITH GOV. CODE SECTION 6253 AND 6254; CORP CODE SECTION 25605, 25619 AND 31504; TITLE 10, SECTION 250.10 AND 250.12. 

*Provide total of office and departmental

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ORGANIZATION UNIT OFFICE OF POLICY	PAGE 2	OF 3
ADDRESS (Number Street City) SACRAMENTO	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 99-072	

ITEM NUMBER (TRIPLE SPACE BETWEEN ITEMS) (6)	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (EXEMPT) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT (13)	SRC (14)	TOTAL (15)		
3	87	Hold / No Arch	PROJECT FILES DOCUMENTS TO SUPPORT AND EXPLAIN CHANGES IN THE CCR. BACKGROUND INFORMATION FOR STUDIES CONDUCTED BY THE DEPARTMENT. RELEASES THAT EXPLAIN OR CLARIFY ISSUES OF LAW. <i>CCR: Calif Code of Regulations</i>	PM		ACT			ACT	I	REGULATORY FILES ARE MAINTAINED IN ACCORDANCE WITH GOV. CODE SECTION 11347.5 (FILES MAY BE TRANSMITTED TO THE SECRETARY OF STATE FOR STORAGE). ALL PROJECT FILES REMAIN ACTIVE BECAUSE THEY ARE A CONTINUOUS AND HISTORICAL REFERENCE.
4	130	Hold / No Arch	SUBJECT FILES MATERIAL RELATING TO THE OPERATIONS OF THE DIVISION AND OR DEPARTMENT. BACKGROUND AND HISTORY FILES OF VARIOUS LAWS.	PM		ACT			ACT	I	SUBJECT FILES ARE MAINTAINED IN ACTIVE STATUS BECAUSE THEY ARE CONSIDERED A CONTINUOUS REFERENCE.

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NOTE: Items were formerly listed on Schedule Number DOC-1.

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ORGANIZATION UNIT OFFICE OF POLICY		PAGE 3	OF 3 PAGES (4)
ADDRESS (Number Street City) SACRAMENTO		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 99-072	

ITEM NUMBER (TRIPLE SPACE BETWEEN ITEMS) (6)	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (EXEMPT) & IPA (16)	REMARKS (17)	
						OFFICE (12)	DEPT (13)	SRC (14)	TOTAL (15)			
5	1		<u>RECORDS MANAGEMENT</u>									
			STD. 70 RECORDS INVENTORY WORKSHEET	P		CUR-RENT			CUR-RENT		RETAIN AS CURRENT UNTIL NEXT INVENTORY OR WHEN NO LONGER NEEDED FOR REFERENCE OR ANALYSIS, WHICHEVER IS LATER.	
			STD. 72 RECORDS RETENTION SCHEDULE APPROVAL REQUEST & STD. 73 RECORDS RETENTION SCHEDULE	P		CUR-RENT			CUR-RENT		RETAIN AS CURRENT UNTIL REVISED. ALTHOUGH REVISION IS REQUIRED EVERY 5 YRS. FROM DATE APPROVED BY DGS, RECORDS RETENTION SCHEDULES THAT ARE NOT REVISED REMAIN IN EFFECT BUT ARE CONSIDERED NON-CURRENT.	
			STD. 71 RECORDS TRANSFER LIST	P		CUR-RENT			CUR-RENT		RETAIN AS CURRENT UNTIL ALL RECORDS HAVE BEEN DESTROYED, RETIRED PERMANENTLY, TRANSFERRED TO THE STATE ARCHIVES OR WHEN NO LONGER NEEDED WHICHEVER IS LATER	
			AUHTORIZATION FOR RECORDS DESTRUCTION (COMPUTER PRINTOUT)	P		4			4		RETAIN FOR 2YRS. FROM DATE DESTRUCTION IS AUHTORIZED. THEN RETAIN 2 MORE YRS OR UNTIL AUDITED, WHICHEVER OCCURS FIRST. (MAX. 4 YRS.)	

*Provide total of office and departmental

TOTAL CUBIC FEET: 450