

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

518
 51805
 ✓

Submit three copies with three copies
 of the Records Retention Schedule,
 STD. 72.

(1) DEPARTMENT, BOARD OR COMMISSION
 Department of Motor Vehicles
 DIVISION, BUREAU OR OTHER UNIT
 Registration Operations Division, Registration Services Branch
 ADDRESS
 2415 First Avenue, MS E254, 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)
109-DMV-ROD		12/31/01	2	46
PREVIOUS SCHEDULE INFORMATION (if applicable)	(9) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED
98-		88-494	12/8/88	4

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
Richard J. Valle
 (14) TITLE
 Branch Chief
 (15) DATE SIGNED
 1/14/02

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.)

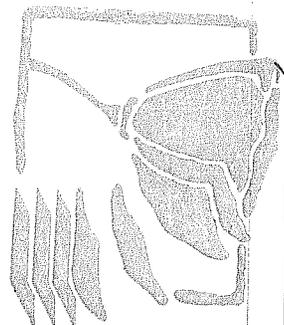
(16) SIGNATURE-RECORDS MANAGEMENT ANALYST
P. J. Valentine
 (17) TITLE
 Rec Mgmt Coord
 (18) NAME (Printed or Typed)
 P. J. Valentine
 (19) TELEPHONE
 657-5632
 (20) DATE SIGNED
 1-18-2002

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

(21) SIGNATURE--DHS CONSULTANT
John C. Smith
 (22) APPROVAL NUMBER
 02-151
 (23) TITLE
 RECORDS MGMT CONSULTANT
 (24) DATE SIGNED
 May 3 2002

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

- (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.)



(22) SIGNATURE--CHIEF OF ARCHIVES
Janita Johnson
 (23) DATE SIGNED
 5/8/02



Get this by
 5-1-02

State of California

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

See Instructions on reverse
and in SAM 1600

DEPARTMENT (1) Motor Vehicles 51805		SCHEDULE NUMBER (2) 109-DMV-ROD	DATE (3) 12/31/01
ORGANIZATIONAL UNIT Registration Operations Division, Registration Services Branch		OF PAGES 1 2	
ADDRESS (Number Street City) 2415 First Ave, MS E254, Sacramento, CA 95818		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) FD2-151	

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)		

FUNCTION: The Registration Services Branch is responsible for overseeing the operational aspects of the Vehicle Registration program, collecting revenue and fees on behalf of state and local governments, protecting identity through the registering and titling of vehicles, vessels and trailers, and ensuring that its customers receive first class customer service.

			<u>Program Management</u>				
				(12)	(15)		
1	14		Correspondence Files (<i>Responses to governor, legislative and customer inquiries; intra-departmental</i>)	P	Active+1	2	Active until revised or superceded; thereafter, confidential destruction per GC 6254 (C).
2	2		Legislative Reports and Bill Analyses	P	Active+2	3	Active until revised or superceded; thereafter, confidential destruction per GC 6254 (C).
3	6		Production Reports	P	Active+1	2	Active until revised or superceded; thereafter, confidential destruction per GC 6254 (C).
4	2		Commercial Vehicle Registration Act	P	Current	Current	Current until revised or superceded; thereafter, confidential destruction per GC 6254 (C).
5	*		Specially Constructed Passenger Vehicles and Pick Up Trucks (SB 100)	P	Current	Current	Current until revised or superceded; thereafter, confidential destruction per GC 6254 (C).
6	3		Projects, Miscellaneous (<i>Including but not limited to Smog Impact Fee, WoosleyClass Action Lawsuit</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

DEPARTMENT (1) Motor Vehicles	SCHEDULE NUMBER (2) 109-DMV-ROD	DATE (3) 12/31/01
ORGANIZATIONAL UNIT Registration Operations Division, Registration Services Branch	OF PAGES 2 2	
ADDRESS (Number Street City) 2415 First Ave, MS E254, Sacramento, CA 95818	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 02-151	

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)		

Administrative Management

7	3		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) .
8	3		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		Current until revised or superceded; thereafter, confidential destruction per GC 6254 (C) .
9	10		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) .
10	3		Procurement and Supply Documents (<i>Standard forms for leases, standard agreements, space action requests, purchase estimates or orders</i>)	P		Current			Current		Current until revised or superceded; thereafter, confidential destruction per GC 6254 (C) .

Records Management

11	*		Records Retention Schedules and Approvals (STD. 73, 72)	P		Current			Current		Retain as current until revised.
12	*		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. : 46