

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

STD. 72 (REV. 2-96)

11/13/01

(1) DEPARTMENT, BOARD OR COMMISSION
 Business, Transportation & Housing Agency

DIVISION, BUREAU OR OTHER UNIT

**Submit three copies with three copies of the
 Records Retention Schedule, STD. 73.**

ADDRESS
 980 9th Street, Suite 2450 Sacramento, CA 95814

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

CHECK THE APPROPRIATE BOX:
 (2) New schedule of records that have never been scheduled. (Complete boxes 5 - 8.)
 (3) Revising a previous schedule. (Complete boxes 5 - 12.)
 (A new approval number will be assigned.)
 (4) 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 BTHA-01-1	(6) SCHEDULE DATE March 9, 2001	(7) NUMBER OF PAGES 2	(8) CUBIC FEET (Total Schedule) 257
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PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S) BTHA-94-1	(10) APPROVAL NUMBER(S) 94-148	(11) APPROVAL DATE(S) July 5, 1994	(12) PAGE NUMBER(S) REVISED 1
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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>Isolanda Sandoval</i>	(14) TITLE Special Assistant	(15) DATE SIGNED 3-9-01
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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>Trish Vasquez</i>	(17) TITLE Office Technician	(18) NAME (Printed or Typed) Trish Vasquez	(19) TELEPHONE 916-324-7507	(20) DATE SIGNED
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PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(21) SIGNATURE - OIS CONSULTANT <i>John E. Cort</i>	(22) APPROVAL NUMBER 01-336
(23) TITLE Records Management Consultant	(24) DATE SIGNED 11/9/01

PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)

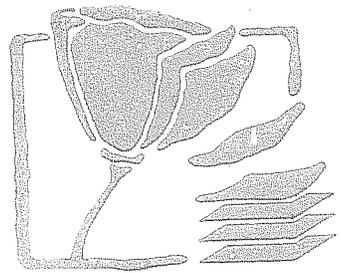
THE ATTACHED RECORDS RETENTION SCHEDULE:

(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>Linda Johnson, Archivist</i>	(28) DATE SIGNED 11/15/01
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ARCHIVES USE ONLY



**CALIFORNIA
STATE ARCHIVES**

MISSION STATEMENT FOR:

Business, Transportation & Housing Agency

980 9th Street, Suite 2450

Sacramento, CA 95814-3520

Tel. (916) 323-5400

Purpose: The Agency is headed by Maria Contreras-Sweet, who is a member of the Governor's Cabinet. The Secretary has the power of general supervision over, and is directly responsible to the Governor for the operations of each department and unit within the Agency. These departments include: California Highway Patrol, Motor Vehicles, Corporations, Financial Institutions, Housing & Community Development, California Housing Finance Agency, Real Estate, Real Estate Appraisers, Transportation, Office of Traffic Safety, Teale Data Center and Managed Health Care. The Secretary reports to the Governor on legislation, budgetary and administrative programs to accomplish comprehensive long-range, coordinated planning and policy formulation in matters of public interest related to the Agency.

01-336

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 2-96) (FMC)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Business, Transportation & Housing Agency		SCHEDULE NUMBER (2) BTHA-01-1	DATE (3) March 9, 2001
ORGANIZATIONAL UNIT Agency		PAGE 1	OF PAGES (4) 2
ADDRESS (Number Street City) 980 9th Street, Suite 2450 Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 01-336	

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)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
1.	105	NOTIFY ARCHIVES	Agency Correspondence: Correspondence initiated by Departments	P		3		1	4		Send to SRC after purging. Confidential destruction per Manager Decision.
2.	60	NOTIFY ARCHIVES	Correspondence initiated by individuals to Governor's Office & Departments. (Goldenrods)	P		3		1	4		
3.	6		Administrative/Personnel Records	P		Active		Active	X		Active until employee leaves and A.C. 6250 & C.C. 1798.
4.	30		Agency Account Documents: Invoices, Contracts/Agreements, TEC's and purchase requests.	P		2		2	4		Retain 2 yrs from end of Fiscal year. Then destroy after audit or four years whichever occurs first.
5.	56	NOTIFY ARCHIVES	Legislation: Senate & Assembly bills 2 Year Session 1997 - 1998 Analysis and Additional background info.	P		Active	2	2	Active		Per GC 6254 - Retain on site two yrs during session, plus yrs ib site, and two yrs at SRC.
						+2			+6		

Provide total of office and departmental storage only.

RECORDS RETENTION SCHEDULE

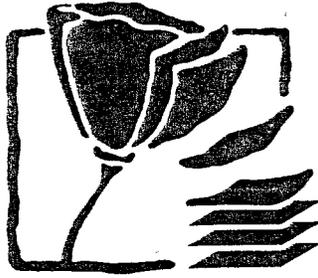
STD. 73 (REV. 2-96) (FMC)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Business, Transportation & Housing Agency		SCHEDULE NUMBER (2) BTHA-01-1	DATE (3) March 9, 2001
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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
6.	1		Records Management STD Form 70, Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory, or when no Longer needed for reference or analysis, whichever is later.
7.			STD Form 71, Records Transfer List	P		Current			Current		Retain as current until all records have been either destroyed, retired permanently, transferred to the St Archives, or when no longer needed, whichever is later.
8.			STD Form 72, RRS Approval Request and STD 73, Records Retention Schedule	P		Current			Current		Retain as current until revised. NOTE: Although revision is required every five years from date approved by DGS, records retention schedules that are not revised remain in effect but are considered non-current.
9.			Authorization for Records Destruction (Computer Printouts)	P		4			4		Retain for two yrs from date destruction is authorized. Then retain two more years or until audited, whichever occurs first (max. of four years)
			TOTAL CUBIC FOOT: 257								

Provide total of office and departmental storage only.



CALIFORNIA
STATE ARCHIVES

FAX TRANSMITTAL SHEET

Date: 4-26-02

Time: 2:10 pm

To: Ramona G.
Company: Cul-RMS
Phone: 375-4408
Fax: ←
Total Number of Pages including this sheet: 5

Message: RRS 01-336
Have a great week-end!

Is this a reference request? (check one) YES NO

From: Linda 653-1911
California State Archives
1020 "O" Street
Sacramento, CA 95814
Phone (916) 653-2246
Fax (916) 653-7363