

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

STD. 72 (REV. 2-96)

11/7/01
 88

		(1) DEPARTMENT, BOARD OR COMMISSION General Services		
		DIVISION, BUREAU OR OTHER UNIT Procurement Division-Financing		
		ADDRESS 1823 14th Street		
Submit three copies with three copies of the Records Retention Schedule, STD. 73. TO: DEPARTMENT OF GENERAL SERVICES OFFICE OF INFORMATION SERVICES 1500 5 TH Street, Room 116 Sacramento, CA 95814 (or IMS C-39) (916) 445-2294 OR CALNET 485-2294		CHECK THE APPROPRIATE BOX: (2) <input checked="" 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 type="checkbox"/> Amending some pages of a previous schedule. (Complete boxes 8 - 12.) (The original approval number will remain in effect.)		
NEW SCHEDULE INFORMATION (If applicable)	(5) SCHEDULE NUMBER DGS/PD-01-20	(6) SCHEDULE DATE 10/22/01	(7) NUMBER OF PAGES 1	(8) CUBIC FEET (Total Schedule) 4
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED

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 CMA II	(15) DATE SIGNED 10/29/01
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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 Sr. EDP Acquisition Specialist
(18) NAME (Printed or Typed) Dahlynn Shiflet	(19) TELEPHONE 322-1198
	(20) DATE SIGNED 10/29/01

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

(21) SIGNATURE-OIS CONSULTANT <i>[Signature]</i>	(22) APPROVAL NUMBER 01-322
(23) TITLE Records Management Consultant	(24) DATE SIGNED 10/31/01

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 "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 11/8/01
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ARCHIVES USE ONLY

GC 88

Records Retention Schedule
STD. 73 (REV. 5-92)

See Instructions on reverse
and in SAM 1600

DEPARTMENT (1) Department of General Services		SCHEDULE NUMBER (2) DGS/PD-01-20	DATE (3) 10/22/01
ORGANIZATIONAL UNIT Procurement-Financing		PAGE 1	OF 1
ADDRESS (Number Street City) 1823 14 th Street Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 01-322	

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)	M E D I A (10)	V I T A L (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS
						Office (12)	Dept. (13)	SRC (14)	Total (15)		

Mission Statement:

Provide financing and leasing alternatives to State of California and local government customers.

			<u>Records Management</u>									
1	1		Records Retention Schedule Approval Request and Records Retention Schedules (Std. 72 and 73)	P		Current				Current		Retain as current until superseded. Although revision is required every five years from the date approved by DGS, RR 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.
3	3		Tax Exempt Filings (8038 G's and 8038 GC's) includes deals, purchase orders, legal, bond cancel opinions.	P		Active +7				Active +7		Active until useful life of the equipment.
Total												
Cubic Ft.		4										

* Provide total of office and departmental