

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

12/16/96
[Signature]

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)

(916) 445-2294 or CALNET 485-2294

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: <input type="checkbox"/> New schedule of records that have never been scheduled. (Complete boxes 5 - 8.) <input checked="" type="checkbox"/> Revising a previous schedule. (Complete boxes 5 - 12.) (A new approval number will be assigned.) <input type="checkbox"/> Amending some pages of a previous schedule. (Complete boxes 8 - 12.) (The original approval number will remain in effect.)		ADDRESS 800 Capitol Mall, MIC 49, Sacramento, CA 95814	
NEW SCHEDULE INFORMATION (If applicable)	(5) SCHEDULE NUMBER 6	(6) SCHEDULE DATE 12/5/96	(7) NUMBER OF PAGES 6	(8) CUBIC FEET (Total Schedule)	23
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S) 86-143	(11) APPROVAL DATE(S) 4/24/86	(12) PAGE NUMBER(S) REVISED	2

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 Chief (15) DATE SIGNED 12-5-96

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.)

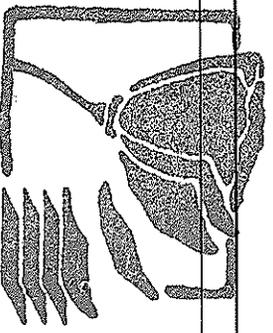
(16) SIGNATURE -- RECORDS MANAGEMENT ANALYST
[Signature] (17) TITLE Dept. Records Mgmt. Coordinator
 (18) NAME (Printed or Typed) ELOUISE NOLAN (19) TELEPHONE 916/653-4341 (20) DATE SIGNED 12/15/96

(21) SIGNATURE -- OIS CONSULTANT
[Signature] (22) APPROVAL NUMBER 96-135
 (23) TITLE Records Management Consultant (24) DATE SIGNED 12/24/96

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
[Signature] (28) DATE SIGNED JAN. 17 1997

[Handwritten mark]

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

*See instructions on reverse
and in SAM 1600*

DEPARTMENT (1) Employment Development Departments	SCHEDULE NUMBER (2) 6	DATE (3) 12/5/96
ORGANIZATIONAL UNIT Equal Employment Opportunity Offices	PAGE 1	OF 6 PAGES (4)
ADDRESS (Number Street City) 800 Capitol Mall, MIC 49, Sacramento, CA 95814	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 96-135	

ITEM NUMBER <small>(Triple space between items)</small> (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS <small>(Triple space between items)</small> (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			MISSION STATEMENT The Mission of the Equal Employment Opportunity (EEO) Office is to ensure that EDD services in the areas of EEO and Affirmative Action are provided in an equitable and timely manner.								<p>Disclosure Restrictions:</p> <p>X -- Exempt from disclosure under provisions of the Public Records Act, Government Code Section 6254.</p> <p>XI -- Exempt from disclosure, but data subject may be allowed access under provisions of the Information Practices Act, Civil code, Section 1798.24, unless exempt under Section 1798.40</p> <p>Retention: Retention is based on State fiscal year, unless otherwise noted.</p> <p>Retention authority is in accordance with directions from Chief, EEO Office unless otherwise stated.</p> <p>Acronyms used: ARU - Attendance Reporting Unit EDD- Employment Development Department EEO - Equal Employment Opportunity OE&E- Operating Expense & Equipment NOPA - Notice of Personnel Action SCIF - State Compensation Insurance Fund</p> <p>Destruction: Confidential - shred Non-confidential - recycle</p>

*Provide total of office and departmental

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

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ORGANIZATIONAL UNIT Equal Employment Opportunity Office		PAGE 2	OF 6 PAGES (4)
ADDRESS (Number Street City) 800 Capitol Mall, MIC 49, Sacramento, CA 95814		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 96-135	

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
001-025			ADMINISTRATIVE FILES								
001	1		<u>Applications</u> Casual applications	P		2 yrs			2 yrs	XI	Retain in office for two years. Dispose of by confidential destruct.
002			<u>Attendance Records</u> File may include: -STD 672 Attendance Report -STD 603 Report of Absence Without Pay -DE 146 Request for Leave Document -STD 7013 Absence Request -STD 681 Monthly Attendance Report -DE 4589 Reconciliation -DE 1652B Employee Time Report	P		5 yrs			5 yrs	XI	Retain five years from date of pay period. Dispose of by confidential destruct.
003	1		<u>ARU Personnel Files</u> File may include: -STD 678 State Application -DE 4343 Position Statement -DE 601 Staff Action Request -DE 3858 Health Service Record -STD 637 Individual Development Plan -NOPA, Notice of Personnel Action -STD 686 Employee Action Request -STD 636 Report of Performance Official personnel records are retained by Payroll Services Section in Central Office.	P		Active + 1 yr			Active + 1 yr	XI	Retain as active until employee transfers to another Departmental ARU and the file is transferred to that ARU; or employee terminates, then retain one year from that date. Dispose of by confidential destruct.

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004			<u>Budget documents</u> File may include: -OE&E Annual Projections -OE&E Equipment Projections (Schedule 9) -OE&E Internal Reports -Budget Correspondence	P		5 yrs			5 yrs		Retain for five fiscal years. Dispose of by recycle.
005	4	Hold / No Copy Archives	<u>Chronological Correspondence</u> Office reading file. Copies generated in Office.	P		3 yrs			3 yrs	XI	Retain for three years. Dispose of by confidential destruct.
006	1		<u>Contracts</u> File may include: -Interagency Agreement Action -Request for Contractual Action	P		Active + 2 yrs			Active + 2 yrs		Retain as active until contract/agreement is terminated, then retain for two years in the office. Dispose of recycle.
007			<u>Equipment/Supply</u> ARU Procurement records may include: -DE 1904, Non-standard Supply Requisition -DE 1904E, Equipment Requisition/Transfer -DE 1904MP, Requisition/for MP Stocked EDD Publications -DE 1905, EDD Forms and Supply Order -DE 1743, Stock Received Report -STD 116, General Services Supply Order Equipment Inventory Report	P		2 years			2 years		Retain informational copies in office two years. Dispose of by recycle. Note: Original procurement documents are retained by Business Operations, Planning and Support Division and Fiscal Programs Division for four years.

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008			<u>Industrial Injury</u> File may include: SCIF 3067, Report of Occupational Injury or Illness DO NOT file in employee's personnel folder.	P		Active + 2 years			Active + 2 years	XI	Retain as Active until the claim is settled or the case is closed, then retain for two years from that date. Dispose of by confidential destruct.
009	1		<u>Invoices</u> could include -Telephone -Taxi cab -Fleet Administration (State car rental) -Rental car -Publication subscriptions -Bankcard records DE 1913, Monthly Bankcard purchase report and bank statement	P		2 yr			2 yr	XI	Retain in office for 2 years. Dispose of by confidential destruct.
010		Hold / Retire Archives	<u>Legislative Bill Analysis</u> File may include: Federal bills State Assembly bills State Senate bills	P		2 yrs			2 yrs		Retain in office for two years. Dispose of by recycle.
011		Hold / Retire Archives	<u>News wire</u> File includes: Analysis and response to question	P		2 yrs			2 yrs		Retain in office for two years. Dispose of by recycle.
012			<u>Records Management</u> file includes: STD 72, Records Retention Schedule Approval Request, and STD 73, Records Retention Schedule	P		Current			Current		Retain in office as Current until revised (at least once every five years), or until superseded or rescinded.

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013	1		<u>Employee Positions</u> file includes: -DE 2676 Position Action Request -organization chart -duty statement	P		5 yrs			5 yrs	X	Retain in office for a period of five years. Dispose of by confidential destruct.
014			<u>Recruitment</u> file may include: -vacancy announcement -applications -correspondence	P		2 yrs			2 yrs	X	Retain in office for two years. Dispose of by confidential destruct.
015			<u>Training & Travel Records</u> may include -DE 3555 Request for Outservice Training -Training notices -DE 1859 Request for Revolving Fund Check -DE 262 Travel Expense Claim Form -DE 264 Travel Agency Ticket Authorization	P		2 yrs			2 yrs	X	Retain in office for two years. Dispose of by confidential destruct.
016-029	Not used										
030-045			PROGRAM RECORDS								
030	14	<i>Note / Verify Archives</i>	<u>Discrimination Complaints</u> file may include -DE 8420 complaint form -Correspondence relative to the investigation.	P		Active + 3 yrs			Active + 3 yrs	X	Retain in office as active until the file is closed or until legal proceedings are completed, then retain for three years. Dispose of by confidential destruct.

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
031			<u>Affirmative Action</u> file may include -goals & timetables report -Affirmative Action Plan	P		Active + 3 yrs			Active + 3 yrs		Retain as active until superseded or revised, then retain in the office for an additional three years. Dispose of by recycle.
032			<u>Student Assistant Program</u> File includes: - Casual applications for student/graduate student assistant positions	P		1 year			1 year	XI	Retain in office for one year, then update and retain another year, or purged. Dipose of by confidential destruct.
033			<u>Limited Examination Appointment Process</u> File includes: -applications for leap positions -correspondence relative to appointment	P		Active			Active	XI	Retain application as active until appointment then application is forwarded to the appointing power. Original applications will be retained in employees official personnel folders by Payroll Services Section in Central Office.
034			<u>Methods of Administration Program</u> File may include: -discrimination complaints -correspondence relative to the investigation	P		Active + 3 years			Active + 3 yrs	XI	Retain in office as active until the file is closed or until legal proceedings are completed, then retain for three years. Dispose of by confidential destruct.
035-045	Not used										

*Provide total of office and departmental