

STATE OF CALIFORNIA
**RECORDS RETENTION SCHEDULE
 APPROVAL REQUEST**

STD. 72 (REV. 2-96)

MB 9/12

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

		(1) DEPARTMENT, BOARD OR COMMISSION CORPORATIONS
		DIVISION, BUREAU OR OTHER UNIT OFFICE OF POLICY
		ADDRESS 980 9th Street, Ste. 500, Sacramento
CHECK THE APPROPRIATE BOX: (2) <input type="checkbox"/> New schedule of records that have never been scheduled. (Complete boxes 5 - 8.) (3) <input type="checkbox"/> Revising a previous schedule. (Complete boxes 5 - 12.) (A new approval number will be assigned.) (4) <input checked="" type="checkbox"/> Amending some pages of a previous schedule. (Complete boxes 8 - 12.) (The original approval number will remain in effect.)		
(5) SCHEDULE NUMBER (916) 445-2294 or CALNET 485-2294	(6) SCHEDULE DATE 99-072	(7) NUMBER OF PAGES 4/26/99
(8) CUBIC FEET (Total Schedule) 451		
(9) SCHEDULE NUMBER(S) DOC-98-08	(10) APPROVAL NUMBER(S) 99-072	(11) APPROVAL DATE(S) 4/26/99
(12) PAGE NUMBER(S) REVISED 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 <i>[Signature]</i>	(14) TITLE ACTING COMMISSIONER	(15) DATE SIGNED 8-15-00
--	--	------------------------------------

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.)

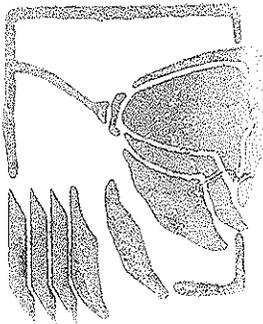
(16) SIGNATURE--RECORDS MANAGEMENT ANALYST <i>[Signature]</i>	(17) TITLE RECORDS MANAGEMENT COORDINATOR	(18) NAME (Printed or Typed) E. STEFANIE LARRAGUIVEL	(19) TELEPHONE (916) 323-2788	(20) DATE SIGNED 7/7/00
PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)				
(21) SIGNATURE--DISCONSULTANT <i>[Signature]</i>	(22) APPROVAL NUMBER 99-072			
(23) TITLE RECORDS MANAGEMENT COORDINATOR	(24) DATE SIGNED 8/29/00			
PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)				

ARCHIVES USE ONLY

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

Contains material subject to archival review. Items stamped "TRANSFER TO ARCHIVES" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)

(27) SIGNATURE--CHIEF OF ARCHIVES <i>[Signature]</i>	(28) DATE SIGNED Sept. 12, 2000
---	---



**CALIFORNIA
 STATE ARCHIVES**

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 (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)		

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.

88		NOTIFY ARCHIVES	<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.
144		NOTIFY ARCHIVES	<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

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 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	NOTIFY ARCHIVES	<u>PROJECT FILES</u> 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.	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	NOTIFY ARCHIVES	<u>SUBJECT FILES</u> 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.
5	1	NOTIFY ARCHIVES	<u>RULEMAKING</u> FILES RELATING TO REGULATIONS FILED WITH THE OFFICE OF ADMINISTRATIVE LAW	PM				10	10		PURSUANT TO GOV. CODE SECT. 11347.3(c), REG. FILES ARE NO LONGER RETAINED AT THE OFFICE OF ADMINISTRATIVE LAW AND ARE TO BE MADE AVAILABLE THROUGH THE DEPARTMENT.

*Provide total of office and departmental

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	PAGE 3	OF PAGES (4) 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)		
6.	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: 451