

STATE OF CALIFORNIA VIA  
**RECORD RETENTION SCHEDULE**  
**APPROVAL REQUEST**  
 STD. 72 (REV. 6-91)

(1) DEPARTMENT, BOARD OR COMMISSION  
*Commerce*

DIVISION, BUREAU OR OTHER UNIT  
*Business Services*

ADDRESS  
*801 "K" Street, Suite 1600, Sacramento*

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)

NEW SCHEDULE INFORMATION (If applicable)	(5) SCHEDULE NUMBER	(6) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CLASSIFIED (Total Schedule)
(916) 445-2294 or ATSS 8-485-2294	92-02	6-30-92	1	5

  

PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S)	(11) APPROVAL DATE	(12) PAGE NUMBER(S) REVISED
<i>Adm-01</i>				1

**PART I -- AGENCY STATEMENTS**

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) 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.

(13) SIGNATURE-MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS  
*Anthony M. D'Amico*

(14) TITLE  
*Business Services Asst.*

(15) DATE SIGNED

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

(16) SIGNATURE-RECORDS MANAGEMENT COORDINATOR  
*T. Stoddard*

(17) TITLE  
*Business Services Officer*

(18) NAME (Printed or Typed)  
*Paul R. Anderson*

(19) TELEPHONE  
*(416) 322-3608*

(20) DATE SIGNED

(21) SIGNATURE-ORAM CONSULTANT  
*Angela J. Ford*

(22) APPROVAL NUMBER  
*92-148*

(23) TITLE  
*RAFA*

(24) DATE SIGNED  
*9/28/92*

PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)  
 THE ATTACHED RECORDS RETENTION SCHEDULE:

- (25)  Contains no material subject to further review by the California State Archives
- (26)  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.)

(27) SIGNATURE-CHIEF OF ARCHIVES  
*John P. Burns*

(28) DATE SIGNED  
 SEP. 29 1992

**RECORDS RETENTION SCHEDULE**

STD. 73 (REV. 5-92)

*See instructions on reverse and in SAM 1600*

DEPARTMENT (1) <i>Commerce</i>		SCHEDULE NUMBER (2) <i>92-02</i>	DATE (3) <i>6/30/92</i>
ORGANIZATIONAL UNIT <i>Business Services</i>		PAGE <i>1</i>	OF <i>1</i>
ADDRESS (Number Street City) <i>801 K Street, Suite 1600, Sacramento Ca</i>		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER <small>(Triple space between items)</small> (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS <small>(Triple space between items)</small> (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (18)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<i>The Business Services provides a broad range of service for the Department of Commerce, which includes but not limited to the Procurement, Telecommunication, Equipment, Supply Inventory, Records Management, and Maintenance Contracts.</i>								
<i>1</i>	<i>3</i>		<i>Purchase orders &amp; estimate; sub-purchase estimate; sub-purchase orders and intra office requisitions.</i>	<i>P</i>	<i>Active</i>	<i>+3</i>			<i>Active</i>	<i>+3</i>	<i>Active until the end of Fiscal Year or superseded.</i>
<i>2</i>	<i>1</i>		<i>Record Retention Schedules</i>	<i>P</i>	<i>Active</i>				<i>Active</i>		<i>Active for five years or superseded</i>
<i>3</i>	<i>2</i>		<i>Supply orders, Stock received reports, Printing req., and Shipping documents</i>	<i>P</i>	<i>Active</i>	<i>+3</i>			<i>Active</i>	<i>+3</i>	<i>Active until the end of fiscal year.</i>

*Paul Randhawa*  
 Paul Randhawa  
 Business Services Officer

*Note: Item 2 of the previous records retention schedule has been combined with the item #1 on this schedule. Retention period for items 1, 2, and 3 from the old schedule has been revised in accordance with the SAM criteria.*

**S.A.M. CRITERIA**