

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

STD. 72 (REV. 7-92)

5/5/94

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

NEW SCHEDULE INFORMATION (If applicable)	(5) SCHEDULE NUMBER	(6) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CUBIC FEET (Total Schedule)
BTHA-94-1	5/30	May 1, 1994	1	168
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED
Agency # 5		90-009	January 29, 1990	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.

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>Carol Rohde</i>	(17) TITLE Office Technician	(18) NAME (Printed or Typed) Carol Rohde	(19) TELEPHONE 323-5400	(20) DATE SIGNED May 5, 1994
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PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(21) SIGNATURE--DICS CONSULTANT <i>[Signature]</i>	(22) APPROVAL NUMBER 94-0140
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(23) TITLE <i>Archivist</i>	(24) DATE SIGNED 7/5/94
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PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)

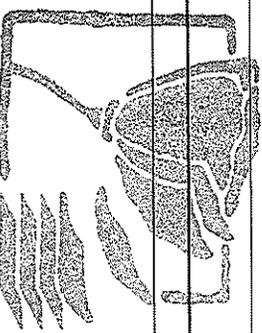
THE ATTACHED RECORDS RETENTION SCHEDULE:

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

(26) 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.)

(27) SIGNATURE--CHIEF OF ARCHIVES <i>John F. Burns</i>	(28) DATE SIGNED JUL 20 1994
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**CALIFORNIA
 STATE ARCHIVES**



RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse and in SAM 1600

DEPARTMENT (1) Business, Transportation & Housing Agency		SCHEDULE NUMBER (2) BTHA-94-1	DATE (3) May 1, 94
ORGANIZATIONAL UNIT		PAGE 1	OF 1
ADDRESS (Number Street City) 801 "K" Street, Suite 1919 Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (6) 94-148	

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)		
1	90	Hold / Retain Archives	<u>AGENCY CORRESPONDENCE</u> Departmental Correspondence: Alcoholic Beverage Control (ABC), Banking, Corporations, Savings & Loan (DS&L), Transportation (Caltrans), Office of Traffic Safety (OTS), Motor Vehicle (DMV), Calif. Highway Patrol (CHP), Calif. Housing Finance Agency (CHFA), Housing & Community Development (HCD), Real Estate (DRE), Real Estate Appraisers (OREA), Steven Teale Sata Center(Teale)	P		Active #1		3	Active #4		Active until manager decide to destroy, send to state records center <i>after purging</i> . Confidential Distruction <i>per mgr. successor.</i>
2	20	Hold / Retain Archives	Correspondence from individuals regarding Department issues and Governor's office correspondence (Goldenrods)	P		Active #1		1	Active #2		
3	2		<u>Administrative Records</u> Personnel Records	P		Active			Active	X1	Active until employee leaves <i>and</i> G.C. 6250 + C.C. 1798
4	10		<u>Agency Account Documents</u> Controllers invoices, agency agreements, Contracts with outside vendors, travel expense claims, purchase requests.	P		Active #2		2	Active #4		Retain two years from end of Fiscal year effected. After two years, distroy after audit or four years whichever occurs first.
5	46	Hold / Retain Archives	<u>Legislation</u> Senate and Assembly bills we are following: Analyses and Additional background information	P		Active #2		2	Active #4		Per Government Code 6254 Retain records on site during session (two years) plus two years on site, and two years in archives <i>SRC.</i>
Total:168 cu ft											

*Provide total of office and departmental