

RECORDS RETENTION SCHEDULE APPROVAL REQUEST



Submit three copies with three copies of the Records Retention Schedule, DHS/STD 73. (See reverse for additional space.)

| | | | | | |
|---|--|------------|----------|--|---|
| Division Chronic Disease and Injury Control | Branch(es) Chronic Disease Control | | | | |
| Section(s)/unit Medicine and Public Health | | | | | |
| Address (number, street, city) 601 North Seventh Street, MS 253, Sacramento, CA 95814 | | | | | |
| TO: Department of General Services Procurement Division State Records and Document Program 1500 Fifth Street, Suite 101 Sacramento, CA 95814 (IMS C-39) (916) 322-8705 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">GS code(s)</td> <td style="width: 70%;">Index(s)</td> </tr> <tr> <td></td> <td style="text-align: center;"> <div style="border: 2px solid black; padding: 5px; display: inline-block;"> RECEIVED JAN 21 2003 CALRIM </div> </td> </tr> </table> | GS code(s) | Index(s) | | <div style="border: 2px solid black; padding: 5px; display: inline-block;"> RECEIVED JAN 21 2003 CALRIM </div> |
| GS code(s) | Index(s) | | | | |
| | <div style="border: 2px solid black; padding: 5px; display: inline-block;"> RECEIVED JAN 21 2003 CALRIM </div> | | | | |

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 6-12.) (The original approval number will remain in effect.)

| | | | | |
|---|---|---------------------------------------|----------------------------------|---|
| NEW SCHEDULE INFORMATION (If applicable) | (5) Schedule number H02-18 H02-18E | (6) Schedule date 12/1/2002 | (7) Number of pages 17 | (8) Cubic feet (Total schedule) 6.5 |
| PREVIOUS SCHEDULE INFORMATION (If applicable) | (9) Schedule number(s) | (10) Approval number(s) | (11) Approval date(s) | (12) Page number(s) revised |

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 Chief | (15) Date signed 12-30-2002 |
|---|----------------------------|---------------------------------------|

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 DHS Records Management Coordinator |
| (18) Name (printed or typed) Jim Billings | (19) Telephone 916-323-9268 |
| | (20) Date signed 1-27-2003 |

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

| | |
|--|---------------------------------------|
| (21) Signature—SRMO, Consultant | (22) Approval number 03-029 |
| (23) Title Records Management Consultant | (24) Date signed 4/5/03 |

PART III—ARCHIVAL SELECTION (Per Government Code, Section 14755)

| | |
|---|---|
| <p>THE ATTACHED RECORDS RETENTION SCHEDULE:</p> <p>(25) <input type="checkbox"/> Contains no material subject to further review by the California State Archives.</p> <p>(26) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1671 of the State Administrative Manual.)</p> | <p>ARCHIVES USE ONLY</p> <p>CALIFORNIA STATE ARCHIVES</p> |
| (27) Signature—Chief of Archives | (28) Date signed April 9, 2003 |

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03-029

RECORDS RETENTION SCHEDULE

| | | | |
|--|---------------------------------------|-----------------------------------|---|
| Division (1) Chronic Disease and Injury Control | Branch(es) Chronic Disease Control | DHS schedule number (2) H02-18 | Date (3) Dec. 2002 |
| Section(s) Medicine and Public Health Section | | GS code 83131 | Page of pages (4) 1 of 3 |
| Address (number, street, city) 601 North 7 th Street, MS 253, Sacramento, CA 95814 | | | GS approval number (5) 03 . 029 |

See instructions on reverse and in SAM 1600

| 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) | MEDIA (10) | VITAL (11) | RETENTION | | | | PRA (Exempt) and IPA (16) | REMARKS (17) |
|--|--------------------|---|---|---------------|---------------|----------------|---------------|-------------|---------------|------------------------------|-----------------|
| | | | | | | OFFICE (12) | DEPT. (13) | SRC (14) | TOTAL (15) | | |

Mission Statement:

To optimize the health of all Californians through science, partnership and accountability.

This schedule contains no vital records.

The Records Retention Schedule (RRS) for DHS, **Medicine and Public Health Section** represents the section and the programs administered by the section. Many of the program workforce/staff are “contract” employees of DHS. It was a section decision to assign individual control numbers for each program. However, this schedule should be treated as one element and be assigned one DGS approval number.

The following is a summary of DHS control numbers and programs listing records on this RRS:

- H02-18 Medicine and Public Health Section
- H02-18A Alzheimer’s Disease Program (ADP)
- H02-18B Arthritis Partnership Program (CAP) and CA Osteoporosis Prevention and Education (COPE)
- H02-18C CA Asthma Public Health Initiative (CAPHI)
- H02-18D Integrating Medicine & Public Health Program (IMAP)
- H02-18E Office of Oral Health (OOH)
- H02-18F Preventative Health Care for the Aging (PHCA)

*Provide total of office and departmental storage only.

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| | | | <u>ADMINISTRATIVE RECORDS</u> | | | | | | | | |
| 1. | 1.0 | | <u>Personnel</u> State Employee Personnel Records | P | | Active | | | Active | XI | PRA6254 IPA 1798.40 active until person is transferred or leaves state service. Confidential Destruction (CD) |
| 2. | 1.0 | NOTIFY ARCHIVES | Duty Statements & Management policy | P | | Active | | | Active | | Active until superseded/revised. |
| 3. | 1.0 | | <u>Correspondence</u> Chron | P | | 2 | | | 2 | | |
| 4. | .5 | | <u>Records Management</u> Records Retention Schedule | P | | Active | | | Active | | Active until revised/updated. Must be updated every 5 years |
| 5. | .5 | | Annual Records Holding Report | P | | 3 | | | 3 | | |
| 6. | ↓ | | Record Storage (Transfer :Lists STD 71) | P | | A | | | A | | Active until disposal of records |
| 7. | ↓ | | Records Destruction/Authorizations | P | | 4 | | | 4 | | Hold 2 years after final disposal, then 2 additional years or until audited, whichever occurs first. |

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| | | | |
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|--------------------|--------------------|---|---|---------------|---------------|----------------|---------------|-------------|---------------|------------------------------|------------------------------|
| | | | | | | OFFICE (12) | DEPT. (13) | SRC (14) | TOTAL (15) | | |
| 8. | .5 | NOTIFY ARCHIVES | <u>Policy/Procedures/Organization</u> Meetings/Minutes/Agendas | P | | 2 | | | 2 | | |
| 9. | .5 | NOTIFY ARCHIVES | Organization Charts | P | | Active | | | Active | | Active until revised/updated |
| 10. | .5 | NOTIFY ARCHIVES | Mission Statements | P | | Active | | | Active | | Active until revised/updated |
| 11. | 1.0 | NOTIFY ARCHIVES | <u>Legislation/Regulations/Legal</u> Bill Analysis, Reports | P | | 3 | | | 3 | X | PRA 6254 |
| | 6.5 | | TOTAL CUBIC FOOTAGE | | | | | | | | |

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