

RECORDS RETENTION SCHEDULE

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

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 GENERAL SERVICES		(2) AGENCY BILLING CODE 30100	(3) PAGE 1 OF 2 PAGES
(4) DIVISION/ BRANCH/ SECTION PROCUREMENT DIVISION		(5) ADDRESS 701 BURNING TREE ROAD #2: FULLERTON, CA 92833	

CHECK THE APPROPRIATE BOX

- (6) New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]
- (7) Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)
- (8) Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)

NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER 4	(10) SCHEDULE DATE 1/18/2005	(11) NUMBER OF PAGES 1 of 2	(12) CUBIC FEET (Total Schedule) 444
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 3	(14) APPROVAL NUMBER 99-224	(15) APPROVAL DATE (S) 12/15/99	PAGE NUMBER(S) REVISED – (16) 2

(17) MISSION/FUNCTIONAL STATEMENT : Established in 1963, Government Code Section 14600 created the Department of General Services to provide centralized business management functions and services including purchasing services. The Purchasing Component processes requisitions of State and local agencies including developing and circulating pre-print estimates, purchase pin estimate, RFI letters, bid invitations (IFB's & PR's), bid addendums, awarding bids, issuing purchase order and purchase order alterations. It also provides overall direction and review of purchasing methods and techniques, establishes products standards, tests for compliance with standards, coordinates consolidated purchase projects and programs and conducts training programs for agency personnel.

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>Olivia Santos</i>	(19) TITLE CSA 1	(20) PHONE NUMBER 714-449-5889	(21) DATE SIGNED 01/13/2005
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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 Lyle</i>	(23) CLASSIFICATION OFFICE ASSISTANT	(24) NAME (Printed or Typed) SHANNON LYLE	(25) PHONE NUMBER 714-449-5884	(26) DATE SIGNED 01/13/2005
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PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE – CalRIM CONSULTANT <i>John E. Fort</i>	(28) APPROVAL NUMBER 05-003	(29) DATE SIGNED 1/13/2005	(30) EXPIRATION DATE 1/13/2010
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PART III – ARCHIVAL SELECTION (Per Government Code Section 14750)

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (31) Contains no material subject to further review by the California State Archives
- (32) 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.)

FOR ARCHIVES STAMP

(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Linda Johnson</i>	(34) DATE SIGNED 1/29/05
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GC 24125

05-003

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	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1	384		PURCHASE ORDER (BID) FILES INCLUDING FOOD CONTRACTS, PURCHASE ORDERS, SEALED BIDS, BID COPIES	P	1 1/2	PERM TO 7 YEARS	ACTIVE TO 7 YEARS				DESTRUCTION CRITERION: NONCONFIDENTIAL/ WASTEBASKET (COLOERED PAPER IN FILES) Authority: Department of Justice Memo, Document Retention: Purchase Orders and Contract Purchase Files, August 22, 2001
2			LATE BIDS	P	6 MONTHS				5 MONTHS		RETENTION CRITERION: Retain until due date. After bid opening, bid goes into bid (Purchase Order) file. See retention instructions for Item #1.
3	60		CANCELLED BIDS AND ESTIMATES	P	1 FY				1 FY		RETENTION CRITERION: Retain for the fiscal year in which created then hold for an additional fiscal year.
4			RECORDS RETENTION SCHEDULES (STD 73),	P	CURRENT				CURRENT		RETAIN AS CURRENT UNTIL SUPERSEDED. Although revision is required every seven years from the date approved by DGS. RRS that are not revised remain in effect but are considered non-current.
			STD 70 - RECORDS INVENTORY WORKSHEET,	P	CURRENT				CURRENT		RETAIN AS CURRENT UNTIL NEXT INVENTORY.
			STD 71 - RECORDS TRANSFER LIST	P	CURRENT				CURRENT		RETAIN AS "CURRENT" UNTIL ALL RECORDS LISTED HAVE BEEN EITHER DESTROYED, REPIRED PERMANENTLY, TRANSFERRED TO THE STATE ARCHIVES, OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER.
5			STD 76 - STATE RECORDS CENTER REFERENCE REQUEST	P	ACTIVE				ACTIVE		RETAIN AS "ACTIVE" UNTIL REQUEST FOR REFERRAL OR WITHDRAWL IS COMPLETED.
6			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.

* Provide total of office and departmental