

RECORDS RETENTION SCHEDULE
APPROVAL REQUEST

STD. 72 (REV. 2-96)

(12/18)

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

NEW SCHEDULE INFORMATION (if applicable)	(5) SCHEDULE NUMBER A-0039	(6) SCHEDULE DATE 8/20/02	(7) NUMBER OF PAGES 10	(8) CUBIC FEET (Total Schedule) 12.5
PREVIOUS SCHEDULE INFORMATION (if applicable)	(9) SCHEDULE NUMBER(S) A-0039	(10) APPROVAL NUMBER(S) 97-168	(11) APPROVAL DATE(S) 10/9/97	(12) PAGE NUMBER(S) REVISED ALL

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

ASSISTANT DEPUTY DIRECTOR

(15) DATE SIGNED

8/22/02

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



(18) NAME (Printed or Typed)

TRACY BREHM

(17) TITLE

Business Services Assistant

(19) TELEPHONE

(916) 263-8713

(20) DATE SIGNED

8/23/02

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

(21) SIGNATURE--OIS CONSULTANT



(22) APPROVAL NUMBER

02-300

(23) TITLE

Records Management Consultant

(24) DATE SIGNED

10/30/02

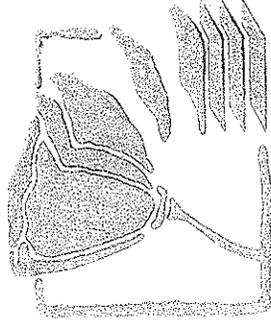
PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

ARCHIVES USE ONLY

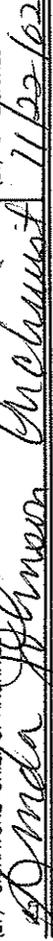
(25) Contains no material subject to further review by the California State Archives

(26) 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.)



CALIFORNIA
STATE ARCHIVES

(27) SIGNATURE--CHIEF OF ARCHIVES



(28) DATE SIGNED

11/22/02

GC 20815

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

See Instructions on reverse
 and in SAM 1600

DEPARTMENT (1) Department of Rehabilitation		SCHEDULE NUMBER (2) A-0039	DATE (3) 8/20/02
ORGANIZATIONAL UNIT Workforce Development		PAGE 1 OF 10 PAGES	
ADDRESS (Number Street City) 2000 Evergreen Street Sacramento CA 95815		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 02-300	

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 T A L (11)	RETENTION			PRA (Exempt) & IPA (16)	REMARKS
						Office Dept. (12)	SRC (13)	Total (14)		

Mission Statement:

- The mission of the Workforce Development Section is to assist Employment Preparations Services staff in the development and coordination of linkages with the business community and the development of effective strategies and resources leading to meaningful employment of individuals with disabilities.
- Note: Previously unit name was: Job Placement & Development.

SAM- State Administrative Manual
 RAM- Rehabilitation Administrative Manual

Retention Criteria:

ADMINISTRATIVE REDORDS:
 RAM Chapter 20, unless otherwise noted.

PROGRAM RECORDS:
 Program Administrator decision, unless otherwise noted.

EXEMPTION FROM DISCLOSURE:
 Government Code Section 6254 (c)
 Access to data subject to I.P.A. 1798.5

DESTRUCTION CRITERIA:
 Confidential destruction

X, I

* Provide total of office and departmental

Records Retention Schedule
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See Instructions on reverse
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DEPARTMENT (1) Department of Rehabilitation		SCHEDULE NUMBER (2) A-0039	DATE (3) 8/20/02
ORGANIZATIONAL UNIT Workforce Development		PAGE 2	OF 10
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						Office Dept. (12)	SRC (13)	Total (14)		
			ADMINISTRATIVE RECORDS							
1	2		CHRONOLOGICAL FILE	P	2			2		<u>Retention Criteria:</u> Program Administrator decision <u>Destruction Criteria:</u> Recycle
2			TRAVEL CLAIMS	P	1			1	X, I	<u>Retention Criteria:</u> Retain at least one year from end of fiscal year. Office copies only, RAM Chapter 20.
3			DRIVING RECORDS	P	Active			Active	X, I	<u>Retention Criteria:</u> SAM 1600 AT-1, Retain until superseded or canceled.

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						Office Dept. (12)	SRC (13)	Total (14)		

4			ATTENDANCE RECORDS: <ul style="list-style-type: none"> Individual Leave Statements Individual Attendance Summary 	P		Active			Active	X, I	Previously RRS A-0039 Item #3 <u>Active:</u> Until verified with Human Resources Section. <u>Retention Criteria:</u> RAM Chapter 20
5	1		PERSONNEL WORKING RECORDS: to include but not limited to: <ul style="list-style-type: none"> Personnel & health benefits documents Duty statements, work schedules Emergency contact information Training Records 	P		Active +2			Active +2	X, I	<u>Active:</u> Length of employment <u>Retention Criteria:</u> RAM Chapter 20. Office copies only. Official Records in Department's Human Resources Section.
6			SUPERVISORY WORKING RECORDS: to include but not limited to: <ul style="list-style-type: none"> Documentation for performance appraisals, adverse actions, etc. Referrals to employee assistance programs. Other documents used by immediate supervisor in carrying out management responsibilities. 	P		Active +1			Active +1	X, I	<u>Active:</u> Length of employment, unless a personnel action is pending. <u>Retention Criteria:</u> RAM Chapter 20, documents of a negative nature should be destroyed after 3 years unless an adverse action is pending.

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						Office Dept. (12)	SRC (13)	Total (15)		
7	2		GRIEVANCES & EMPLOYEE COMPLAINTS	P		Active +3		Active +3	X, I	<u>Active:</u> Until decision made <u>Retention Criteria:</u> SAM 1600 AT-1; Three years for reference and possible appeals. <u>Do not file in Personnel folder.</u>
8			ORAL EXAM PANEL RECORDS	P		1		1	X, I	<u>Retention Criteria:</u> RAM Chapter 20
9			RECRUITMENT RECORDS: • Includes job applications, certification lists, etc.	P		Active	+2	Active +2	X, I	<u>Active:</u> Until interview process completed and hire made. <u>Retention Criteria:</u> SAM 1600 AT-1 and RAM Chapter 20

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						Office Dept. (12)	SRC (13)	Total (14)		
10	2.5		ACCOUNTING RECORDS: to include but not limited to: <ul style="list-style-type: none"> • DR8 Request for Postage Check and supporting documents. • Administrative imprest cash • Telephone bills & Calling Cards • General Services Charge Cards 	P		1		1		Previously RRS A-0039 Item #4 <u>Retention Criteria:</u> Retain for one year from end of fiscal year. Office copies only, RAM Chapter 20 <u>Destruction Criteria:</u> Recycle
11			PROCUREMENT RECORDS: to include but not limited to: <ul style="list-style-type: none"> • Requisitions (Std. 5, 65, 66, 115 & 116) • Stock Received Reports 	P		1		1		Previously RRS A-0039 Item #5 <u>Retention Criteria:</u> Retain for one year from end of fiscal year. Office copies only, RAM Chapter 20 <u>Destruction Criteria:</u> Recycle
12			PROCUREMENT AUDIT FILE: to include but not limited to: <ul style="list-style-type: none"> • Copies of all purchase orders & estimates, regardless of cost • Price quotes/bids 	P		4		4	X, I	<u>Retention Criteria:</u> Per Departmental and Federal requirements, to be retained until after State, Federal, & Departmental audits, or four (4) years whichever occurs first.

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						Office Dept. (12)	SRC (13)	Total (14)		
13			PROCUREMENT INCOMPATIBLE ACTIVITIES STATEMENTS	P			Active		Active	<u>Active:</u> Length of employment <u>Retention Criteria:</u> Title 9, California Code of Regulations, Sections 7412-7413
14			PROPERTY RECORDS; • Admin. Equipment Inventory • DR152 Property Survey Report • DR158 Property Transfer Report	P			Active		Active	Previously RRS A-0039 Item #6 <u>Active:</u> Until updated or deleted from property inventory <u>Destruction Criteria:</u> Recycle
15			STATE VEHICLE RECORDS: to include but not limited to: • STD273 Monthly Travel Log • STD271 Automotive Maintenance Record • Billing Records	P		1			1	<u>Retention Criteria:</u> SAM 1600 AT-3 Retain at least one year from end of fiscal year. <u>Destruction Criteria:</u> Recycle

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						Office Dept. (12)	SRC (13)	Total (14)		
16			RECORD MANAGEMENT RECORDS: to include but not limited to: • Records Retention Schedule • STD71 Transfer Lists	P		Active			Active	Previously RRS A-0039 Item #7 <u>Active:</u> Until revised or all records listed have been destroyed. <u>Retention Criteria:</u> Office copies only. Official Records in Department's Business Services Section. <u>Destruction Criteria:</u> Recycle
17			RECORD MANAGEMENT RECORDS • STD 70 Records Inventory Worksheet	P		Active			Active	<u>Active;</u> Retain as current until next inventory <u>Destruction Criteria:</u> Recycle
18			RECORD MANAGEMENT RECORDS: • Authorization for Records Destruction	P		4			4	Retain for two years from date destruction is authorized. Then retain two more years or until audited, whichever occurs first (maximum of four years).

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						Office Dept. (12)	SRC (14)	Total (15)		

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1

NOTIFY ARCHIVES

PROGRAM RECORDS

EMPLOYMENT OUTCOMES COMMITTEE SRC

- Self Employment Records Projects, Workgroup minutes, regulations, training and reference materials
- Employer Marketing Program Records Projects, Workgroup minutes, marketing, training, and resource materials
- Business Leasershship Network Records Letters, correspondence, resource materials
- Grant Development records Copies of Grant applications, correspondence, reference materials

P

3

3

Previously RRS A-0039 Item #8
Destruction Criteria: Recycle

20

NOTIFY ARCHIVES

COICC RECORDS:

- Correspondence & Minutes

P

3

3

Previously RRS A-0039 Item #9
Destruction Criteria: Recycle

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21	1	NOTIFY ARCHIVES	EDD GOVERNOR'S COMMITTEE FOR THE EMPLOYMENT OF PERSONS WITH DISABILITIES RECORDS: • Correspondence & Minutes	P		3		3		Previously RRS A-0039 Item #10 <u>Destruction Criteria: Recycle</u>
22	1	NOTIFY ARCHIVES	JOB PLACEMENT & DEVELOPMENT RECORDS: • Correspondence, Reference & Training Materials	P		3		3		Previously RRS A-0039 Item #11 <u>Destruction Criteria: Recycle</u>
23	1	NOTIFY ARCHIVES	EMPLOYER COMMUNITY RECORDS: • Correspondence, Reference, & Training Materials	P		3		3		Previously RRS A-0039 Item #12 <u>Destruction Criteria: Recycle</u>
24	1		SELF EMPLOYMENT	P		3		3		<u>Destruction Criteria: Recycle</u>
25			EMPLOYER MARKETING	P		3		3		<u>Destruction Criteria: Recycle</u>

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						Office Dept. (12)	SRC (13)	Total (14)		
26			BUSINESS LEADERSHIP NETWORK	P		3			3	<u>Destruction Criteria: Recycle</u>
27	1		GRANTS	P		3			3	<u>Destruction Criteria: Recycle</u>

Total Cubic Ft. 12.50

* Provide total of office and departmental