

STATE OF CALIFORNIA
**RECORDS RETENTION
 SCHEDULE APPROVAL**
 STD. 12 (REV. 7-92) DMV EF

(1) DEPARTMENT, BOARD OR COMMISSION
 Department of Motor Vehicles
 DIVISION, BUREAU OR OTHER UNIT
 Registration Operations Division, Registration Services Branch

Submit three copies with three copies of the Record Schedule, STD. 73.
 Retention Schedule, STD. 73.
 ADDRESS
 2415 First Avenue, MS E254, Sacramento 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)
PREVIOUS SCHEDULE INFORMATION (if applicable)	(9) SCHEDULE NUMBER(S) 109-DMV-ROD/1R	(10) APPROVAL NUMBER(S) 02-261	(11) APPROVAL DATE(S) 7/15/02	(12) PAGE NUMBER(S) REVISED 3

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
James Williams
 (14) TITLE
 Acting Branch Chief
 (15) DATE SIGNED
 8/20/02

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
 Departmental Records Management Analyst
 (18) NAME (Printed or Typed)
 P. J. Valentine
 (19) TELEPHONE
 657-5632
 (20) DATE SIGNED
 8-22-02

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

(21) SIGNATURE--CONSULTANT
John S. Fort
 (22) APPROVAL NUMBER
 02261
 (23) TITLE
 Records Management Consultant
 (24) DATE SIGNED
 9/16/02

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

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (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
David Johnson
 (28) DATE SIGNED
 9/30/02



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/1R	DATE (3) 7/15/02
ORGANIZATIONAL UNIT Registration Operations Division, Registration Services Branch	PAGE 3 OF 3 PAGES	
ADDRESS (Number Street City) 2415 First Avenue, MS E254, Sacramento, CA 95818	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 02-261	

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)		

NOTE: With the exception of Item 13 (Original Records) documents described below are normally retained for 10 years. However, due to pending litigation as defined in DMV legal opinion memo, File No. DMV 79-3-6, dated March 26, 1979 (*Woosley vs. DMV et al*), the records will be retained indefinitely, or until case is resolved, or "...unless it is determined...that the record has no further administrative, legal, or fiscal value..." When the initial 10-year period has lapsed, retention will be reviewed on a year-to-year basis according to the criteria outlined above.

13.	*		Vehicle Registration Documents (<i>Original source documents pertaining to the sale, registration and titling of vehicles, vessels, special equipment and placards established in the California Vehicle Code</i>)	P		*	*	*	*	XI	Original source documents from various Intradepartmental units received and processed by Communication Programs Division's (CPD) Micrographics Unit. Destroy after completion of quality control inspection to insure that an acceptable image of each document is recorded on the silver halide microfilm. GC 6254
13A	*		" " "	S				10 Yrs	10 Yrs	XI	*Silver halide microfilm. Stored at the Elk Grove Vault. Used primarily as the official archive film and as a duplicating media for producing diazo working copies on an as-required basis. Normally destroyed after ten years unless needed as evidence in pending litigation. (See Note)
13B	1252		" " "	D				10 Yrs	10 Yrs	XI	*Diazo microfilm working copy. A working copy of the film described in 13A, stored in CPD's VR Micro Retrieval Unit. Normally destroyed after ten years unless needed as evidence in pending litigation. (See Note)

Total Cubic Ft.: 1298

* Provide total of office and departmental