

STATE OF CALIFORNIA
**RECORDS RETENTION
 SCHEDULE APPROVAL**
 STD. 72 (REV. 7-92) DMV EF

3/13/02

51805

(1) DEPARTMENT, BOARD OR COMMISSION
 Department of Motor Vehicles
 DIVISION, BUREAU OR OTHER UNIT
 Registration Operations Division, Registration Processing Unit I (Day, RU 175
 and Swing, RU 177)

Submit three copies with three copies of the Record Retention Schedule, STD. 73.
 Retention Schedule, STD. 73.
 ADDRESS
 2415 First Avenue, MS E271, Sacramento, CA 95818

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 | (6) SCHEDULE DATE | (7) NUMBER OF PAGES | (8) CUBIC FEET (Total Schedule) |
|---|------------------------|-------------------------|-----------------------|---------------------------------|
| 175/177-DMV-ROD | 12/31/01 | 3 | 172/* | |
| PREVIOUS SCHEDULE INFORMATION (If applicable) | (9) SCHEDULE NUMBER(S) | (10) APPROVAL NUMBER(S) | (11) APPROVAL DATE(S) | (12) PAGE NUMBER(S) REVISED |

PART 1 -- 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
James V. Manager
 (14) TITLE
 Manager V
 (15) DATE SIGNED
 1/28/02

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
P. J. Valentine
 (17) TITLE
 Rec Mgmt Coord
 (18) NAME (Printed or Typed)
 P. J. Valentine
 (19) TELEPHONE
 657-5632
 (20) DATE SIGNED
 1-31-2002

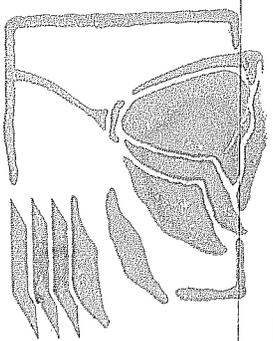
PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)
 (21) SIGNATURE-DCS CONSULTANT
John G. Cox
 (22) APPROVAL NUMBER
 02-044

(23) TITLE
Records Management Consultant
 (24) DATE SIGNED
 3/18/02
 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
James Johnson
 (28) DATE SIGNED
 3/13/02
 CALIFORNIA STATE ARCHIVES

GE-ly

Records Retention Schedule

STD. 73 (REV. 5-92)

See Instructions on reverse
and in SAM 1600

| | | |
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| DEPARTMENT (1) Motor Vehicles | SCHEDULE NUMBER (2) 175/177-DMV-ROD | DATE (3) 12/31/01 |
| ORGANIZATIONAL UNIT Registration Operations Division, Registration Processing Unit I (Day, RU 175 and Swing, RU 177) | OF PAGES 2 3 | |
| ADDRESS (Number Street City) 2415 First Ave, MS E271, Sacramento, CA 95818 | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 02-044 | |

| 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 L (10) | V I T A L (11) | RETENTION | | | | PRA (Exempt) & IPA (16) | REMARKS |
|--|-----------------|--|---|------------------|----------------|--------------|-----------|-------------|------------|-------------------------|--|
| | | | | | | Office (12) | Dept (13) | SRC (14) | Total (15) | | |
| 10 | 2 | | FO 247, Field Office Transmittal of Registration Application | P | | Active+1 | | | 2 | XI | Active until revised or superceded. Protected by IP/1798.34. Confidential destruction per GC 6254 (C) |
| 11 | 3 | | Office Collection Reports | P | | Active+1 Mo. | | 1 Yr. 1 Mo. | | XI | " |
| 12 | */* | | Physical Inventory | P/M | | Active+1 | | | 2 | XI | " |
| 13 | 3 | | Physical Inventory Discrepancy Report | P | | Active+1 | | | 2 | XI | " |
| 14 | 1 | | Production Statistic Reports | P | | 1 Year | | 1 Year | | XI | " |
| 15 | 2 | | Refund/Credit Transactions (Type Transaction Code P35) | P | | Active+1 | | | 2 | XI | " |
| 16 | * | | Run Log | P | | 14 Days | | 14 Days | | XI | " |
| 17 | * | | Transaction Volume Report | P | | 30 Days | | 30 Days | | XI | Although Accounting Manual specifies a retention period of 5 days, manager elects to retain for an additional 25 days until revised or superceded. Protected by IPA 1798.34. Confidential destruction per GC 6254 (C). |
| | | | <u>Administrative Management</u> | | | | | | | | |
| 18 | * | | Budget Expenditures and Related Reports (<i>Budget revisions, transfer of budget allotments, expenditure reports, financial activity reports</i>) | P | | Current | | Current | | - | Current until revised or superceded; thereafter, confidential destruction per GC 6254 (C). |

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

See Instructions on reverse
and in SAM 1600

| | | |
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|--|-----------------|--|---|------------------|----------------|-------------|-----------|----------|------------|-------------------------|---|
| | | | | | | Office (12) | Dept (13) | SRC (14) | Total (15) | | |
| 19 | * | | Office Administrative Files (<i>Records accumulated related to the internal administration or housekeeping activities of the office rather than the function for which the office exists</i>) | P | | Active | | | Active | - | Active until revised or superceded; thereafter, confidential destruction per GC 6254 (C) . |
| 20 | 11 | | Personnel Files and Related Documents | P | | Active | | | Active | XI | Active until employee separates, transfers, retires or until unit disbands, per IPA 1798.34; thereafter, confidential destruction per GC 6254 (C) . |
| 21 | 24 | | Procurement and Supply Documents (<i>Standard forms for leases, standard agreements, space action requests, purchase estimates or orders</i>) | P | | Current | | | Current | XI | Current until revised or superceded; thereafter, confidential destruction per GC 6254 (C) . |
| <u>Records Management</u> | | | | | | | | | | | |
| 22 | * | | Records Retention Schedules and Approvals (STD. 73, 72) | P | | Current | | | Current | - | Retain as current until revised. |
| 23 | * | | Records Inventory Worksheets (STD. 70) | P | | Current | | | Current | - | Retain as current until next inventory or when no longer needed for reference or analysis, whichever is later. |

Total Cubic Ft. : 172/*