

STATE OF CALIFORNIA
RECORDS RETENTION SCHEDULE
APPROVAL REQUEST
 STD. 72 (REV. 2-99)

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

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	SEISMIC SAFETY COMMISSION
DIVISION, BUREAU OR OTHER UNIT	Executive/Administration
ADDRESS	1755 Creekside Oaks Drive Suite 100 Sacramento CA 95833

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.)
 (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)
SSC-2002	7-10-02	2	34	

PART I -- 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
<i>[Signature]</i>	Executive Director	7-10-02

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	(19) TELEPHONE	(20) DATE SIGNED
<i>[Signature]</i>	Assoc. Gov. Prog. Analyst	916.263.0583	7-10-02

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

(21) SIGNATURE--OIS CONSULTANT	(22) APPROVAL NUMBER
<i>[Signature]</i>	02-262
(23) TITLE	(24) DATE SIGNED
Records Management Consultant	7/15/02

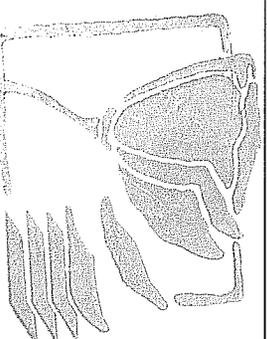
PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)

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 "TRANSFER TO ARCHIVES" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)

ARCHIVES USE ONLY



(27) SIGNATURE--CHIEF OF ARCHIVES	(28) DATE SIGNED
<i>[Signature]</i>	8/5/02

GC

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 6-98)

*See instructions on reverse
and in SAM 1600*

DEPARTMENT SEISMIC SAFETY COMMISSION	BILLING CODE (1) 10430	SCHEDULE NUMBER (2) SSC-2002	DATE (3) July 10, 2002
ORGANIZATIONAL UNIT Executive/Administrative		PAGE 1	OF PAGES (4) 2
ADDRESS (Number Street City) 1755 Creekside Oaks Drive Sutie 100		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 02-262	

ITEM NUMBER <small>(6)</small>	CUBIC FEET * <small>(7)</small> <i>(Triple space between items)</i>	CALIFORNIA STATE ARCHIVES USE ONLY <small>(8)</small>	TITLE AND DESCRIPTION OF RECORDS <small>(9)</small> <i>(Triple space between items)</i>	MEDIA <small>(10)</small>	VITAL <small>(11)</small>	RETENTION				PRA (Exempt) & IPA <small>(16)</small>	REMARKS <small>(17)</small>
						OFFICE <small>(12)</small>	DEPT. <small>(13)</small>	SRC <small>(14)</small>	TOTAL <small>(15)</small>		
			<p>The mission of the Seismic Safety Commission is to improve the well-being of the people of California through cost effective measures that lower earthquake risks to life and property</p>								

*Provide total of office and departmental storage

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 6-98)

See instructions on reverse
and in SAM 1600

DEPARTMENT Seismic Safety Commission	BILLING CODE (1) 10430	SCHEDULE NUMBER (2) SSC-2002	DATE (3) July 10, 2002
ORGANIZATIONAL UNIT Executive/Administrative		PAGE 1	OF PAGES (4) 2
ADDRESS (Number Street City) 1755 Creekside Oaks Drive Suite 100 Sacramento CA 95833		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 02-262	

ITEM NUMBER (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
1	11.6	NOTIFY ARCHIVES	Legislative Files 1979 through 2002	P		20		3	23		
2	22.4	NOTIFY ARCHIVES	Executive & Administrative Subject & Chronological files 1980 - 2002	P		20		5	25		
Tota	34										

*Provide total of office and departmental storage