S[illegible].73 (REV. 6/2002)

RECORDS RETENTION SCHEDULE

Key # 16880

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 e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION	(2) AGENCY BILLING CODE	(3)
Department of Fish and Game	28110	PAGE 1 OF 5 PAGES

(4) DIVISION/ BRANCH/ SECTION	(5) ADDRESS
Business and Contracts Management Branch	501 S Street, Suite 3, Sacramento, CA 95811

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.)*

	(9) SCHEDULE NUMBER	(10) SCHEDULE DATE	(11) NUMBER OF PAGES	(12) CUBIC FEET *(Total Schedule)*
NEW SCHEDULE INFORMATION *(If applicable)*	FG 006-07	December 7, 2007	5	168
	(13) SCHEDULE NUMBER	**(14) APPROVAL NUMBER**	**(15) APPROVAL DATE(S)**	**(16) PAGE NUMBER(S) REVISED**
PREVIOUS SCHEDULE INFORMATION *(If applicable)*	FG-6 & FG-071	93-249 & 01-296	11/5/93 & 11/23/02	

(17) MISSION/FUNCTIONAL STATEMENT

The mission of the Business and Contracts Management Branch is to offer creative business solutions in a responsive and flexible manner, and to provide exceptional administrative assistance and support to carry out program goals consistent with statute and sound business practices.

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	(19) TITLE	(20) PHONE NUMBER	(21) DATE SIGNED
no longer at F&G	Chief, Business and Contracts Management Branch	(916) 445-5102	12/7/2007

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	(23) CLASSIFICATION	(24) NAME *(Printed or Typed)*	(25) PHONE NUMBER	(26) DATE SIGNED
Janis Paular	Staff Services Analyst	Janis Paular	(916) 445-5138	12/7/2007

PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL *(Per Government Code Section 14755)*

(27) SIGNATURE – CalRIM CONSULTANT	(28) APPROVAL NUMBER	(29) DATE SIGNED	(30) EXPIRATION DATE
Ramona M. Gutierrez	08 155	7/3/2008	7/3/2013

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

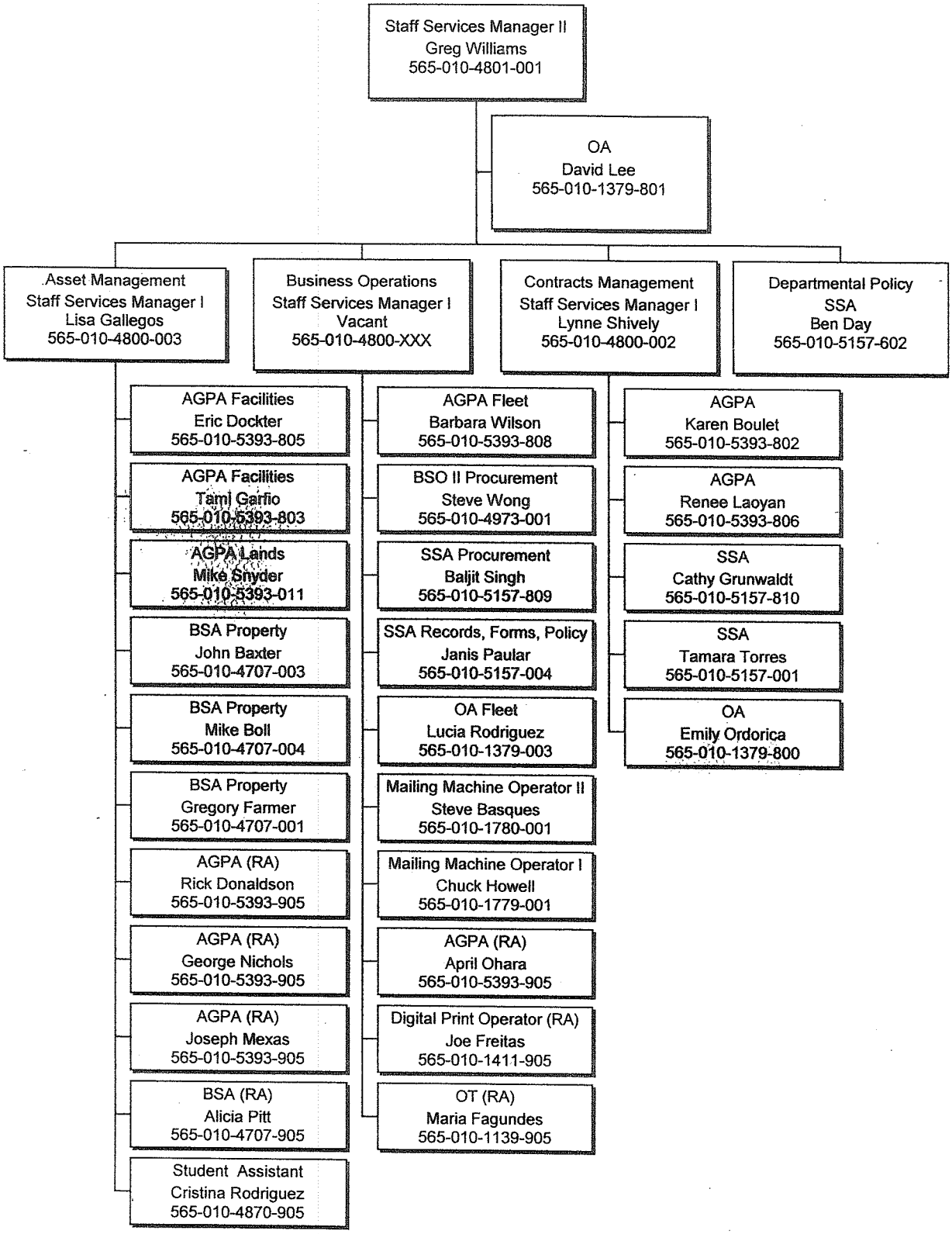
(32) ☒ Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. *(Per Section 1671 of the State Administrative Manual.)*

(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE	(34) DATE SIGNED
Sydney Bailey, Archivist	July 20, 2008

FOR ARCHIVES' STAMP

CALIFORNIA STATE ARCHIVES

Business and Contracts Management Branch
Organizational Chart - November 15, 2007



RECORDS RETENTION SCHEDULE
Business Contracts Management Branch

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Item # 37	Cubic Feet 38	39	40	Media 41	Vital 42	Office 43	Dept. 44	SRC 45	Total 46	PRA&IPA 47	Remarks 48
1	1		ADMINISTRATIVE MANAGEMENT: Personnel: Duty statements, exam info, vacant position info, working personnel files, employee emergency telephone numbers.	P		Active			Active		Active until superseded, employee completes probation or no longer employed.
2	3		PROGRAM MANAGEMENT: Records Management: Records Retention Schedules, transfer lists, authorization of destruction, annual reports, filing/shredder equipment requests	P		Active			Active		Active until superseded or until records destroyed. Transfer list is kept +2.
3	8		FACILITIES: Lease agreements, office space leases, space action requests, building & grounds documents, cite preparedness, Form 20's.	P		Active			Active		Retain at least 2 years from end of fiscal year in which encumbrance is liquidated. After 2 years, destroy after audit or 4 years, whichever occurs first. SAM Section 1669.
4	3	Notify Archives	FACILITIES: Transportation: Correspondence, annual plans & supporting documents, survey results.	P							
5	2		FACILITIES: Lower Sherman Island Leases	P		Active			Active		Complete file of leases should remain intact until last leasee relinquishes lease or is deceased.
6	12		PROCUREMENT: Contract delegation (STD 65), printing requisitions (STD 67), purchase estimates (STD 66), purchase orders, cash purchase voucher correspondence, Form 42s, (Emergency Authorization to Purchase), Purchasing & Equipment log sheets, American Express credit card applications & reports, Master Service & Repair Agreements.	P		3			3		HQ back-up documentation only; official records maintained under RRS FG-4, Approval 92-071.

NOTIFY ARCHIVES

RECORDS RETENTION SCHEDULE
Business Contracts Management Branch

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Item # 37	Cubic Feet 38	39	40	Media 41	Vital 42	Office 43	Dept 44	SRC 45	Total 46	PRA&IPA 47	Remarks 48
7	10		PROCUREMENT: Information Systems Computer Justifications	P		Active			Active		Active until equipment is sold. HQ back-up documentation only; official records maintained under RRS FG-4, Approval 92-071.
8	6		PROCUREMENT: CalCard: Bank statements, purchasing log, receipts, purchasing documents	P		2			2		
9	42		PROPERTY: PAR records, property record cards, property survey reports, work orders, transfer of location of equipment, property inventory, MFA reports, copies of invoices for equipment purchases, adjustment notifications, seized assets records, donated equipment.	P		4			4		
10	1		PROPERTY: Land Holdings (A-Z) by parcel & county	P		5			5		Active until the land no longer belongs to the Department. SAM Section 1669
11	23		FLEET: Registration log books, ownership certificates, vehicle/vessel documents, monthly mileage reports, travel logs, notice of late travel logs, passenger vehicle usage report, monthly pool car rental requests, PO Box rental instructions, city parking permits, vessel tax notices, parking applications & correspondence, credit card lists & transmittals, Voyager documents, home storage, SMOG, Smoke, utilization report	P		5			5		Active until sold, cancelled or superseded.

08 155

RECORDS RETENTION SCHEDULE
Business Contracts Management Branch

Item # 37	Item # 38	Item # 39	Item # 40	Item # 41	Item # 42	Item # 43	Item # 44	Item # 45	Item # 46	Item # 47	Item # 48
12	56		CONTRACTS: Standard contracts, Interagency agreements, memorandums of understanding, Use permits, agreements with Federal agencies. Back-up documentation includes but is not limited to: STD 15 - Contract Transmittal, STD 19 - Nondiscrimination Compliance Statement, STD 21 - Drug-free Workplace Certification, M/W/DVBE documents, STD 204 - Vendor Date Record. Bid documents: IFB's, RFP's, STD 815, STD 821, CSCR. Misc. correspondence.	P	Active+2			2	Active+4		SAM 1600 - Retain at least 2 years from end of fiscal year in which encumbrance is liquidated. After 2 years, destroy after audit or 4 years, whichever occurs first. EXCEPTION: Contracts/agreements exempt from DGS review, retain 3 years or until audited by DGS, whichever occurs first;SAM 1215 Active until expiration date. Destruction criteria: Destroy by shredding - confidential. Contains SS#s and addresses of contractors. IPA 1798.1
13	1		Contract tracking system computerized database consisting of contract number, title, contractor name, term, history, encumbrance, staff contacts, etc. Updated daily. Used for various types of reporting.	M,C	Active				Active		M - Computer Discs. Backed up daily. C - Computer printouts. Generated and distributed weekly. Active until superceded. Destroy by recycling.