

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

51806  
 Billing code 51805

Submit three copies with three copies of the Record Retention Schedule, STD. 73.  
 2415 First Avenue, MS E255, Sacramento, CA 95818

		(1) DEPARTMENT, BOARD OR COMMISSION Department of Motor Vehicles
		DIVISION, BUREAU OR OTHER UNIT Registration Operations Division, Allied Processing Section
		ADDRESS 2415 First Avenue, MS E255, Sacramento, CA 95818
CHECK THE APPROPRIATE BOX:		
(2) <input checked="" type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>
New schedule of records that have never been scheduled. (Complete boxes 5 - 8.)		
Revising a previous schedule. (Complete boxes 5 - 12) (A new approval number will be assigned.)		
Amending some pages of a previous schedule. (Complete boxes 8-12.) (The original approval number will remain in effect.)		
(5) SCHEDULE NUMBER NEW SCHEDULE INFORMATION (If applicable)	(6) SCHEDULE DATE	(7) NUMBER OF PAGES
158-DMV-ROD	12/31/01	2
(8) CUBIC FEET (Total Schedule)		(9) SCHEDULE NUMBER(S)
58		12/31/01
(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 <i>Stacy H. Mack</i>	(14) TITLE Staff Services Manager II	(15) DATE SIGNED 1/11/702
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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 Records Management Analyst	(18) NAME (Printed or Typed) P. J. Valentine	(19) TELEPHONE 657-5632	(20) DATE SIGNED 1-22-2002
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**PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)**

(21) SIGNATURE-CONSULTANT <i>Thomas C. Lannett</i>	(22) APPROVAL NUMBER R02-161	(23) TITLE Records Mgmt. Consultant	(24) DATE SIGNED May 6, 2002
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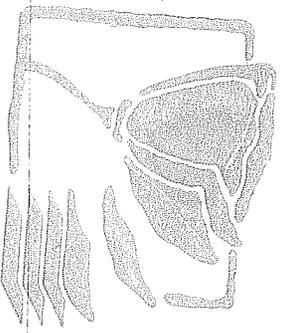
**PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)**

THE ATTACHED RECORDS RETENTION SCHEDULE:

Contains no material subject to further review by the California State Archives

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>James Johnson, Administrator</i>	(28) DATE SIGNED 5/8/02
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CALIFORNIA  
 STATE ARCHIVES  
 GC-AS-48 64-48

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

See Instructions on reverse  
and in SAM 1600

DEPARTMENT (1) Motor Vehicles	SCHEDULE NUMBER (2) 158-DMV-ROD	DATE (3) 12/31/01
ORGANIZATIONAL UNIT Registration Operations Division, Allied Processing Section	OF PAGES 1 2	
ADDRESS (Number Street City) 2415 First Ave, MS E255, Sacramento, CA 95818	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

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 Allied Processing Section's mission is to administer vehicle registration related programs and functions. The core purposes are to collect revenue on behalf of the state and local governments; to ensure compliance with vehicle registration requirements; to administer special programs such as the Environmental and Special License Plate programs; and to provide first class support services to customers including primary vehicle registration processing staff, field office staff, allied agencies and California motoring public.

			<u>Program Management</u>		(12)	(15)	
1	14		Allied Processing Section Miscellaneous Files (Including but not limited to vehicle registration projects and programs such as Commercial Vehicle Registration Act, customer thank you letters)	P	Active	Active	XI Active until revised or superceded. Protected by IP/ 1798.34, thereafter, confidential destruction per GC 6254 (C).
2	2		Correspondence Files (Director's mail, customer reply letters)	P	Active	Active	XI "
3	*		Dishonored Check Files, Departmental Employees	P	Active	Active	XI "
4	14		Reports (Statistical, overtime from reporting units, weekly workload)	P	Active+I	2	Active until revised or superceded; thereafter, confidential destruction per GC 6254 (C).
5	14		Board of Control Claims	P	Active	Active	XI Active until revised or superceded. Protected by IP/ 1798.34, thereafter, confidential destruction per GC 6254 (C).

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						Office (12)	Dept (13)	SRC (14)	Total (15)			
<b><u>Administrative Management</u></b>												
6	*		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) .	
7	*		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) .	
8	14		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) .	
9	*		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) .	
<b><u>Records Management</u></b>												
10	*		Records Retention Schedules and Approvals (STD. 73, 72)	P		Current			Current		Retain as current until revised.	
11	*		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. : 58

