

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

5/18
 81

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

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		(1) DEPARTMENT, BOARD OR COMMISSION Department of Motor Vehicles DIVISION, BUREAU OR OTHER UNIT Registration Operations Division, Lien Sales Unit ADDRESS 2415 First Avenue, MS D143, Sacramento, CA 95818	
CHECK THE APPROPRIATE BOX:			
(2) <input checked="" type="checkbox"/> New schedule of records that have never been scheduled. (Complete boxes 5 - 8.)		(3) <input type="checkbox"/> Revising a previous schedule. (Complete boxes 5 - 12) (A new approval number will be assigned.)	
(4) <input type="checkbox"/> Amending some pages of a previous schedule. (Complete boxes 8-12.) (The original approval number will remain in effect.)		(5) SCHEDULE NUMBER 136-DMV-ROD	
(6) SCHEDULE DATE 12/31/01		(7) NUMBER OF PAGES 3	
(8) SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER(S) -	
(10) APPROVAL NUMBER(S) -		(11) APPROVAL DATE(S) -	
(12) CUBIC FEET (Total Schedule) 118		(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 <i>Robert J. Willis</i>	(14) TITLE Branch Chief	(15) DATE SIGNED 1/14/02
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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>P. J. Valentine</i>	(17) TITLE P. J. Valentine	(18) NAME (Printed or Typed) P. J. Valentine	(19) TELEPHONE 657-5632	(20) DATE SIGNED 1-18-2002
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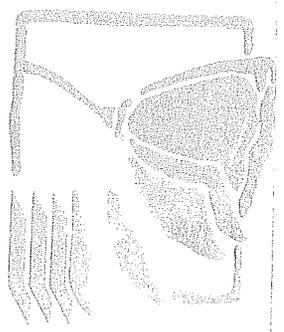
PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(21) SIGNATURE--DIOS CONSULTANT <i>Patricia C. Lane</i>	(22) APPROVAL NUMBER 02-152
(23) TIME 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.)



(27) SIGNATURE--CHIEF OF ARCHIVES <i>Donald Johnson</i>	(28) DATE SIGNED 3/18/02
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CALIFORNIA
 STATE ARCHIVES

61-45-05
 5/2/02

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

See Instructions on reverse
and in SAM 1600

DEPARTMENT (1) Motor Vehicles	SCHEDULE NUMBER (2) 136-DMV-ROD	DATE (3) 12/31/01
ORGANIZATIONAL UNIT Registration Operations Division, Lien Sales Unit	OF PAGES 1 3	
ADDRESS (Number Street City) 2415 First Ave, MS D143, Sacramento, CA 95818	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 02-152	

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 function of the Lien Sales Unit within Registration Operations Division is to ensure proper notification to all interested parties of a vehicular or vessel lien sale, and to ensure lienholders comply with proper policies and procedures.

			<u>Program Management</u>		(12)	(15)		
1	13		Correspondence (<i>Incomplete applications that need additional requirements; customer inquiries</i>)	P	Active+1	2	XI	Active until revised or superceded. Confidential destruction per GC 6254 (C). IPA 1798.34
2	1		Certified Mailing List (<i>Verifies all parties notified regarding on lien sale</i>)	P	Active+1 Mo.	1 Yr. 1 Mo.	XI	Active until revised or superceded. Confidential destruction per GC 6254 (C). IPA 1798.34
3	18		DMV Lien Sale Denials (<i>Invalids: oppositions that do not comply with the law; Valids: applications to contest lien sale</i>)	P	Active+1 Mo.	1 Yr. 1 Mo.	XI	Active until revised or superceded. Confidential destruction per GC 6254 (C). IPA 1798.34
4	4		Excess Money from Lien Sales	P	Active+1 Mo.	1 Yr. 1 Mo.	XI	Active until revised or superceded. Confidential destruction per GC 6254 (C). IPA 1798.34
5	1		Invalid Lien Sales (<i>Improperly completed applications</i>)	P	Active	Active	XI	Active until revised or superceded. Confidential destruction per GC 6254 (C). IPA 1798.34
6	24		Overs (<i>Applications for vehicles over \$4000 and vessels over \$1500</i>)	P	Active+1 Mo.	1 Yr. 1 Mo.	XI	Active until revised or superceded. Confidential destruction per GC 6254 (C). IPA 1798.34
7	42		Unders (<i>Applications for vehicles valued under \$4000</i>)	P	Active+1 Mo.	1 Yr. 1 Mo.	XI	Active until revised or superceded. Confidential destruction per GC 6254 (C). IPA 1798.34

DEPARTMENT (1) Motor Vehicles 51805		SCHEDULE NUMBER (2) 136-DMV-ROD	DATE (3) 12/31/01
ORGANIZATIONAL UNIT Registration Operations Division, Lien Sales Unit		OF PAGES 2 3	
ADDRESS (Number Street City) 2415 First Ave, MS D143, Sacramento, CA 95818		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 02-152	

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

See Instructions on reverse
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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 (10)	V I D E O (11)	RETENTION				PRA (Exempt & IPA) (16)	REMARKS
						Office (12)	Dept (13)	SRC (14)	Total (15)		

Administrative Management

11	4		Budget Expenditures and Related Reports (<i>Budget revisions, transfer of budget allotments, expenditure reports, financial activity reports (overtime, travel, vacancy, registration status, telephone)</i>)	P		Current			Current		Current until revised or superceded; thereafter, confidential destruction per GC 6254 (C) .
12	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) .
13	5		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) .
14	3		Procurement and Supply Documents (<i>Standard forms for leases, standard agreements, space action requests, purchase estimates or orders, equipment/maintenance reports, workstation keys, purchase order forms,)</i>	P		Current			Current		Current until revised or superceded; thereafter, confidential destruction per GC 6254 (C) .

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STD. 73 (REV. 5-92)

See Instructions on reverse
and in SAM 1600

DEPARTMENT (1) Motor Vehicles 51805		SCHEDULE NUMBER (2) 136-DMV-ROD	DATE (3) 12/31/01
ORGANIZATIONAL UNIT Registration Operations Division, Lien Sales Unit		OF PAGES 3 3	
ADDRESS (Number Street City) 2415 First Ave, MS D143, Sacramento, CA 95818		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 202-152	

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)		

<u>Records Management</u>											
15	*		Records Retention Schedules and Approvals (STD. 73, 72)	P		Current		Current			Retain as current until revised.
16	*		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. : 118