

RECORDS RETENTION SCHEDULE APPROVAL REQUEST

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Submit three copies with three copies of the Records Retention Schedule, DHS/STD 73. (See reverse for additional space.)

Division Laboratory Science		Branch(es) Environ. Laboratory Accreditation Program
Section(s)/unit Field Activities/Onsite Assessment - Program Development/Research - Program Operations Sections		
Address (number, street, city) 1625 Shattuck Avenue, Room 101, Berkeley, CA 94709		GS code(s) 83190
		Index(s) 4665

TO: Department of General Services
 Procurement Division
 State Records and Document Program
 1500 Fifth Street, Suite 101
 Sacramento, CA 95814 (IMS C-39)
 (916) 322-8705

Check the appropriate box:

- (2) New schedule of records that have never been scheduled. (Complete boxes 5–8.)
- (3) Revising a previous schedule. (Complete boxes 5–12.)
(A new approval number will be assigned.)
- (4) Amending some pages of a previous schedule. (Complete boxes 8–12.)
(The original approval number will remain in effect.)

NEW SCHEDULE INFORMATION (If applicable)	(5) Schedule number H04-07	(6) Schedule date September 2004	(7) Number of pages 8	(8) Cubic feet (Total schedule) 285
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) Schedule number(s) H97-028	(10) Approval number(s) 98-012	(11) Approval date(s) 3/12/1998	(12) Page number(s) revised 5

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 	(14) Title George Kulasingam Program Chief	(15) Date signed 9.8.04
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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 Analyst 	(17) Title DHS Records Management Coordinator
(18) Name (printed or typed) Jim Billings	(19) Telephone 916-650-0140
	(20) Date signed 10-14-04

PART II—DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(21) Signature—SRMO Consultant 	(22) Approval number 504-162
(23) Title RECORDS MGMT. CONSULTANT	(24) Date signed NOVEMBER 22, 2004

PART III—ARCHIVAL SELECTION (Per Government Code, Section 14755)

ARCHIVES USE ONLY

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 1671 of the State Administrative Manual.)

(27) Signature—Chief of Archives 	(28) Date signed Dec 4, 2004
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**CALIFORNIA DEPARTMENT OF HEALTH SERVICES
PREVENTION SERVICES
LABORATORY SCIENCE**

FO4-162

510-412-5846
FAX: 510-412-5848

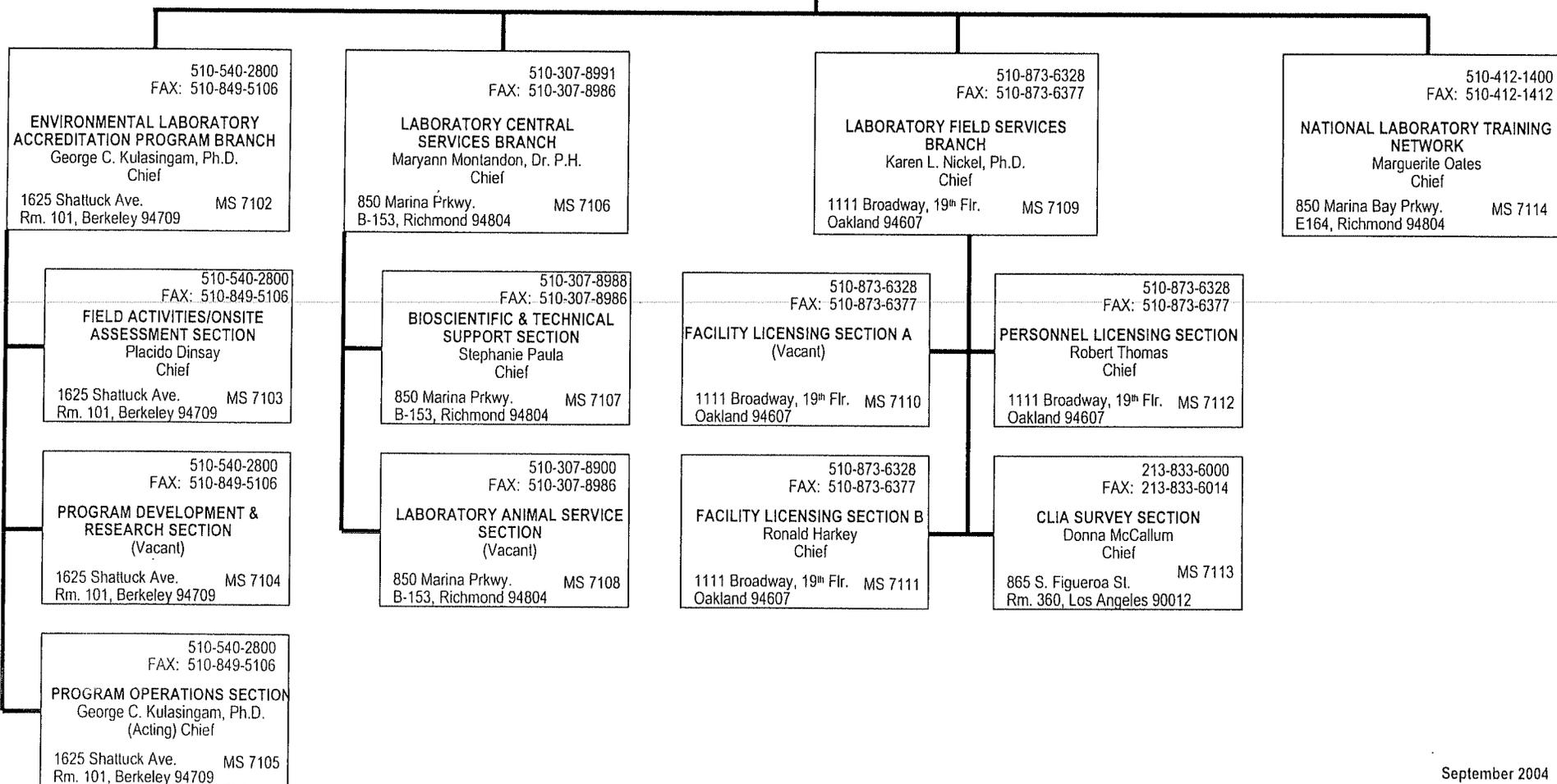
ASSISTANT DEPUTY DIRECTOR
Paul B. Kimsey, Ph.D.

850 Marina Bay Prkwy. MS 7100
Richmond 94804

510-412-5846
FAX: 510-412-5848

ASSISTANT DIVISION CHIEF
James T. Howard, M.S.

850 Marina Bay Prkwy. MS 7101
Richmond 94804



RECORDS RETENTION SCHEDULE

Division (1) Laboratory Science	Branch(es) Environmental Laboratory Accreditation Program	DHS schedule number (2) H04-07	Date (3) Sept. 2004
Section(s) Field Activities/On-Site Assessment, Program Development and Research, Program Support Operations		GS code 83190	Page of pages (4) 1 of 8
Address (number, street, city) 1625 Shattuck Avenue, Room 101, Berkeley, CA 94709			GS approval number (5) H04-162

ITEM NUMBER (Triple space between items) (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) and IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		

PROGRAM DESCRIPTION

This Records Retention Schedule (RRS) includes the Field Activities/On-Site Assessment, Program Development and Research Section, and the Program Operations Section within the Environmental Laboratory Accreditation Program (ELAP). ELAP's GS code is 83190.

The Environmental Laboratory Accreditation Program (ELAP) was established in 1988 by the State Legislature (AB 3739, Jones, 1988; Health and Safety Codes 100825 et seq.) as a fully fee supported program in the Department of Health Services to accredit/certify environmental testing laboratories performing work for regulatory agencies in California. ELAP monitors private and government environmental laboratories to ensure they meet all state and federal testing requirements to produce accurate, reliable data for drinking water, wastewater, hazardous waste, bulk asbestos, aquatic toxicity bioassay, dioxin, pesticide residues in food, radiochemistry, and shellfish sanitation. The certification/accreditation process involves applications, collection of fees, on-site inspections, performance evaluation studies, technical consultation services, investigations, and enforcement actions. ELAP also provides consultation, advice, and recommendations to other regulatory governmental agencies, and works closely with governmental entities regulating environmental health programs. ELAP plays an important role in protecting public health from the adverse effects of environmental contaminants.

The acronyms used in this schedule are as follows:

- ASB – Bulk Asbestos
- BIOA – Aquatic Toxicity Bioassay
- DIOX – Dioxin
- DW – Drinking Water
- HW – Hazardous Waste
- MICRO – Microbiology
- PEST – Pesticide Residues in Food
- RAD – Radiochemistry
- SHEL – Shellfish Sanitation
- WW – Wastewater

This RRS does not contain vital records.

*Provide total of office and departmental storage only.

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Division (1) Laboratory Science	Branch(es) Environmental Laboratory Accreditation Program	DHS schedule number (2) H04-07	Date (3) Sept. 2004
Section(s) Field Activities/On-Site Assessment, Program Development and Research, Program Support Operations		GS code 83190	Page of pages (4) 2 of 8
Address (number, street, city) 1625 Shattuck Avenue, Room 101, Berkeley, CA 94709			GS approval number (5) E04-162

See instructions on reverse and in SAM 1600

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) and IPA (16)	REMARKS (17)	
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)			
ADMINISTRATIVE RECORDS												
<u>Personnel</u>												
1	1		Employee Records	P			Active			Active	XI	PRA 624, IPA 1798.40; Active until person is transferred or leaves State service. Confidential destruction.
2	1		Hiring Paperwork	P		3				3	XI	PRA 6254; IPA 1798.40. Conf. destruction.
3	1		Plans, policy, general information	P			Active			Active		Active until superseded.
4	1		Travel Expense Claims/Training Requests	P		2				2		
<u>Correspondence</u>												
5	6		Chron (also available in Laboratory Files)	P		4				4		

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Division (1) Laboratory Science	Branch(es) Environmental Laboratory Accreditation Program	DHS schedule number (2) H04-07	Date (3) Sept. 2004
Section(s) Field Activities/On-Site Assessment, Program Development and Research, Program Support Operations		GS code 83190	Page of pages (4) 3 of 8
Address (number, street, city) 1625 Shattuck Avenue, Room 101, Berkeley, CA 94709			GS approval number (5) 704-162

See instructions on reverse and in SAM 1600

ITEM NUMBER (6) <small>(Triple space between items)</small>	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9) <small>(Triple space between items)</small>	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) and IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>Contracts</u>								
6	1		Performance Evaluation - Samples Contracts (including invoices)	P		10			10	XI	Retain in office 10 years, send to SRC for destruction under confidential conditions. PRA 6254, IPA 1798.40
			<u>Equipment and Supplies</u>								
7	1		Purchase Requests	P		Active +6 mos			Active +6 mos		Active until requests received.
			<u>Records Management</u>								
8	1		Records Inventory Printout	C		Active			Active		Active until revised.
9	1 ↓		Records Retention Schedule	P		Active			Active		Active until revised; required update 5 years

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Division (1) Laboratory Science	Branch(es) Environmental Laboratory Accreditation Program	DHS schedule number (2) H04-07	Date (3) Sept. 2004
Section(s) Field Activities/On-Site Assessment, Program Development and Research, Program Support Operations		GS code 83190	Page of pages (4) 4 of 8
Address (number, street, city) 1625 Shattuck Avenue, Room 101, Berkeley, CA 94709			GS approval number (5)

See instructions on reverse and in SAM 1600

ITEM NUMBER (6) <small>(Triple space between items)</small>	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9) <small>(Triple space between items)</small>	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) and IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
10	↓		Records Transfer List	P		Active			Active		Retain for tracking purposes when inquiries are received from the District Attorney (DA), Attorney General (AG), Inspector General (IG), federal agencies, courts, etc.
11	↓		SRC Reference Request	P		Active			Active		Active until request is complete.
12	↓		Authorization for Records Destruction (Quarterly Destruction)	P		4			4		
13	↓		Records Destruction Printout <u>Accounting/Financial</u>	C		4			4		Retain indefinitely for tracking purposes when inquiries are received from the DA, AG, IG, federal agencies, courts, etc.
14	2		Deposit Slips/Detailed Cash Receipts Copies of Checks	C		5			5		

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Section(s) Field Activities/On-Site Assessment, Program Development and Research, Program Support Operations		GS code 83190	Page of pages (4) 5 of 8
Address (number, street, city) 1625 Shattuck Avenue, Room 101, Berkeley, CA 94709			GS approval number (5) 104-162

See instructions on reverse and in SAM 1600

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) and IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
15	160		<p>PROGRAM RECORDS</p> <p><u>Laboratory Files</u></p> <p>Laboratory Certificate Files (include application, correspondence, site inspection information and report, citations, suspensions, revocations, reinstatements, compliance notices, approval forms for certificate issuance, laboratory quality assurance manual, certificates)</p>	P		4		6	10	XI	Records should be stored in a vault or other high security storage facility. Records are confidential. All requests for information must come through ELAP. For retention periods not cited in Governing Law, the authority of the manager (program chief) directly responsible for the record has determined the life cycle of the record to be 10 years. Records for destruction must be destroyed under confidential conditions. Notify manager prior to destruction. PRA 6254, IPA 1798.40. (Remarks apply to items 15 to 25.)
16	20		Miscellaneous Laboratory Inspection Files (include inspector's comments, notations, telephone documentations)	P		4		6	10	XI	"

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Section(s) Field Activities/On-Site Assessment, Program Development and Research, Program Support Operations		GS code 83190	Page of pages (4) 6 of 8
Address (number, street, city) 1625 Shattuck Avenue, Room 101, Berkeley, CA 94709			GS approval number (5)

See instructions on reverse and in SAM 1600

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
17	1		ASB Performance Evaluation (includes correspondence, examination reports, suspensions, revocations)	P,C		4		6	10	XI	"
18	2		DIOX Performance Evaluation (includes correspondence, examination reports, suspensions, revocations)	P,C		4		6	10	XI	"
19	48		DW/WW Performance Evaluation (includes correspondence, examination suspensions, revocations)	P,C		4		6	10	XI	"
20	15		HW Performance Evaluation (includes correspondence, examination reports, suspensions, revocations)	P,C		4		6	10	XI	"
21	16		MICRO Performance Evaluation (includes correspondence, examination reports, suspensions, revocations)	P,C		4		6	10	XI	"

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Address (number, street, city) 1625 Shattuck Avenue, Room 101, Berkeley, CA 94709			GS approval number (5) 204-162

See instructions on reverse and in SAM 1600

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) and IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
22	2		PEST Performance Evaluation (includes correspondence, examination reports, suspensions, revocations)	P,C		4		6	10	XI	"
23	3		RAD Performance Evaluation (includes correspondence, examination reports, suspensions, revocations)	P,C		4		6	10	XI	"
24	1		SHEL Performance Evaluation (includes correspondence, examination reports, suspensions, revocations)	P,C		4		6	10	XI	"
25	1		BIOA Performance Evaluation (includes correspondence, examination reports, suspensions, revocations)	P,C		4		6	10	XI	"
TOTAL	285										

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Address (number, street, city) 1625 Shattuck Avenue, Room 101, Berkeley, CA 94709			GS approval number (5) 04-162

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		

SUMMARY OF CHANGES

This RRS revises RRS 98-012, dated November 14, 1997. Item number changes are as follows:

<u>98-012</u>	<u>New RRS</u>	<u>98-012</u>	<u>New RRS</u>
1	6	13	16
2+	5 (renamed Chron)	14	17
3	1	15	18
	2 (new item)	16	19
	3 (new item)	17	20
	4 (new item)	18	21
4	(deleted/added to item 7)	19	22
5	7	20	23
6	8	21	24
7	9	22	25
8	10	23	(moved/added to item 15)
9	11		
10	12		
11	13		
	14 (new item)		
12	15		

+ Indicates records flagged in the old schedule by State Archives for possible historical value.

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