STATE OF CALIFORNIA

RECORDS RETENTION SCHEDULE APPROVAL

STD. 72 (REV. 7-92) DMV EF

(1) DEPARTMENT, BOARD OR COMMISSION
Department of Motor Vehicles 51805

DIVISION, BUREAU OR OTHER UNIT
Registration Operations Division, Registration Processing Unit II

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

ADDRESS
2415 First Avenue, MS E272, 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) [X] 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.)*

	(5) SCHEDULE NUMBER	(6) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CUBIC FEET *(Total Schedule)*
NEW SCHEDULE INFORMATION *(If applicable)*	179-DMV-ROD	12/31/01	3	72/36
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	(14) TITLE	(15) DATE SIGNED
Annie Silva	Manager V	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	(17) TITLE	
PJ Valentine	Rec Mgmt Coord	
(18) NAME *(Printed or Typed)*	(19) TELEPHONE	(20) DATE SIGNED
P. J. Valentine	657-5632	1-31-2002

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

(21) SIGNATURE-OIS CONSULTANT	(22) APPROVAL NUMBER
Jack S. Fort	02-045
(23) TITLE	(24) DATE SIGNED
Records Management Consultant	3/8/02

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

THE ATTACHED RECORDS RETENTION SCHEDULE:

(25) [X] 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	(28) DATE SIGNED
Linda Johnson, Archivist	3/13/02

CALIFORNIA STATE ARCHIVES

State of California

Records Retention Schedule

STD. 73 (REV. 5-92)

See Instructions on reverse and in SAM 1600

DEPARTMENT (1)	SCHEDULE NUMBER (2)	DATE (3)
Motor Vehicles 51805	179-DMV-ROD	12/31/01
ORGANIZATIONAL UNIT: Registration Operations Division, Registration Processing Unit II	PAGE 1 OF 3	
ADDRESS (Number Street City): 2415 First Ave, MS E272, Sacramento, CA 95818	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5): 02-045	

FUNCTION: The function of the Registration Processing Unit II includes processing vehicle and vessel registration and titling applications referred by field offices, as well a the public, dealers and financial institutions. Employees also register foreign vehicles, act as a liaison with the courts regarding parking violations, and process difficult or sensitive transactions.

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 Office (12)	RETENTION Dept (13)	RETENTION SRC (14)	RETENTION Total (15)	PRA (Exempt) & IPA (16)	REMARKS
			Program Management			**(12)**			**(15)**		
1			ADM 173, Cashiers Daily Record	P							Obsolete -- programmatically updated daily.
2	21		ADM 311, Cashier's Transfer Receipt	P		Active+3			4	XI	Active until revised or superceded. Protected by IP, 1798.34. Confidential destruction per GC 6254 (C
3			ADM 344, Consolidation Audit Sheet	P							Obsolete – not used.
4	21		ADM 442, Field Office Deposit Slip	P		Active+1			2	XI	Active until revised or superceded. Protected by IP, 1798.34. Confidential destruction per GC 6254 (C
5	1		ADM 518, Notice of Transfer of Accountable or Controlled Items	P		Active+1			2	XI	"
6	1		Application Review List	P		60 Days			60 Days	XI	"
7	*		BOAT 119, Delinquent Tax Vessel Notice	P		5 Months			5 Months	-	Active until revised or superceded. Confidential destruction per GC 6254 (C).
8	*		BOAT 120, Vessel Tax Disposition	P		5 Months			5 Months	-	"
9	*		Bundle Listing	P		Active+1 Mo.			1 Yr. 1 Mo.	XI	Active until revised or superceded. Protected by IP, 1798.34. Confidential destruction per GC 6254 (C

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DEPARTMENT (1)	SCHEDULE NUMBER (2)	DATE (3)
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ORGANIZATIONAL UNIT: Registration Operations Division, Registration Processing Unit II	PAGE 2 OF 3	
ADDRESS (Number Street City): 2415 First Ave, MS E272, Sacramento, CA 95818	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5): 02-045	

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 Office (12)	Dept (13)	SRC (14)	Total (15)	PRA (Exempt) & IPA (16)	REMARKS
10	*		Bundle Log Purge Report	P						XI	Active until revised or superceded. Protected by IP 1798.34. Confidential destruction per GC 6254 (C
11			Control Audit Tranasaction Report	P							Obsolete
12	4		Office Collection Reports (Office Collection, Uncleared Collection, Phase II Clearance)	P		Active+1 Mo.		1 Yr. 1 Mo.		XI	Active until revised or superceded. Protected by IP 1798.34. Confidential destruction per GC 6254 (C
13	1/36		Physical Inventory	P/M		Active+1		2		XI	Registration stickers are paper; license plates are metal. Active until revised or superceded. Protecte by IPA 1798.34. Confidential destruction per GC 6254 (C).
14	*		Physical Inventory Discrepancy Report	P		Active+1		2		XI	Active until revised or superceded. Protected by IP 1798.34. Confidential destruction per GC 6254 (C
15	1		Production Statistic Reports	P		1 Year		1 Year		XI	"
16	1		Production Summary Report	P		1 Year		1 Year		XI	"
17	3		Run Log	P		14 Days		14 Days		XI	"
18	*		Technician Inventory, Phase II	D		1 Year		1 Year		XI	"
19	1		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 destructio per GC 6254 (C).

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ORGANIZATIONAL UNIT: Registration Operations Division, Registration Processing Unit II	PAGES: 3 OF 3	
ADDRESS (Number Street City): 2415 First Ave, MS E272, Sacramento, CA 95818	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5): 02-045	

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 Office (12)	Dept (13)	SRC (14)	Total (15)	PRA (Exempt) & IPA (16)	REMARKS
20	*		Vessel, Delinquent Tax Reports/Statistics	P		Active		Active		XI	Active until revised or superceded. Protected by IP 1798.34. Confidential destruction per GC 6254 (C
			Administrative Management								
21	1		Budget Expenditures and Related Reports *(Budget revisions, transfer of budget allotments, expenditure reports, financial activity reports)*	P		Current			Current	_	Current until revised or superceded; thereafter, confidential destruction per GC 6254 (C) .
22	12		Office Administrative Files *(Records accumulated related to the internal administration or housekeeping activities of the office rather than the function for which the office exists)*	P		Active			Active	XI	Active until revised or superceded; thereafter, confidential destruction per GC 6254 (C) .
23	3		Personnel Files and Related Documents	P		Active			Active	XI	Active until employee separates, transfers, retires o until unit disbands.per IPA 1798.34; thereafter, confidential destruction per GC 6254 (C) .
24	1		Procurement and Supply Documents *(Standard forms for leases, standard agreements, space action requests, purchase estimates or orders)*	P		Current			Current	_	Current until revised or superceded; thereafter, confidential destruction per GC 6254 (C) .
			Records Management								
25	*		Records Retention Schedules and Approvals (STD. 73, 72)	P		Current			Current		Retain as current until revised.
26	*		Records Inventory Worksheets (STD. 70)	P		Current			Current		Retain as current until next inventory or when no longer needed for reference or analysis, whichever i later.