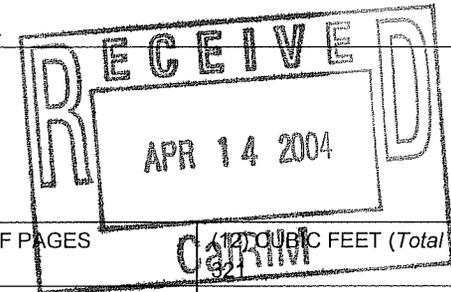


**RECORDS RETENTION SCHEDULE**

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

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 Department of Corrections		(2) AGENCY BILLING CODE 16842	(3) PAGE 1 OF 3 PAGES	
(4) DIVISION/ BRANCH/ SECTION Institution Services Unit		(5) ADDRESS 1515 S Street, Room 330N, Sacramento, CA 95814		
CHECK THE APPROPRIATE BOX				
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]				
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)				
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)				
<b>NEW SCHEDULE INFORMATION (If applicable)</b>	(9) SCHEDULE NUMBER 16842	(10) SCHEDULE DATE March 26, 2004	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 321
<b>PREVIOUS SCHEDULE INFORMATION (If applicable)</b>	(13) SCHEDULE NUMBER 16842	(14) APPROVAL NUMBER 97-037	(15) APPROVAL DATE (S) January 1, 1997	(16) PAGE NUMBER(S) REVISED - 1 All



(17) MISSION/FUNCTIONAL STATEMENT :  
The mission of the Institution Services Unit is to manage inmate lawsuits and the implementation of major class action Remedial Plans for the Department. This Unit develops, implements, coordinates and evaluates policies, procedures and information systems affecting statewide institution operations. The Unit's objectives are to respond to inquiries relating to inmate issues, coordinate institution related litigation, and provide technical assistance and information pertaining to institution services and operations.

**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>Tim Kocourek</i>	(19) TITLE <i>Chief, Inst. Serv. Unit</i>	(20) PHONE NUMBER <i>322 8874</i>	(21) DATE SIGNED <i>3/29/04</i>
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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>Shannon Arrieta</i>	(23) CLASSIFICATION Staff Services Analyst	(24) NAME (Printed or Typed) Shannon Arrieta	(25) PHONE NUMBER (916) 323-4095	(26) DATE SIGNED <i>4-6-04</i>
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**PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)**

(27) SIGNATURE - CalRIM CONSULTANT <i>Janice C. Sanchez</i>	(28) APPROVAL NUMBER <i>04-044</i>	(29) DATE SIGNED <i>MAY 14, 2004</i>	(30) EXPIRATION DATE <i>MAY 14, 2009</i>
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**PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)**

THE ATTACHED RECORDS RETENTION SCHEDULE:		FOR ARCHIVES' STAMP 
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives	(32) <input type="checkbox"/> 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, Archivist</i>	(34) DATE SIGNED <i>MAY 27, 2004</i>	

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

			<p><u>Institution Services Unit</u></p> <p>The mission of the Institution Services Unit is to manage inmate lawsuits and the implementation of major class action Remedial Plans for the Department. This Unit develops, implements, coordinates and evaluates policies, procedures and information systems affecting statewide institution operations. The Unit's objectives are to respond to inquiries relating to inmate issues, coordinate institution related litigation, and provide technical assistance and information pertaining to institution services and operations.</p>								<p><b>Retention:</b> Media (Column 10): P=Paper. Columns 12 through 16 are clarified in Column 17, Remarks. CDC storage (Local Archives) can be used in place of State Records Center for non-Sacramento offices or institutions.</p> <p><b>Disclosure Restrictions:</b> (Column 16) X: Exempt from public review per the Public Records Act, Government Code Section 6254. XI: Subject individual may have the right to review per the Information Practices Act, Civil Code Section 1798.24, unless exempt under Section 1798.40.</p> <p><b>Destruction:</b> Non-confidential: recycle. Confidential or exempt (Column 16): shred. Historical (Column 8): Transfer to the State Archives. Do not destroy.</p>
			<p><u>PROGRAM MANAGEMENT RECORDS</u></p>								
1	12		Inmate letters Large (25%) and small (75%) controlled correspondence received from inmates, public and legislature relating to inmate confinement (visiting, mail, sentence, transfer, etc.).	P		2		4	6		Retain six years (two years in the office and four years in the State Records Center).
2	186		Institution Standards and Operations Section (ISOS) Class action litigation to comply with federal law, Americans with Disabilities Act (ADA).	P		A+3		4	A+7	XI	Retain as active until completed, then retain seven years (three years in the office and four years in the State Records Center).
3	107		Litigation Activities Includes records of inmate institution or division litigation activities.	P		A+3		4	A+7	XI	Retain as active until closed, then retain seven years (three years in the office and four years in the State Records Center).
			<p><u>ADMINISTRATIVE MANAGEMENT RECORDS</u></p>								
4	2		Correspondence: (A - Z)	P		2			2		Retain in office for two years.
5	2		Correspondence: Controlled	P		2		4	6		Retain six years (two years in the office and four years in the State Records Center).
6	2		Correspondence: Subject Files	P		2		4	6		Retain six years (two years in the office and four years in the State Records Center).
7	1		Duplicate Copies Monthly Chrons of all ISU Correspondence	P		2			2		Retain in office for two years.

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)

8			Electronic Information Includes transitory messages (E-Mail) or electronic documents printed and stored to paper if document retention is necessary. Note: Data stored electronically must comply with the paper record topic's Records Retention Schedule.	M					A		Retain as active until transmitted or completed.
			Employee								
9	1		- Attendance	P		2			2	XI	Retain in office for two years.
10	1		- Interview Documents  <b>* SEE BELOW</b>	P		2			2	XI	Retain in office for two years.
			<u>RECORDS MANAGEMENT</u>								
11			STD Form 70, Records Inventory Worksheet	P		C			C		Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later.
12			STD For 71, Records Transfer List	P		C			C		Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed, whichever is later.
13			STD Form 72, Records Retention Schedule Approval Request and STD Form 73, Records Retention Schedule	P		C			C		Retain as current until revised.  Note: Although revision is required every five years from date approved by DGS, records retention schedules that are not revised remain in effect but are considered non-current.
14			Authorization for Records Destruction (Computer Printout)	P		4			4		Retain for two years from date destruction is authorized. Then retain two more years or until audited, whichever occurs first (maximum of four years).
	Total CF 321										

\* Provide total of office and departmental

**\* PREVIOUS RRS # 16842 (APPROVAL # 97-037) ITEM # 0060 SPECIAL PROJECTS HAVE BEEN MOVED TO RRS # 16843 - OPERATIONAL REVIEW UNIT, FORMERLY THE WORK INCENTIVE PROGRAM.**