STATE OF CALIFORNIA

RECORDS RETENTION SCHEDULE APPROVAL

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

3/26/02

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

DIVISION, BUREAU OR OTHER UNIT
Registration Operations Division, Data Entry Section (Day, RU 725; Swing, RU 726; Nights, RU 727)

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

ADDRESS
2415 First Avenue, MS D190, 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)*	725/~~726/727~~-DMV-ROD	12/31/01	6	82/*
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
[signature]	Data Entry Manager	1/30/02

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	
[signature]	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
[signature]	02-057
(23) TITLE	(24) DATE SIGNED
Records Management Consultant	3/19/02

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
Sydney Bailey, Archivist	March 26, 2002

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	725/~~726/727-D~~MV-ROD	12/31/01
ORGANIZATIONAL UNIT: Registration Operations Division, Data Entry Section (Day, RU 725; Swing, RU 726; Nights, RU 727)	PAGE 1 OF 6	
ADDRESS (Number Street City): 2415 First Ave, MS D190, Sacramento, CA 95818	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5): 02-057	

FUNCTION: The responsibility of the Data Entry section is processing large volumes of registration renewal transactions through an automated system. This area is also responsible for keying Notices of Release of Liability into the registration database and updating change of address information submitted to the department.

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 311, Cashier's Transfer Receipt	P		Active+3			4	XI	Active until revised or superceded. Protected by IPA 1798.34. Confidential destruction per GC 6254 (C).
2			ADM 344, Consolidation Audit Sheet	P							Obsolete – merged with Item #5, Clearance Refund/Deposit Report (MST)
3			ADM 442, Report of Deposit	P							"
4			Cash Letter Recaps	P							"
5	7		Clearance Refund/Deposit Report (MST), Data Entry Accounting Form 192	P		Active			Active	XI	Active until revised or superceded. Protected by IPA 1798.34. Confidential destruction per GC 6254 (C).
6			DMV Processed Daily Fees Short Processed	P							Obsolete - merged with Item #5, Clearance Refund/Deposit Report (MST)
7	*		Driver License Estimated Daily Inventory	P		1 Year			1 Year	XI	Active until revised or superceded. Protected by IPA 1798.34. Confidential destruction per GC 6254 (C).
8			Federal Highway Vehicle Use Tax (FHVUT)	P							Obsolete – merged with Item #18, Remittance Statistics Report

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	725/~~726/727~~-DMV-ROD	12/31/01
ORGANIZATIONAL UNIT: Registration Operations Division, Data Entry Section (Day, RU 725; Swing, RU 726; Nights, RU 727)	PAGE 2 OF 6	
ADDRESS (Number Street City): 2415 First Ave, MS D190, Sacramento, CA 95818	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5): 02-057	

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
9	*		ISD 52, EDP Maintenance Record	P		1 Year			1 Year		Active until revised or superceded. Confidential destruction per GC 6254 (C).
10	1		ISD 74, Data Entry Operators Weekly Work Sheet	P		1 Year			1 Year		"
11	*		Master Op-Sup Table	C		1 Year			1 Year		"
12			MDV Remittance Processing S4000 Log	P							Obsolete
13	2		Operators Statistics (Monthly, Weekly, Daily, Overtime, On-Line)	P		3 Months			3 Months		Active until revised or superceded. Confidential destruction per GC 6254 (C).
14	2		Physical Inventory Reports	P		Active+1			2	XI	Active until revised or superceded. Protected by IPA 1798.34. Confidential destruction per GC 6254 (C).
15			Potentials (POTS) Amount Paid Breakdown	P							Obsolete – merged with Item #5, Clearance Refund/Deposit Report (MST)
16			Potentials (POTS) Processed per CLR	P							"
17			Production Sheet, Weekly Recap	P							Obsolete

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ORGANIZATIONAL UNIT: Registration Operations Division, Data Entry Section (Day, RU 725; Swing, RU 726; Nights, RU 727)	3 OF 6 PAGES	
ADDRESS (Number Street City): 2415 First Ave, MS D190, Sacramento, CA 95818	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5): 02-057	

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
18	7		Remittance Statistics Report (Daily) and Related Reports	C/E		Current		Current		XI	Retained until two years after Unisys contract terminates or until superceded. Protected per IPA 1798.34. Confidential destruction per GC 6254 (C).
19			Review End of Shift Status Report	P							Obsolete
20	9		Treasurer's (State of California) Report	P		Active		Active		XI	Active indefinitely. Protected by IPA 1798.34. Confidential destruction per GC 6254 (C).
21	*		Zip Code, City/Street Listing	C		Current		Current			Current until revised or superceded; thereafter, confidential destruction per GC 6254 (C) .
22	1		Zip Code Table Changes	P		Current		Current			"
			Administrative Management								
23			ADM 277, Request for Materials/Service	P							Obsolete - merged with Item #41, Procurement and Supply Documents
24			ADM 527, Supply Order	P							"
25			ADM 683, Training Needs	P							Obsolete - merged with Item #39, Personnel Files and Related Documents

State of California

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See Instructions on reverse and in SAM 1600

DEPARTMENT (1)	SCHEDULE NUMBER (2)	DATE (3)
Motor Vehicles 51805	725/~~726/727~~-DMV-ROD	12/31/01
ORGANIZATIONAL UNIT: Registration Operations Division, Data Entry Section (Day, RU 725; Swing, RU 726; Nights, RU 727)	PAGES: 4 OF 6	
ADDRESS (Number Street City): 2415 First Ave, MS D190, Sacramento, CA 95818	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5): 02-057	

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26			ADM 1211, Duplication Work Order	P							Obsolete - merged with Item #53, Office Administrative Files
27	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) .
28			Completion of Temporary Assignment, Projected	P							Obsolete - merged with Item #39, Personnel Files and Related Documents
29			Contracts for Equipment	P							Obsolete - merged with Item #41, Procurement and Supply Documents
30			DMV 1, Request for Time Off	P							Obsolete - merged with Item #39, Personnel Files and Related Documents
31			DMV 15, Request for New or Revised Form	P							Obsolete - merged with Item #53, Office Administrative Files
32			DMV 634, Input of Monthly Absences and Overtime	P							Obsolete - merged with Item #39, Personnel Files and Related Documents
33			EDP 154, Data Entry Attendance Record	P							"
34			Employees Annual Leave System (ALS) Report	P							Obsolete - merged with Item #39, Personnel Files and Related Documents. Item now entitled Management and Information Leave System Report.

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	(725) ~~726/727~~-DMV-ROD	12/31/01
ORGANIZATIONAL UNIT: Registration Operations Division, Data Entry Section (Day, RU 725; Swing, RU 726; Nights, RU 727)	OF PAGES: 5 6	
ADDRESS (Number Street City): 2415 First Ave, MS D190, Sacramento, CA 95818	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5): 02-057	

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35	24		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. Protected by IPA 1798.34. Confidential destruction per GC 6254 (C) .
36			OSD 71, Monthly Office Copier Maintenance Report	P							Obsolete - merged with Item #41, Procurement and Supply Documents. Form number is now ADM 22.
37			Overtime Reports (Unit/Individual)	P							Obsolete - merged with Item #39, Personnel Files and Related Documents
38			Payroll Check Off Listing	P							"
39	20		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) .
40			Position Listing (Budget)	P							Obsolete - merged with Item #27, Budget Expenditures and Related Reports
41	8		Procurement and Supply Documents *(Standard forms for contracts, leases, agreements; space action requests, purchase estimates or orders)*	P		Current			Current		Current until revised or superceded; thereafter, confidential destruction per GC 6254 (C) .
42			Seniority List	P							Obsolete - merged with Item #39, Personnel Files and Related Documents

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43			STD 603, Dock Report	P							Obsolete - merged with Item #39, Personnel Files and Related Documents
44			STD 640, Employee Attendance Summary	P							"
45			STD 673, Report of Extra Hours To Be Paid	P							"
46			Xerox Copies Monthly Statistics	P							Obsolete - merged with Item #41, Procurement and Supply Documents
			Records Management								
47	*		Records Retention Schedules and Approvals (STD. 73, 72)	P		Current		Current			Retain as current until revised.
48	*		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. : 82/*