

STATE OF CALIFORNIA
RECORDS RETENTION SCHEDULE
APPROVAL REQUEST
 STD. 72 (REV. 9-89)

DEPARTMENT, BOARD OR COMMISSION	Social Services	BILLING CODE	68641
DIVISION, BUREAU OR OTHER UNIT	Statistical Services Bureau: Reports	CUBIC FEET (Total Schedule)	230
ADDRESS	744 P St. - Sacto.	Processing Unit	
SCHEDULE NUMBER	23	NUMBER OF PAGES	4
		SCHEDULE DATE	7/14/92
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)	23	PAGE NUMBER(S) REVISED	entire schedule
APPROVAL NUMBER(S)	86-302	APPROVAL DATE(S)	7/1/86

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: *John Driemeyer* TITLE: *Chief* DATE: *7-15-92*

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: *John Driemeyer* TITLE: Chief, Records Mgmt. Unit
 NAME (Printed or Typed): John Driemeyer TELEPHONE: 657-1912 DATE: 7/20/92

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: *John Driemeyer* APPROVAL NUMBER: *92-128*
 TITLE: *RMA* DATE: *8/10/92*

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. (Per Section 1614 of the State Administrative Manual.)

SIGNATURE-CHIEF OF ARCHIVES: *John F. Berman* DATE: SEP. 15 1992
 CALIFORNIA STATE ARCHIVES

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-90)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Social Services	SCHEDULE NUMBER (2) 23	DATE (3) 7/14/92
ORGANIZATIONAL UNIT Statistical Services Bureau: Reports Processing Unit	PAGE 1	OF 4
ADDRESS (Number Street City) 744 P St., MS 19-81, Sacto.	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6) <i>(Triple space between items)</i>	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9) <i>(Triple space between items)</i>	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
1	50		<u>SUMMARY REPORTS</u> A. County/Agency Report Forms Statistical reports submitted monthly, quarterly, annually, periodically, or on a point-in-time basis by public and private agencies. These provide summary data on the cash and non-cash assistance programs and on the social service programs. Data is reported to the appropriate federal agencies, other state agencies and are used to provide program cost estimates for the Legislature and the departmental budgetary process, material for monthly, quarterly, semi-annual and yearly publications, and program monitoring by departmental staff. Usually filed in county folders. (See D) Example: CA 237 FG/U, FC, SOC 291, AD 56A, C, D, etc.	P		1		9	10		Mission Statement: The Reports Processing Unit compiles & computes data dealing with welfare caseloads, expenditures, & recipient characteristics. For those records which have no governing law or authority for retention cited, the manager directly responsible for the records authority applies. This schedule contains no vital records.

*Provide total of office and departmental

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-90)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Social Services		SCHEDULE NUMBER (2) 23	DATE (3) 7/14/92
ORGANIZATIONAL UNIT Statistical Services Bureau		PAGE 2	OF PAGES (4) 4
ADDRESS (Number Street City) Reports Processing Unit 744 P Street MS 19-81		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)		
	25		<p>SUMMARY REPORTS (Con't)</p> <p>B. Statewide Summary Reports</p> <p>These reports are compilations of the individual public/private agency reports into statewide totals. The totals are posted by Statistical Services on the reporting form.</p> <p>Example: Same as Example A above.</p>	P		10		10	20		
	10		<p>C. Worksheets</p> <p>Standardized accounting worksheets or computer output sheets used to compile statewide totals.</p>	C		5		5	10		
	15		<p>D. County/Agency Fiscal Year Folders</p> <p>Individual folders for County/ Agency edited reports, Stat 29's, correspondence, mini-memos, etc.</p>	P		1		9	10		

*Provide total of office and departmental

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-90)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Social Services	SCHEDULE NUMBER (2) 23	DATE (3) 7/14/92
ORGANIZATIONAL UNIT Statistical Services Bureau	PAGE 3	OF PAGES (4) 4
ADDRESS: (Number) Street (City) Reports Processing Unit 744 P Street MS 19-81	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6) <i>(Triple space between items)</i>	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9) <i>(Triple space between items)</i>	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
2			<p>CASE REPORTS (Computer Input Doc.)</p> <p>Computer input documents submitted on individual cases to provide, on a continual or one-time basis, information on a combination of the following items: age, type and place of residence, living arrangements, amount and source of income, medical service information, placement information, etc.</p> <p>Data is used to track Foster Care placements; for estimates on proposed legislation; to monitor effects of changes in law or policy and to respond to requests from legislative bodies about the characteristics of various programs.</p>								
	62		<p>A. Foster Care Information System P</p> <p>Example: SOC 158 series, FCIS error listings, monitoring reports and system output documents, etc., which have case specific identifiers.</p>			6 mos.		4½	5	XI	<p>W & I Code 10850, Civil Code 1798. 24 etc. FCIS: Foster Care Information System Seq.</p>

*Provide total of office and departmental

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-90)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Social Services	SCHEDULE NUMBER (2) 23	DATE (3) 7/14/92
ORGANIZATIONAL UNIT Statistical Services Bureau	PAGE 4	OF PAGES (4) 4
ADDRESS (Number Street City) Reports Processing Unit 744 P Street MS 19-81	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)		
3	32		CASE REPORTS (con't) B. Characteristics Surveys and Special Studies Example: AFDC Quarterly, CA 1000, Food Stamp Survey, etc. and working papers for each project.	P		2		8	10	XI	W & I Code 10850, Civil Code 1798.24 etc. seq.
	13		C. Adoption Forms 42(I), 42(R) Example: 42(I) & 42(R) only and systems output forms.	P		1		4	5	X	Health and Safety Code 10439 Civil Code 227
	13		D. ECIA Report-Computer support list - Statistics on AFDC FG/U children and children in Foster Care. Federal report on ECIA of 1981.	P		1		3	4	XI	W & I Code 10850, Civil Code 1798.24 etc. seq.
	10		<u>INFORMATION REQUEST FORMS</u> Information Request Record This form is used to record data and documents provided by Statistical Services to departmental staff, legislative bodies, other state staff and the private sector in response to a request for information. Example: GEN 445	P		2			2		ECIA - Education Consolidation Improvement Act of 1981 FG/U - Family Group/Unemployment AFDC - Aid to Families with Dependent Children
	Total Volume 230 Cubic Feet										

*Provide total of office and departmental