

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	<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 8-12.) (The original approval number will remain in effect.)

NEW SCHEDULE INFORMATION (If applicable)	(5) Schedule number H02-18 - H02-18F	(6) Schedule date 12/1/2002	(7) Number of pages 17	(8) Cubic feet (Total schedule) 76 8.5
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
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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 	(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)

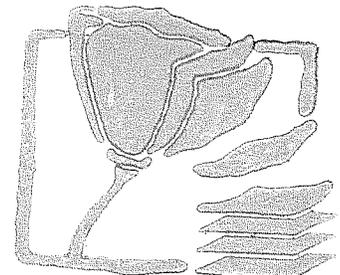
(21) Signature—SRMO Consultant 	(22) Approval number 03-035
(23) Title Records Management Consultant	(24) Date signed 3/5/03

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

ARCHIVES USE ONLY

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 1671 of the State Administrative Manual.)



(27) Signature—Chief of Archives 	(28) Date signed April 9, 2003
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CALIFORNIA
STATE ARCHIVES

CALIFORNIA DEPARTMENT OF HEALTH SERVICES
PREVENTION SERVICES
DIVISION OF CHRONIC DISEASE AND INJURY CONTROL

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 Sacramento 95814

03-035

RECORDS RETENTION SCHEDULE

Division (1) Chronic Disease and Injury Control	Branch(es) Chronic Disease Control	DHS schedule number (2) H02-18F	Date (3) Dec. 2002
Section(s) Medicine and Public Health Section/Preventive Health Care for the Aging (PHCA)		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) 03-035

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 enhance and protect the health of Californian, 55 years and older.

This schedule contains no vital records.

*Provide total of office and departmental storage only.

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)				
<u>ADMINISTRATIVE RECORDS</u>													
1.	1.0		<u>Personnel</u> Contract Employee Personnel Records	P						Active	Active	XI	PRA6254, IPA 1798.40. Active until person is transferred or leaves state service. Confidential Destruction (CD)
2.	.5		State Employee Personnel Records	P						Active	Active	XI	
3.	1.0		<u>Correspondence</u> Chron – PHCA	P			3				3		
<u>PROGRAM RECORDS</u>													
4.	1.0		<u>Contract/Grants</u> Contractor Files	P			3		4		7		
5.	1.0		RFA/RFP/Contracts/Grants	P			6		4		10		
6.	.5	NOTIFY ARCHIVES	<u>Policy/Procedure/Organizations</u> Meeting/Minutes/Agendas	P			2				2		
7.	.5		PHCA Conference Records	P			4				4		
8.	1.0	NOTIFY ARCHIVES	Studies & Grants Records/Articles Published	P			3		4		7		

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
9.	1.0		Data Studies/Consumer Surveys/ Statistics	P		10		4	14		
10.	.5		Annual State Tables	P		10		4	14		
11.	.5	NOTIFY ARCHIVES	Reports to the Legislature	P		3		10	13		
	8.5		TOTAL CUBIC FOOTAGE								

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