

STD.73 (REV. 6/2002)
RECORDS RETENTION SCHEDULE

Req # 21635

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION REHABILITATION - <i>Employment Prep. Serv. - South - Community</i>	(2) AGENCY BILLING CODE 78060	(3) PAGE 1 OF 7 PAGES
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(4) DIVISION/ BRANCH/ SECTION MOBILITY EVALUATION PROGRAM	(5) ADDRESS 9720 S. NORWALK BLVD., SANTA FE SPRINGS, CA 90670-2934
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CHECK THE APPROPRIATE BOX

- (6) New schedule of records that have never been scheduled. [Complete boxes (9) - (12)]
- (7) Revising a previous schedule. [Complete boxes (13) - (16)] (A new approval number will be assigned.)
- (8) Amending some pages of a previous schedule. [Complete boxes (13) - (16)] (The original approval number will remain in effect.)

Programs Support & Development

NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER A-0060	(10) SCHEDULE DATE 10/15/2008	(11) NUMBER OF PAGES 7 PAGES	(12) CUBIC FEET (Total Schedule) 77 CUBIC FEET
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER A-0060	(14) APPROVAL NUMBER 98-233 <i>no flags</i>	(15) APPROVAL DATE (S) 11/7/2008	(16) PAGE NUMBER (S) REVISED All

(17) MISSION/FUNCTIONAL STATEMENT:

THE MOBILITY EVALUATION PROGRAM PROVIDES REHABILITATION ENGINEERING SERVICES FOR CLIENTS OF DEPARTMENT SERVICES ARE VOCATIONALLY ORIENTED AND INCLUDE WHEELCHAIR AND DRIVER EVALUATIONS, DRIVER TRAINING, AND CONSULTATION ON ENGINEERING PROBLEMS. STAFF MAKES WRITTEN RECOMMENDATIONS FOR VEHICLE AND VEHICLE MODIFICATIONS TO DEPARTMENT COUNSELORS BASED ON CLINICAL ASSESSMENT AND CLIENT DEMONSTRATED ABILITY. STAFF PROVIDES INFORMATION FOR ADAPTIVE TECHNOLOGY FOR HOME OR WORK MODIFICATIONS.

PART I - AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.

(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Greg Paquin</i>	(19) TITLE GREG PAQUIN, SENIOR REHABILITATION ENGINEER	(20) PHONE NUMBER 562-941-8295	(21) DATE SIGNED 10/15/08
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In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.

(22) SIGNATURE - RECORDS MGMT. ANALYST <i>Mark Martinez</i>	(23) CLASSIFICATION STAFF SERVICES ANALYST	(24) NAME (Printed or Typed) MARK MARTINEZ	(25) PHONE NUMBER (916) 558-5506	(26) DATE SIGNED 10/21/2008
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PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE - CalRIM CONSULTANT <i>Ramona M. Gutierrez</i>	(28) APPROVAL NUMBER 08 329 2	(29) DATE SIGNED 12/12/2008	(30) EXPIRATION DATE 12/12/2013
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PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (31) Contains no material subject to further review by the California State Archives
- (32) Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)



(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bailey</i>	(34) DATE SIGNED 12/17/08
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ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
											SAM-State Administrative Manual RAM-Rehabilitation Administrative Manual Retention Criteria: ADMINISTRATIVE RECORDS: 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 X, I DESTRUCTION CRITERIA: Confidential Destruction

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
			ADMINISTRATIVE RECORDS								
1	17		CHRONOLOGICAL FILE Form letters associated with clients kept by those initiating letters, some older client files kept separate in "archive" section from current files. AT brochures, rehab. engineering modifications and vehicle info. MEP general correspond.	P		2			2		Previously RRS A-0060 Item #1 <u>Retention Criteria:</u> Program Administrator decision. <u>Destruction Criteria:</u> Recycle
2	1		TRAVEL CLAIMS Includes requests for out of state travel.	P		1			1	X, I	Previously RRS A-0060 Item #2 <u>Retention Criteria:</u> Retain at least one year from end of fiscal year. Office copies only, RAM Chapter 20. <u>Destruction Criteria:</u> Confidential
3			DRIVING RECORDS To Include but not limited to: • STD261 Authorization to Use Privately Owned Vehicles	P		Active			Active	X, I	Previously RRS A-0060 Item #3 <u>Retention Criteria:</u> SAM 1600 AT-1, Retain until superseded or canceled. <u>Destruction Criteria:</u> Confidential
4	1		ATTENDANCE RECORDS: • Individual Leave Statements • Individual Attendance Summary	P		Active			Active	X, I	Previously RRS A-0060 Item #4 <u>Active:</u> Until verified with Human Resources Section. <u>Retention Criteria:</u> RAM Chapter 20 <u>Destruction Criteria:</u> Confidential

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
5	2		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 • Personal transaction files • Past employees files 	P		Active +2			Active +2	X, I	Previously RRS A-0060 Item #5 <u>Active:</u> Length of employment <u>Retention Criteria:</u> RAM Chapter 20. Office copies only. Official Records in Department's Human Resources Section. <u>Destruction Criteria:</u> Confidential
6	1		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	Previously RRS A-0060 Item #6 <u>Active:</u> Length of employment, unless a personnel action is pending. <u>Retention Criteria:</u> RAM Chapter 20, documents of negative nature should be destroyed after 3 years unless an adverse action is pending. <u>Destruction Criteria:</u> Confidential
7			GRIEVANCES & EMPLOYEE COMPLAINTS	P		Active +3			Active +3	X, I	Previously RRS A-0060 Item #7 <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> <u>Destruction Criteria:</u> Confidential

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						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
8			ORAL EXAM PANEL RECORDS	P					1	X, I	Previously RRS A-0060 Item #8 <u>Retention Criteria:</u> RAM Chapter 20 <u>Destruction Criteria:</u> Confidential
9			RECRUITMENT RECORDS: • Includes job applications, certification lists, etc.	P	Active			+2	Active +2	X, I	Previously RRS A-0060 Item #9 <u>Active:</u> Until interview process completed and hire made. <u>Retention Schedule:</u> SAM 1600 AT-1 and RAM Chapter 20. <u>Destruction Criteria:</u> Confidential
10	2		ACCOUNTING RECORDS: To include but not limited to: • Telephone bills & Calling cards • General Services Charge cards	P					1		Previously RRS A-0060 Item #10 <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: • Requisitions (STD, 5, 65, 66, 115, & 116) • Stock Received Reports	P					1		Previously RRS A-0060 Item #11 <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: • Copies of all purchase orders & estimates, regardless of cost • Price Quotes, Bids	P					4	X, I	Previously RRS A-0060 Item #12 <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. <u>Destruction Criteria:</u> Confidential

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
13			PROCUREMENT INCOMPATIBLE ACTIVITIES STATEMENTS	P		Active			Active		Previously RRS A-0060 Item #13 <u>Active:</u> Length of employment <u>Retention Criteria:</u> Title 9, California Code of Regulations, Sections 7412-7413 <u>Destruction Criteria:</u> Recycle
14	1		PROPERTY RECORDS: <ul style="list-style-type: none"> • Admin. Equipment Inventory • DR152 Property Survey Report • DR158 Property Survey Report • Surveyed equip. records 	P		Active			Active		Previously RRS A-0060 Item #14 <u>Active:</u> Until updated or deleted from property inventory <u>Destruction Criteria:</u> Recycle
15	2		STATE VEHICLE RECORDS; To include but not limited to: <ul style="list-style-type: none"> • STD273 – Monthly Travel Log • STD271 – Automotive Maintenance Record • Billing Records 	P		1			1		Previously RRS A-0060 Item #15 <u>Retention Criteria:</u> SAM 1600 AT-3 Retain at least one year from end of fiscal year. <u>Destruction Criteria:</u> Recycle
16			RECORD MANAGEMENT RECORDS: To include but not limited to: <ul style="list-style-type: none"> • Records Retention Schedule • STD 71 Transfer Lists 	P		Active			Active		Previously RRS A-0060 Item #16 <u>Active:</u> Until revised or all records 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: <ul style="list-style-type: none"> • STD 70 Records Inventory Worksheet 	P		Active			Active		Previously RRS A-0060 Item #17 <u>Active:</u> Retain as current until next inventory <u>Destruction Criteria:</u> Recycle

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						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
18			RECORD MANAGEMENT RECORDS <ul style="list-style-type: none"> Authorization for Records Destruction 	P		4			4		Previously RRS A-0060 Item #18 Retain for two years from date destruction is authorized. Then retain two more years or until audited, whichever occurs first (maximum of four years) <u>Destruction Criteria:</u> Recycle
19	50		PROGRAM RECORDS CLIENT RECORDS/REPORTS Current/ last 10 years client files – older files are under chronological /archive – these include we and driving eval.	P		Perm			Perm	X, I	Previously RRS A-0060 Item #19 <u>Permanent:</u> All client files kept on hand as reference for possible return of client to the Program.
20			MOBILITY EVALUATION PROGRAM RECORDS: To include but not limited to: <ul style="list-style-type: none"> General correspondence, chrons, memos, minutes, Etc. Misc. Reports – see chrono. records 	P		3			3		Previously RRS A-0060 Item #20 Retention Criteria: Retain for 3 years for reference <u>Destruction Criteria:</u> Recycle

* Total Cubic Feet 77