

STD.73 (REV. 6/2002)
RECORDS RETENTION SCHEDULE

Reg # 2007000 Key# 15974

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS PROGRAM

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Department of Motor Vehicles		(2) AGENCY BILLING CODE 51	(3) PAGE 1 OF 7 PAGES
(4) DIVISION/ BRANCH/ SECTION LICENSING OPERATIONS DIVISION ,DRIVER LICENSING BRANCH , ISSUANCE UNIT		(5) ADDRESS 2570 24 TH STREET SACRAMENTO , CA 95818	

CHECK THE APPROPRIATE BOX

(6) New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]

(7) Revising a previous schedule. [Complete boxes (13) –(16)] (A new approval number will be assigned.)

(8) Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)

NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER	(10) SCHEDULE DATE 12/13/2007	(11) NUMBER OF PAGES 7	(12) CUBIC FEET (Total Schedule) 1463
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER DMV-LOD-052	(14) APPROVAL NUMBER 07-245 No flags	(15) APPROVAL DATE (S) 10-15-2007	(16) PAGE NUMBER(S) REVISED – 1 10

(17) MISSION/FUNCTIONAL STATEMENT :
 MISSION/FUNCTIONAL STATEMENT : ISSUANCE IS RESPONSIBLE FOR THE TIMELY PRODUCTION OF QUALITY DRIVER LICENSES , IDENTIFICATION CARDS AND SPECIAL CERTIFICATES THIS REQUIRES AN EQUAL COMMITMENT TO PUBLIC SAFETY AND CUSTOMER SATISFACTION

PART I – AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.

(18) SIGNATURE -MANAGER RESPONSIBLE FOR THE RECORDS <i>L. Veda Harmon</i>	(19) TITLE Managers V	(20) PHONE NUMBER 657-6492	(21) DATE SIGNED 4-1-08
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In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.

(22) SIGNATURE- RECORDS MGMT. ANALYST <i>J. Merchad</i>	(23) CLASSIFICATION SSM1	(24) NAME (Printed or Typed) J. MERCHAD	(25) PHONE NUMBER 657-5623	(26) DATE SIGNED 7/3/08
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PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE –CalRIM CONSULTANT <i>J. L. Cox</i>	(28) APPROVAL NUMBER 08-183	(29) DATE SIGNED 8/6/2008	(30) EXPIRATION DATE 8/6/2013
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PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

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

(32) Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)



(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sandra K. ...</i>	(34) DATE SIGNED August 13, 2008
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ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

NOTE:

- (1) Where specific authorities are not shown, program retention values are the Decision of the Program Manager, Branch Chief or Director;
- (2) Records destroyed as recycle unless specified As confidential or witness destruction;
- (3) Retention periods are shown as years unless Otherwise noted.

LEGEND:

- CDL – Commercial Driver License
- DL – Driver License
- DMV – Department of Motor Vehicles
- EDP – Electronic Data Processing
- EPS – Error Processing Section
- GC – Government Code
- HRB – Human Resources Branch
- ID – Identification Card
- INS – Immigration Naturalization Service
- IPA – Information Practices Act
- VC – Vehicle code

This schedule contains no vital records

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

			<u>Record Management</u>								
1	1		Records Retention Schedules (Std. 73)	P		Current			Current		Retain as current until superseded. Although revision is required every five years from the date approved by DGS, RRS that are not revised remain in effect but are considered non-current.
2	↓		Std. 70 – Records inventory Worksheet	P		Current			Current		Retain as Current until next inventory.
			<u>Administrative Files</u>								
3	13		Personnel Files, Informal	P		Active			Active	XI	Retain as active for term of employee. When employee leaves, file will be transferred to employee's new unit or HRB. IPA 1798.3

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

4	5		Personnel related documents (Includes employee accident reports, overtime/temporary report, training requests, travel expense claims, Doctor's notes, staffing needs/reports, employee awards, time sheets, summer youth employment program, statement of incompatible activities).	P		Active +3			Active +3	XI	Confidential destruction. GC 6254(C) IPA 1798.3
5	2		Housekeeping records (includes Security and Disclosure Statements, space requirements, threatening calls, daily mail report, Mission Statement, Memorandums, Correspondence on behalf of the Director, Deputy Director Branch Chief and Program Manager to customers)	P		3			3		Destroy after three years, or when no longer needed, which ever occurs first.
			<u>Program Files</u>								
6	↓		Incoming DL/ID report	P		Current +2			Current +2		Current until superseded. Hold for additional two years and then destroy.
7	1		DL Operations Weekly Inventory Summary	P		Current +3			Current +3		Current until revised or superseded. Hold for additional three years and then destroy.
8	2		Monthly Workload Report (Departmental hourly workload report).	P		Current +3			Current +3		Current until superseded. Hold for additional three years and then destroy.
9	↓		Weekly Workload Inventory	P		Current +1			Current +1		Current until superseded. Hold for additional year and then destroy.
10	↓		Program Information Report (Report of program changes and procedures).	P		Current +2			Current +2		Current until revised or superseded. Hold for additional two years and then destroy.
11	↓		CDL Reports - Weekly Report	P		Current +2			Current +2		Current until revised or superseded. Hold for additional two years and then destroy.
12	↓		EDP Requests (Requests for changes to DMV software programs).	P		Active +3			Active +3		Active until program modified, then destroy three years after implementation.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
13	1		EDP Status Report	P		Current +2			Current +2		Current until superseded. Hold for additional two years and then destroy.
14	2		INS and EPS Phone Report	P		Current +3			Current +3		EPS DL/ID requires exception handling/non-standard processing, then destroy.
15	↓		INS Status Report (Legal presence verification status of DL/ID).	P		Current +3			Current +3		Current until revised. Hold for additional three years and then destroy.
16	↓		Processing Unit Status Report	P		Current +3			Current +3		Current until superseded. Hold for additional three years, and then destroy.
17	↓		Workload Production Worksheet	P		Current +2			Current +2		Current until superseded. Hold for additional two years and then destroy.
18	↓		Surrendered Licenses Information	P		Current +2			Current +2		Current until revised. Hold for additional two years and then purge.
19	1		DL 1 Unclaimed/Surrendered Driver Licenses	P		5			5	XI	Hold for five years from date of issuance and then destroy. Confidential destruction. IPA 1798.3 GC 6254(c)
20	↓		Subpoenas (Litigation involving unit). <u>Error Processing Section</u>	P		Active			Active	XI	Active until case resolved. Confidential destruction. GC 6254(C)
21	10		Exception Processing Refund File (refund applications – refunded and denied) Exception Processing Renewal by Internet	P		Current +1		2 yrs	Current +3		Current until application processed.
22	8			P		Current + 6mos			Current +6mon		Current +6 months confidential purge Confidential destruction GC 6254(c)

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

			<u>Inventory Management Section</u>								
23	3		DL/ID Correction/Reissue Billing (Vendor billing for corrected or reissued DL/ID).	P		Current +1		2 yrs	Current +3		Current until new DL/ID issued to customer. Confidential destruction. GC 6254(c)
			<u>Immigration and Naturalization Service Section</u>								
24	1332		Leal Presence Verification / Series 1	P		Current +3			Current +3		Current until superseded. Confidential destruction. GC 6254(c) IPA 1798.3
25	6		Social Security/DIG	P		Current			Current		Branch Chief's policy. Retain until superseded.
26	6		Canadian visa and passports	P		Current			Current		Branch Chief's policy. Retain until superseded.
27	12		Legal Presence / DIB	P		Current +90days			Current +90days		Current until superseded. Confidential destruction. GC 6254(c)
28	6		DMV errors special project	P		Current			Current		Branch Chief's policy. Retain until superseded.

08-183

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
			<u>Commercial Driver License and Problem Driver Pointer System Sections</u>								
29	30		CDL controlled medicals	P		Current			Current		Branch Chief's policy. Current until superseded
30	1		Special Certificates (holds) – Includes bus, special vans, ambulance, firefighters, etc.	P		Active +1			Active +1		Active pending "hold" removal. Hold for additional year and then destroy. Confidential destruction. GC 6254(C)
31	19		Special Certificates – Includes bus, special vans, ambulance, firefighters, etc.	P		Active +1			Active +1		Active until certificate issued. Hold for one month, then forward to Microfilm Unit for microfilming. Confidential destruction. GC 6254(C)
32	3		Live Scan – report of application fingerprint submission	P		Current +13 months			Current +13 months		Current until superseded. Confidential destruction. GC 6254(C)
Total Cubit Feet	1463										
			<u>Summary of Changes</u>								
			<u>Previous RRS</u>								<u>Status of Item Not Carried Over to Revision</u>
			88-490			23					No longer required
			88-490			24					No longer required
			88-490			27					No longer required

* Provide total of office and departmental