

RECORDS RETENTION SCHEDULE

APPROVAL REQUEST

STD. 72 (REV. 9-89)

DEPARTMENT, BOARD OR COMMISSION		BILLING CODE
Employment Development Department		23661
DIVISION, BUREAU OR OTHER UNIT		CUBIC FEET (Total Schedule)
Tax Branch - Cashiering Group, MIC 25		395
ADDRESS		
800 Capitol Mall, Sacramento, CA 95814		
SCHEDULE NUMBER	NUMBER OF PAGES	SCHEDULE DATE
44	7	5/22/92
IF THIS IS A REVISION OF AN EXISTING SCHEDULE(S) (including addition or deletion of pages), enter the following information from the EXISTING schedule(s).		
SCHEDULE NUMBER(S)	PAGE NUMBER(S) REVISED	
44	4	
APPROVAL NUMBER(S)	APPROVAL DATE(S)	
87-161		

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

TO: DEPARTMENT OF GENERAL SERVICES
 OFFICE OF RECORDS MANAGEMENT
 428 J Street, Suite 390
 Sacramento, CA 95814 (or IMS C-40)

(916) 445-2294 or ATSS 8-485-2294

- Check this box to indicate ALL items in the schedule have been reviewed. (A new approval number will be assigned.)
- Check this box to indicate only certain items in this schedule have been reviewed for revision, addition, or deletion. (The original approval number will remain in effect.)

PART I -- AGENCY STATEMENTS

As the program manager directly responsible for the records listed on the attached schedule, I certify that I have reviewed the need for the records, 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.

SIGNATURE--MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS: Jim Hansen TITLE: Director DATE: 5-26-92

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 for the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

SIGNATURE--RECORDS MANAGEMENT COORDINATOR: [Signature] TITLE: Record Management Analyst

NAME (Printed or Typed): Ed Renwick TELEPHONE: 653-0589 DATE: 2/8/93

PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755):
 The Department of General Services has no jurisdiction over entries made in Column 16 of form STD. 73. Our approval covers Columns 1 - 17 only.

SIGNATURE: [Signature] APPROVAL NUMBER: 93-092

TITLE: EMA DATE: 3/22/93

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 "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)

SIGNATURE--CHIEF OF ARCHIVES: [Signature] DATE: MAY 4 - 1993

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-91)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1)

Employment Development Department

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ORGANIZATIONAL UNIT

Tax Branch - Cashiering Group, MIC 25

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800 Capitol Mall, Sacramento, CA 95814

DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)

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)		
			<p>"MISSION STATEMENT"</p> <p>The mission of the Cashiering Group (CG) is to correctly and efficiently process all tax monies received for the UI, DI, ETT, and PIT funds and to deposit the funds in the most expeditious manner. CG processes approximately one-third of the State's Budget.</p> <p>CG is the initial entry point into which tax monies collected are received and deposited and where tax documents are examined, classified, processed and routed to other groups for data entry.</p>								<p>Items listed are exempt from disclosure to the public per Public Records Act (PRA) 6254. Access to data is per Information Practices Act (IPA) 1798.34 - unless otherwise stated.</p> <p>The destruction for all items is: Confidential-Shred - unless otherwise stated.</p>

*Provide total of office and departmental

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Tax Branch - Cashiering Group, MIC 25

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
1	-		Log for Group Keys	P		Active +3			Active +3		Retain as "Active" until keys change hands. After change retain three additional years. Office Manager Policy.
2	-		Log for Vault and Safe Combination	P		Active +3			Active +3		Retain as "Active" until employee leaves or combination changed. After change retain three additional years. Office Manager Policy.
3	1		Form 268, Accident Report	P		5			5	X-I	Retain five years. EDD Administrative Manual.
4	1		Affirmative Action Plan	P		Active			Active		Inactive when plan is superseded. Destruction: Non Confidential Wastepaper - Recycle
5	15		Attendance Records - Timesheets DE 4624, DE 4624A, DE 4624B; Leave Balance Cards DE 7014, DE 7015, DE 8423	P		5			5	X-I	Retain five years. Destroy after audit or five years, whichever occurs first. EDD Administrative Manual.

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
6	30		Correspondence Files Includes: Letters, Miscellaneous Documents.	P		3			3	X	Retain three years. Office Manager Policy.
7	40		Employee Drop Files	P		5			5	X	Retain five years. Office Manager Policy.
8	12		Manuals Reference	P		1			1	X	Retain in office until superseded or no longer needed. EDD Administrative Manual. Destruction: Non Confidential Wastepaper - Recycle
9	71		Project Files	P		1			1	X	Retain in office one year or only as long as useful. Office Manager Policy.
10	2		Employer Transmittals	P		6 mo			6 mo	X	Retain 6 months or only as long as useful. Office Manager Policy.
11	1		Work Order/Supply Orders	P		3 mo			3 mo		Retain 3 months. Office Manager Policy. Destruction: Non Confidential Wastepaper - Recycle

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SCHEDULE NUMBER (2) 44		DATE (3) 2/1/93
ORGANIZATIONAL UNIT Employment Development Department		
ADDRESS (Number Street City) Tax Branch - Cashiering Group, MIC 25 800 Capitol Mall, Sacramento, CA 95814		
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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
12	2		Bank/Agent Transmittals	P		6 mo			6 mo	X	Retain 6 months or only as long as useful. Office Manager Policy.
13	2		DE 2131, Tapes (Insurance Receipts)	P		4			4	X	Retain four years. Section Chief Policy.
14	2		DE 3308, Report of Deposit, Recap of DE 2131, Insurance Receipts	P		3			3		Retain three years. Section Chief Policy.
15	1		DE 3443, Remittance Advice	P		6 mo			6 mo	X	Retain 6 months. Section Chief Policy.
16	3		DE 176, Cashiering Group Notice of Discrepancy	P		4			4	X	Retain four years. Section Chief Policy.
17	1		DE 2131, Insurance Receipts	P		2			2	X	Retain one year plus working year. Sent to Reimbursable Accounting Group (RAG).

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18	2		DE 4287, Return Check Debit, Insurance Overpayment Collections, Process Bank Adjustments	P		3			3	X	Retain three years. Section Chief Policy.
19	2		DE 2038, Misc. Cash Receipts	P		3			3	X	Retain 3 years or until audit, whichever occurs first. Sent to RAG.
20	2		Petty Cash Processing Log	P		3			3	X	Retain three years or until audit, whichever occurs first. Section Chief Policy.
21	3		012 Batch Entry Books	P		2			2	X	Retain one year plus working year. Section Chief Policy.
22	5		Deposit Working Tapes and all related documents	P		4			4	X	Retain three years plus working year. Section Chief Policy.
23	120		Fan Fold Tapes	P		5			5	X	Retain working year and prior three years in unit, hold one year in vault. Section Chief Policy.
24	4		Daily Recaps	P		5			5	X	Retain working year and prior three years in unit, hold one year in vault. Section Chief Policy.

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25	1		Reports of Deposit	P		3			3	X	Retain three years. Section Chief Policy.
26	2		DE 392, Record of Deposits	P		5			5	X	Retain five years. Section Chief Policy.
27	1		DE 40, Return Item Advice Letter	P		2			2	X	Retain one year plus working year. Includes Exchange Tags for Franchise Tax Board. Section Chief Policy.
28	3		Return Check Debit Log Book	P		4			4	X	Retain three years plus work year. Section Chief Policy.
29	50		DE 2296, Remittance Advice ETDO	P		4			4	X	Per advice of Jim Varga/Fiscal. Includes check logs and tapes in lieu of a DE 2296. Section Chief Policy.
30	2		DE 5020, Notice of Voluntary Plan Assessments Due	P			1 year after DOF audit			X	Department of Finance Policy. D.O.F.
31	2		Batch Log - Voluntary Plan Assessment	P		3			3	X	Retain in office three years. Section Chief Policy.

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
32	4		Daily Batch Log	P		4			4		Retain in office four years. Office Manager Policy.
33	8 <hr/> *395		Batch Control Ledger	P		4			4		Retain in office four years. Office Manager Policy.

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