

REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE
 TD 72 (REV. 8/87)

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

DEPARTMENT, BOARD OR COMMISSION	CALIFORNIA DEPARTMENT OF CORRECTIONS	BILLING CODE	16866
DIVISION, BUREAU OR OTHER UNIT	ADMINISTRATIVE SERVICES	CUBIC FEET (Total Schedule)	25
ADDRESS	1515 S STREET	SACRAMENTO	
SCHEDULE NUMBER	1042	PAGE NUMBER(S)	1-5
		SCHEDULE DATE	11/02/92

TO: (1) DEPARTMENT OF GENERAL SERVICES
 OFFICE OF RECORDS MANAGEMENT

(2) CHIEF, STATE ARCHIVES
 1020 "O" Street, Room 130
 Sacramento, CA 95814
 445-4293 or ATSS 485-4293

SCHEDULE NUMBER		PAGE NUMBER(S)		SCHEDULE DATE	
APPROVAL NUMBER		APPROVAL DATE			

IF THIS IS A REVISION OF AN EXISTING SCHEDULE (including addition or deletion of pages), enter the following information from the EXISTING schedule:

- 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: *Steph Service Manager* TITLE: *Steph Service Manager* DATE: *11/2/92*

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: *Kristina Carter*
 TITLE: RECORDS COORDINATOR DATE: *11/2/92* TELEPHONE: *343-4095*

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 STD. Form 73. Our approval covers Columns 1 — 15 and 17 only.

SIGNATURE: *Angela Davis* APPROVAL NUMBER: *92-210*
 TITLE: *RAA* DATE: *11/18/92*

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 (State Administrative Manual Section 1614.)

SIGNATURE — CHIEF OF ARCHIVES: *John F. Burns* DATE: **DEC. 14 1992**

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) CALIFORNIA DEPARTMENT OF CORRECTIONS		SCHEDULE NUMBER (2) 1042	DATE (3) 11/02/92
ORGANIZATIONAL UNIT ADMINISTRATIVE SERVICES		PAGE 1	OF 5
ADDRESS (number, street, city) 1515 S STREET SACRAMENTO		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (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) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
ADM BUS-0010	0		ADMINISTRATIVE SERVICES VEHICLE MANAGEMENT INCLUDES AUTOMOTIVE VEHICLE MANAGEMENT DOCUMENTATION SUCH AS AUTOMOTIVE REPAIR ESTIMATES (STD-272) AND WORKORDERS, ETC.	P	N	A+1Y	0	0	A+1Y		CUSTODIAN: BUSINESS SERVICES MAINTAINED BY BUSINESS OFFICES MANDATED BY: ADMIN.POLICY RETAIN AS ACTIVE FOR THE LIFETIME OF THE VEHICLE, THEN RETAIN ONE YEAR. DESTRUCTION: NON-CONFIDENTIAL RECYCLE WHITE PAPER ONLY

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

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DEPARTMENT (1) CALIFORNIA DEPARTMENT OF CORRECTIONS		SCHEDULE NUMBER (2) 1042	DATE (3) 11/02/92
ORGANIZATIONAL UNIT ADMINISTRATIVE SERVICES		PAGE 2	OF 5
ADDRESS (number, street, city) 1515 S STREET SACRAMENTO		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)		
ADM BUS-0015	0		ADMINISTRATIVE SERVICES VEHICLE ACCIDENTS INCLUDES VEHICLE ACCIDENT DOCUMENTATION SUCH AS REPORT OF VEHICLE ACCIDENT (STD-270), (SUPERVISOR) REVIEW OF STATE DRIVER ACCIDENT (STD-274), ETC.	P	N	A+2Y	0	0	A+2Y	XI	CUSTODIAN: ENVIRONMENTAL HEALTH & SAFETY MAINTAINED BY INSTITUTION BUSINESS OFFICES MANDATED BY: ADMIN.POLICY RETAIN AS ACTIVE UNTIL SETTLEMENT OF THE ACCIDENT, THEN RETAIN TWO YEARS. EXEMPT FROM PUBLIC REVIEW PER PRA 6254. SUBJECT INDIVIDUAL MAY REVIEW PER IPA 1798.34. DESTRUCTION: CONFIDENTIAL SHRED

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DEPARTMENT (1) CALIFORNIA DEPARTMENT OF CORRECTIONS		SCHEDULE NUMBER (2) 1042	DATE (3) 11/02/92
ORGANIZATIONAL UNIT ADMINISTRATIVE SERVICES		PAGE 3	OF 5 PAGES (4)
ADDRESS (number, street, city) 1515 S STREET SACRAMENTO		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)		
ADM BUS-0020	0		ADMINISTRATIVE SERVICES VEHICLE MAINTENANCE RECORD STD-271 INCLUDES THE AUTOMOTIVE OR VEHICLE MAINTENANCE RECORD (STD-271) OF SERVICE OR REPAIRS.	P	N	A	0	0	A		CUSTODIAN: BUSINESS SERVICES MANDATED BY: ADMIN.POLICY RETAIN IN THE VEHICLE AS ACTIVE FOR THE LIFETIME OF THE VEHICLE, THEN TRANSFER TO THE APPROPRIATE OWNER OR AGENCY. DESTRUCTION: NONE. TRANSFER TO THE APPROPRIATE OWNER OR AGENCY.

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DEPARTMENT (1) CALIFORNIA DEPARTMENT OF CORRECTIONS	SCHEDULE NUMBER (2) 1042	DATE (3) 11/02/92
ORGANIZATIONAL UNIT ADMINISTRATIVE SERVICES	PAGE 4	OF 5
ADDRESS (number, street, city) 1515 S STREET SACRAMENTO	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (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) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
ADM BUS-0500	0		ADMINISTRATIVE SERVICES VEHICLE OWNERSHIP RECORDS INCLUDE ALL CDC VEHICLE CERTIFICATES OF TITLE, REGISTRATION, REQUESTS FOR NON-EXEMPT LICENSE PLATES (UNDERCOVER PERMIT), ETC.	P	N	A	0	0	A		CUSTODIAN: BUSINESS SERVICES MANDATED BY: ADMIN.POLICY ORIGINALS: RETAIN ORIGINAL CERTIFICATES AND REGISTRATIONS IN ACCOUNTING UNTIL THE VEHICLE IS TRANSFERRED OR SOLD, THEN FORWARD TO THE APPROPRIATE OWNER OR AGENCY. COPY: RETAIN REGISTRATION COPY IN THE VEHICLE UNTIL THE DOCUMENT IS SUPERSEDED OR THE VEHICLE IS TRANSFERRED OR SOLD. DESTRUCTION: NONE - TRANSFER TO THE APPROPRIATE OWNER OR AGENCY.

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DEPARTMENT (1) CALIFORNIA DEPARTMENT OF CORRECTIONS	SCHEDULE NUMBER (2) 1042	DATE (3) 11/02/92
ORGANIZATIONAL UNIT ADMINISTRATIVE SERVICES	PAGE 5	OF 5 PAGES (4)
ADDRESS (number, street, city) 1515 S STREET SACRAMENTO	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (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) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
ADM BUS-0510	0		ADMINISTRATIVE SERVICES VEHICLE USAGE AND STORAGE INCLUDES AUTOMOTIVE VEHICLE USAGE AND STORAGE DOCUMENTATION SUCH AS VEHICLE HOME STORAGE REQUEST/PERMIT (STD-377), MONTHLY TRAVEL LOG (STD-273), VEHICLE USAGE REPORT (STD-276), PASSENGER VEHICLE USAGE CERTIFICATION (STD-276A), ETC.	P	N	A+2Y	0	0	A+2Y		CUSTODIAN: BUSINESS SERVICES MAINTAINED BY BUSINESS OFFICES MANDATED BY: ADMIN.POLICY RETAIN AS ACTIVE UNTIL FISCAL YEAR END, THEN RETAIN TWO YEARS OR UNTIL AUDITED, WHICHEVER OCCURS FIRST. DESTRUCTION: NON-CONFIDENTIAL RECYCLE WHITE PAPER ONLY