

1/14/2000

## RECORDS RETENTION SCHEDULE APPROVAL REQUEST

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

(1) Division Chronic Disease & Injury Control	Branch(es) Cancer Control Branch	
Section(s)/unit Cancer Surveillance Section		
Address (number, street, city) 1700 Tribute Rd., Suite 100 Sacramento 95815	GS code(s) 83124	Index(s) 4520

TO: Department of General Services  
Office of Information Services  
1500 Fifth Street, Room 116  
Sacramento, CA 95814 (OR IMS C-39)  
(916) 445-2294 or CALNET 485-2294

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	(6) Schedule date	(7) Number of pages	(8) Cubic feet (Total schedule)
	H00-02	01-05-00	9	306
PREVIOUS SCHEDULE INFORMATION (if applicable)	(9) Schedule number(s)	(10) Approval number(s)	(11) Approval date(s)	(12) Page number(s) revised

**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 <i>[Signature]</i>	(14) Title Chief, CMTSU	(15) Date signed 1/28/2000
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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 <i>[Signature]</i>	(17) Title AGPA	(20) Date signed 2-1-00
(18) Name (printed or typed) Raymond C. Haag	(19) Telephone (916) 323-3817	

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

(21) Signature—OIS Consultant <i>[Signature]</i>	(22) Approval number 00-017
(23) Title Principal Records Mgmt Consultant	(24) Date signed 2/4/00

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

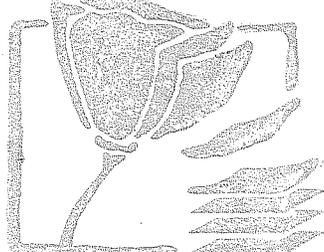
THE ATTACHED RECORDS RETENTION SCHEDULE:

(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 <i>[Signature]</i>	(28) Date signed 2/14/00
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ARCHIVES USE ONLY



CALIFORNIA

STATE ARCHIVES

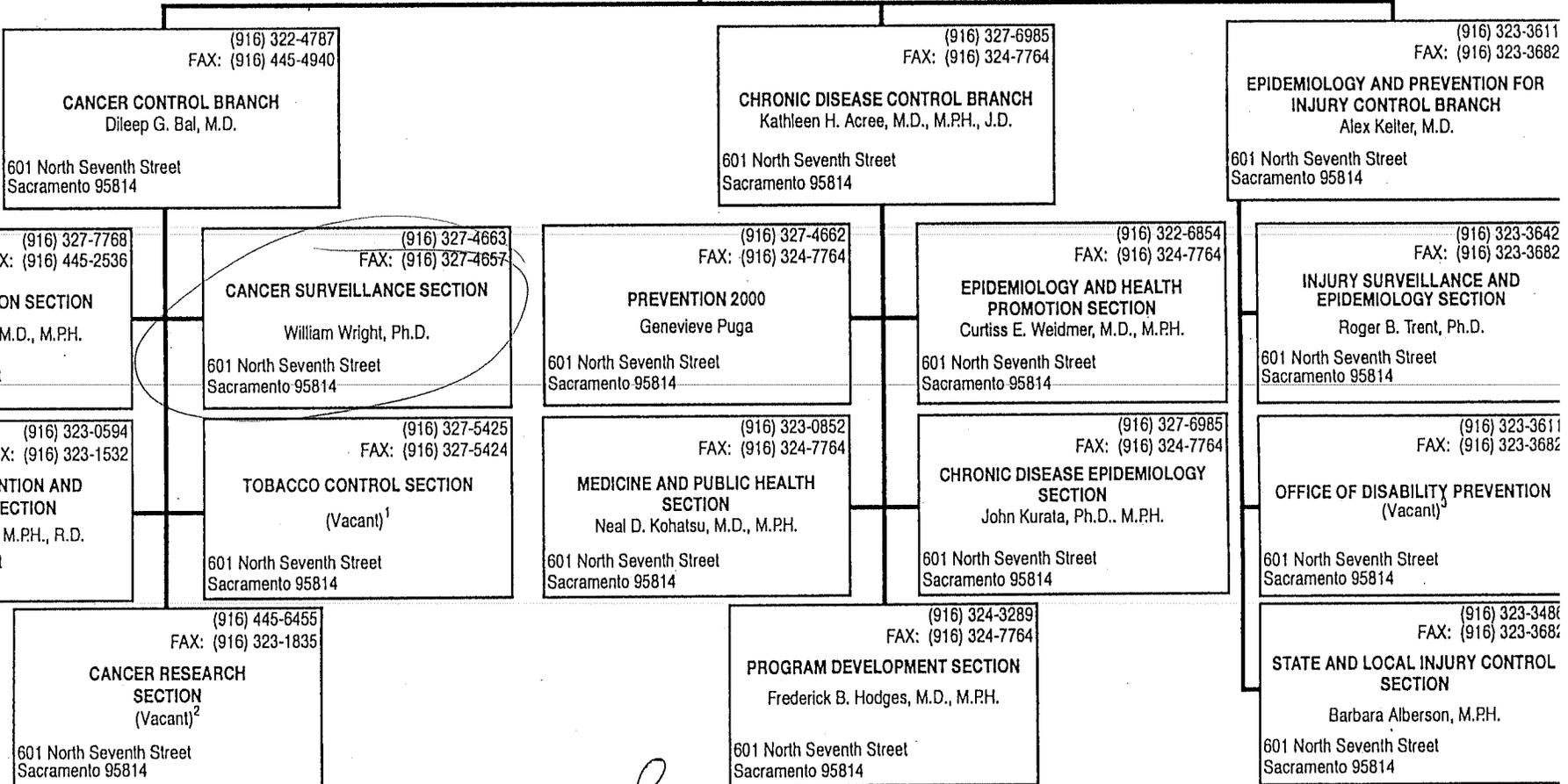
**CALIFORNIA DEPARTMENT OF HEALTH SERVICES  
PREVENTION SERVICES  
DIVISION OF CHRONIC DISEASE AND INJURY CONTROL**

(916) 445-1102  
FAX: (916) 445-0238  
**CHIEF**  
Donald O. Lyman, M.D.

---

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**ASSISTANT CHIEF**  
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Sacramento 95814

00 017



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**CANCER CONTROL BRANCH**  
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FAX: (916) 324-7764  
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**PREVENTION 2000**  
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**INJURY SURVEILLANCE AND EPIDEMIOLOGY SECTION**  
Roger B. Trent, Ph.D.  
601 North Seventh Street  
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(916) 323-0594  
FAX: (916) 323-1532  
**CANCER PREVENTION AND NUTRITION SECTION**  
Susan B. Forester, M.P.H., R.D.  
601 North Seventh Street  
Sacramento 95814

(916) 327-5425  
FAX: (916) 327-5424  
**TOBACCO CONTROL SECTION**  
(Vacant)<sup>1</sup>  
601 North Seventh Street  
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(916) 323-0852  
FAX: (916) 324-7764  
**MEDICINE AND PUBLIC HEALTH SECTION**  
Neal D. Kohatsu, M.D., M.P.H.  
601 North Seventh Street  
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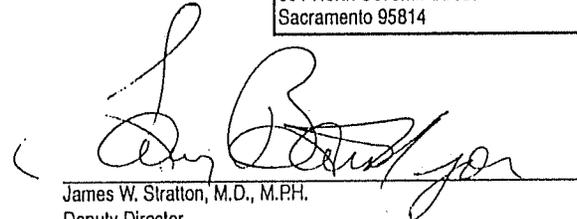
(916) 327-6985  
FAX: (916) 324-7764  
**CHRONIC DISEASE EPIDEMIOLOGY SECTION**  
John Kurata, Ph.D., M.P.H.  
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**CANCER RESEARCH SECTION**  
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(916) 323-3488  
FAX: (916) 323-3682  
**STATE AND LOCAL INJURY CONTROL SECTION**  
Barbara Alberson, M.P.H.  
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Sacramento 95814

  
James W. Stratton, M.D., M.P.H.  
Deputy Director  
Prevention Services

Donald O. Lyman, M.D., Chief  
Division of Chronic Disease and Injury Control

1 Dileep G. Bal, M.D., Acting Chief, Tobacco Control Section.  
2 Dileep G. Bal, M.D., Acting Chief, Cancer Research Section.  
3 Roger B. Trent, Ph.D., Acting Chief, Office of Disability Prevention.

**RECORDS RETENTION SCHEDULE**

Division (1) Chronic Disease & Injury Control	Branch(es) Cancer Control Branch	DHS schedule number (2) H00-02	Date (3) 01-05-00
Section(s) Cancer Surveillance Section		GS code 83124	Page of pages (4) 1 of 9
Address (number, street, city) 1700 Tribute Rd., Suite 100 Sacramento 95815-4402			GS approval number (5) 00 017

See instructions on reverse and in SAM 1600

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)		

**Application: This schedule applies to the Cancer Surveillance Section.**

**Mission Statement: The mission of the Cancer Surveillance Section is to eliminate the effects of cancer by developing tools and using them for research into the prevention, causes, detection, and cures of cancer. Our goals include: a) conduct research into the causes and cures of cancer, b) identify unequal burdens in cancer risk factors and incidence, and gaps in treatment and outcomes among the State's diverse population subgroups, c) build and maintain an easily accessible data system that will support policy analysis and program decisions, and d) provide up-to-date information to the public to address concerns about cancer incidence.**

Abbreviations: Abbreviations in this schedule include Public Record Act (Government Code 6254) - PRA, Information Practices Act (Civil Code 1798.40) - IPA, Confidential Destruction - CD, Active - A, Contract Management and Technical Support Unit - CMTSU, Request for Proposals - RFP, Public Health Institute - PHI, Data Standards and Quality Control - DSQC, Cancer Data Information System - CANDIS, Cancer Network - C/NET, Information Technology - IT, Surveillance, Epidemiology, and End Results - SEER, North American Association of Central Cancer Registries - NAACCR, Research and Surveillance Unit - RASP, Centers for Disease Control and Prevention - CDC, California Association of Regional Cancer Registries - CARCR, Computer Assisted Telephone Interviews - CATI

This schedule does not contain any vital records.

\*Provide total of office and departmental storage only.

**RECORDS RETENTION SCHEDULE**

Division (1) <b>Chronic Disease and Injury Control</b>	Branch(es) <b>Cancer Control Branch</b>	DHS schedule number (2) <b>H00-02</b>	Date (3) <b>01-05-00</b>
Section(s) <b>Cancer Surveillance Section</b>		GS code <b>83124</b>	Page of pages (4) <b>2 of 9</b>
Address (number, street, city) <b>1700 Tribute Rd., Suite 100 Sacramento 95815-4402</b>			GS approval number (5) <b>00 017</b>

See instructions on reverse and in SAM 1600

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)		
			<u>CMTS Unit</u>								
1	5		Personnel Records	P		A+1			A+1	XI	Active until employee leaves/terminates. PRA, IPA, CD
2	1	NOTIFY ARCHIVES	Bill Analyses	P		A+1			A+1	X	Active until contract expires PRA, CD
3	3		Contract Amendments	P		A+1			A+1		Active until contract expires.
4	3		Purchase Orders/Invoices	P		A+1			A+1		Active until contract expires
5	9		Audits/RFP's	P		A+1			A+1		Active until contract expires
6	1	NOTIFY ARCHIVES	Legislative Issues	P		A+1			A+1		Active until contract expires
7	5	NOTIFY ARCHIVES	Director's contract files	P		A+1			A+1		Active until contract expires
8	10		PHI contract invoices, purchase orders, employee files, contract amendments	P		A+1			A+1		Active until contract expires

\*Provide total of office and departmental storage only.

# RECORDS RETENTION SCHEDULE

Division (1) Chronic Disease & Injury Control	Branch(es) Cancer Control Branch	DHS schedule number (2) H00-02	Date (3) 01-05-00
Section(s) Cancer Surveillance Section		GS code 83124	Page of pages (4) 3 of 9
Address (number, street, city) 1700 Tribute Rd., Suite 100 Sacramento 95815			GS approval number (5) 00-017

See instructions on reverse and in SAM 1600

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)		
<del>9</del>	9	NOTIFY ARCHIVES	Working files, section admin files, sub-contract & contract admin. files	P		A+1			A+1		Active until contract expires
<del>10</del>	10	NOTIFY ARCHIVES	Director's admin files, special research projects	P		A+1			A+1		Active until contract expires
11	7		Contract negotiations, RFP's, Legislative issues	P		A+1			A+1		Active until contract expires
<del>12</del>	4	NOTIFY ARCHIVES	DHS forms, Admin letters & memos	P		2			2		
13	6		<u>DSA Unit</u> Personnel files	P		A+1			A+1	XI	Active until employee leaves/terminates PRA, IPA, CD
<del>14</del>	20	NOTIFY ARCHIVES	Regional historical files, Region #1-5 Site visits	P		5			5		Manager's decision
15	2		Gen. Correspondence	P		2			2		

\*Provide total of office and departmental storage only.

# RECORDS RETENTION SCHEDULE

Division (1) Chronic Disease & Injury Control	Branch(es) Cancer Control Branch	DHS schedule number (2) H00-02	Date (3) 01-05-00
Section(s) Cancer Surveillance Section		GS code 83124	Page of pages (4) 4 of 9
Address (number, street, city) 1700 Tribute Rd., Suite 100 Sacramento 95815			GS approval number (5) 00-017

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
16	20	NOTIFY ARCHIVES	Regional historical files, Regions #6-10 site visits	P		5			5		Manager's decision
17	2		CANDIS Unit Region Data files	P		5			5		Manager's Decision
18	2		Gen. Correspondence files	P		2			2		
19	2		Personnel files	P		A+1			A+1	XI	Active until emp leaves/terminates CD, IPA, PRA
20	1		C/NET Unit Gen. Correspondence files	P		2			2		
21	1		Personnel files	P		A+1			A+1	XI	Active until emp leaves/terminates CD, IPA, PRA
22	6		Data Standards	P		A+1			A+1		Active until contract expires

\*Provide total of office and departmental storage only.

# RECORDS RETENTION SCHEDULE

Division (1) Chronic Disease & Injury Control	Branch(es) Cancer Control Branch	DHS schedule number (2) H00-02	Date (3) 01-05-00
Section(s) Cancer Surveillance Section		GS code 83124	Page of pages (4) 5 of 9
Address (number, street, city) 1700 Tribute Rd., Suite 100 Sacramento 95815			GS approval number (5) 00-017

See instructions on reverse and in SAM 1600

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)		
23	12		Cancer case data files	P		A+1			A+1		Active until contract expires
24	2		<u>IT Unit</u> Personnel files	P		A+1			A+1	XI	Active until emp leaves/terminates CD, IPA, PRA
25	14		Data dictionaries	P		A+1			A+1		Active until contract expires
26	8		Cancer case file runs	P		A+1			A+1		Active until contract expires
27	2		Regional site visits	P		A+1			A+1		Active until contract expires
28	6		SEER user data files	P		A+1			A+1		Active until contract expires
29	2		Informational materials from seminars	P		2			2		

\*Provide total of office and departmental storage only.

# RECORDS RETENTION SCHEDULE

Division (1) Chronic Disease & Injury Control	Cancer Control Branch	DHS schedule number (2) H00-02	Date (3) 01-05-00
Section(s) Cancer Surveillance Section		GS code 83124	Page of pages (4) 6 of 9
Address (number, street, city) 1700 Tribute Rd., Suite 100 Sacramento 95815			GS approval number (5) 00 017

See instructions on reverse and in SAM 1600

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
30	10	NOTIFY ARCHIVES	RASP unit NAACR files & conferences	P		A+1			A+1		Active until contract expires
31	18		Cluster studies & linkage files	P		5			5		Manager's decision
32	2		Personnel files	P		A+1			A+1	XI	Active until emp leaves/terminates CD, IPA, PRA
33	8	NOTIFY ARCHIVES	Data files, research projects	P		5			5		Manager's decision
34	2		Geo coding & mapping info	P		3			3		
35	8	NOTIFY ARCHIVES	Articles using cancer data, report notes, state reports	P		A+1			A+1		Active until contract expires
36	2	NOTIFY ARCHIVES	Media/Education, Fact of the Month Articles, Presentations	P		A+1			A+1		Active until contract expires

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# RECORDS RETENTION SCHEDULE

Division (1) Chronic Disease & Injury Control	Branch(es) Cancer Control Branch	DHS schedule number (2) H00-02	Date (3) 01-05-00
Section(s) Cancer Surveillance Section		GS code 83124	Page of pages (4) 7 of 9
Address (number, street, city) 1700 Tribute Rd., Suite 100 Sacramento 95815			GS approval number (5) 00-017

See instructions on reverse and in SAM 1600

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)		
37	10		Special Project files, data and statistical projections	P		A+1			A+1		Active until contract expires
38	18		Epi teleconferences, RASP meetings, CARCCR meetings, Cancer Research Project activities	P		A+1			A+1		Active until contract expires
<del>39</del>	2	NOTIFY ARCHIVES	Laws, Regulations, & Subpoenas from contract	P		A+1			A+1		Active until contract expires
<del>40</del>	2	NOTIFY ARCHIVES	Program laws, Grant applications & Awards	P		A+1			A+1		Active until contract expires
41	6		CDC block grant, Cancer Incidences Projections, Linkage Research	P		A+1			A+1		Active until contract expires
42	4		<u>CATI Unit</u> Personnel files	P		A+1			A+1		Active until emp leaves/terminates CD, IPA, PRA

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**RECORDS RETENTION SCHEDULE**

Division (1) Chronic Disease & Injury Control	Branch(es) Cancer Control Branch	DHS schedule number (2) H00-02	Date (3) 01-05-00
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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
43	4		Phone interview data files	P		A+1			A+1		Active until contract expires
44	4		Software documentation files	P		A+1			A+1		Active until contract expires
45	8		Contracted Special Project Files	P		A+1			A+1		Active until contract expires
46	4		Previous contract files	P		3			3		Manager's decision
47	6	NOTIFY ARCHIVES	Director's special project files	P		A+1			A+1		Active until contract expires
48	2	NOTIFY ARCHIVES	Chron files, letters, memos	P		2			2		
49	2	NOTIFY ARCHIVES	Director's Reference Materials	P		2			2		
50	7	NOTIFY ARCHIVES	Death Certificates	D		10			10	XI	Microfilm of death certificates-nec for research projects, CD, PRA, IPA

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**RECORDS RETENTION SCHEDULE**

Division (1) Chronic Disease & Injury Control	Branch(es) Cancer Control Branch	DHS schedule number (2) H00-02	Date (3) 01-05-00
Section(s) Cancer Surveillance Section		GS code 83124	Page of pages (4) 9 of 9
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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
51	1		Records Retention Schedule	P		Active			Active		Active until revised
52	1		Biennial Records Holdings/Destruction	P		3			3		
	T=306										

\*Provide total of office and departmental storage only.

**Johnson, Linda**

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**From:** Johnson, Linda  
**Sent:** Monday, September 08, 2003 4:05 PM  
**To:** 'lcourtney@ccr.ca.gov'  
**Cc:** 'Jim Billings'  
**Subject:** records retention schedule H00-02, approval 00-017

Dear Linda:

Thank you for taking the time to meet with me on Friday relative to the disposal of flagged record series on schedule H00-02. It was tremendously helpful for me to be able to actually see the records in question and to have the opportunity to discuss with you and Gordon the actual content of the other record series.

As it stands now, schedule H00-02, Approval 00-017, has only one series with an archival flag remaining:

Item 36: RASP Unit: Media/Education, Fact of the Month Articles, Presentations

This e-mail will serve as official notice that the archival flags can be removed from all other line items on this schedule. These records can then be disposed of once they have completed their approved retention periods.

Please pass on my thanks to Gordon!

Should you have any further questions, please do not hesitate to contact me.

Linda Johnson, Archivist  
State Records Appraisal Program  
California State Archives  
1020 "O" Street  
Sacramento, CA 95814  
916/653-1911

2000-017

9/5

1:30 pm

Johnson, Linda

From: Linda Courtney [LCourtne@ccr.ca.gov]  
Sent: Monday, August 18, 2003 1:48 PM  
To: Johnson, Linda; sbailey@ss.ca.gov  
Cc: Marcie Toby  
Subject: RE: Archives

Hi Syd & Linda,  
We have about 20 cu feet of boxes. I would like to make an appointment with you to come to our office to look these over about the first week of September. Either September 4th or 5th in the afternoon after 1:30 p.m. is open for me. Let me know what day & time fits you best. Thanks.

Linda Courtney, MPA  
Cancer Surveillance Section  
Department of Health Services  
California Cancer Registry  
1700 Tribute Road, Suite 100  
Sacramento, CA 95815-4402  
Phone: 916/779-0322  
FAX: 916/779-0264  
E-mail: lcourtne@ccr.ca.gov

-----Original Message-----  
From: Johnson, Linda [mailto:ljohnson@ss.ca.gov]  
Sent: Friday, August 15, 2003 3:04 PM  
To: Linda Courtney  
Cc: Bailey, Sydney  
Subject: RE: Archives

Hi, Linda:

How many cubic feet of records do you have? I suggest that if it's less than five, it would probably be easiest just to send them to us through interagency mail service. If we decide not to keep them, we'll properly destroy them and let you know to remove the archives flag.

If you have more than five cubic feet, let's make arrangements to come out and view. I'm gone all next week and Syd is gone Monday and Tuesday, so I don't think we'd get around to viewing the records until probably the end of the month/beginning of Sept. You can notify Syd when she returns on Wednesday, if you want us to come take a look.

Either way, thanks for contacting us. Just keep us posted on what you want to do!

Linda Johnson, Archivist  
State Records Appraisal Program  
California State Archives  
1020 "O" Street  
Sacramento, CA 95814

-----Original Message-----  
From: Linda Courtney [mailto:LCourtne@ccr.ca.gov]  
Sent: Friday, August 15, 2003 2:07 PM  
To: ljohnson@ss.ca.gov; sbailey@ss.ca.gov  
Subject: Archives

Hi Linda & Syd,

2003-017

CCR CAL - org.

Jim Billings gave me your names as I am in charge of our records management schedule (CDIC, CCB, Schedule number: H00-02, GS code: 83124) and we are in the process of going through our records room to review some of the files. Item #14 on our RRS was due for review and the manager here looked through the boxes & decided that they could all be sent to the State Destruction Center. However, the column is marked "Notify Archives". According to the instructions, we are to notify your office to get permission to do this or else you decide that these are files that need to be kept & we fill out a Records TL form (Std. 71) & send them to CSA. Please advise. Thank you very much for your assistance on this.

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Department of Health Services  
California Cancer Registry  
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Phone: 916/779-0322  
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Key.....14485  
 Department.....Cancer Surveillance -- Part of: Dept. of Health Services  
 Dep/Office/Org...Dept. of Health Services  
 Schedule.....H00-02; 2000-017; Dept. of Health Services  
 Series Title.....CMTS Unit - Bill Analyses  
 ArcFlag.....Flagged for Archives  
 Series Number....2  
 Office ret.....Active + 1 year  
 Total ret.....Active + 1 year  
 Access Restr.....California Public Records Act  
 Media.....Paper (except computer output)  
 Appr no temp.....2000-017  
 Record Type.....SE

Key.....14486  
 Department.....Cancer Surveillance -- Part of: Dept. of Health Services  
 Dep/Office/Org...Dept. of Health Services  
 Schedule.....H00-02; 2000-017; Dept. of Health Services  
 Series Title.....CMTS Unit - Legislative Issues  
 ArcFlag.....Flagged for Archives  
 Series Number....6  
 Office ret.....Active + 1 year  
 Total ret.....Active + 1 year  
 Media.....Paper (except computer output)  
 Appr no temp.....2000-017  
 Record Type.....SE

Key.....14487  
 Department.....Cancer Surveillance -- Part of: Dept. of Health Services  
 Dep/Office/Org...Dept. of Health Services  
 Schedule.....H00-02; 2000-017; Dept. of Health Services  
 Series Title.....CMTS Unit - Director's contract files  
 ArcFlag.....Flagged for Archives  
 Series Number....7  
 Office ret.....Active + 1 year  
 Total ret.....Active + 1 year  
 Media.....Paper (except computer output)  
 Appr no temp.....2000-017  
 Record Type.....SE

Key.....14488  
 Department.....Cancer Surveillance -- Part of: Dept. of Health Services  
 Dep/Office/Org...Dept. of Health Services  
 Schedule.....H00-02; 2000-017; Dept. of Health Services  
 Series Title.....CMTS Unit - Working files, section admin. files, subcontract and contract admin. Files  
 ArcFlag.....Flagged for Archives  
 Series Number....9  
 Office ret.....Active + 1 year  
 Total ret.....Active + 1 year  
 Media.....Paper (except computer output)  
 Appr no temp.....2000-017  
 Record Type.....SE

*Remove*

*Remove*

X

X

Key.....14489  
 Department.....Cancer Surveillance -- Part of: Dept. of Health Services  
 Dep/Office/Org...Dept. of Health Services  
 Schedule.....H00-02; 2000-017; Dept. of Health Services  
 Series Title.....CMTS Unit - Department of Health Services Forms, Admin. Letters and Memos  
 ArcFlag.....Flagged for Archives  
 Series Number.....10  
 Office ret.....2 years  
 Total ret.....2 years  
 Media.....Paper (except computer output)  
 Appr no temp.....2000-017  
 Record Type.....SE

*remove*

Key.....14490  
 Department.....Cancer Surveillance -- Part of: Dept. of Health Services  
 Dep/Office/Org...Dept. of Health Services  
 Schedule.....H00-02; 2000-017; Dept. of Health Services  
 Series Title.....CMTS Unit - Department of Health Services forms, Admin. Letters and Memos  
 ArcFlag.....Flagged for Archives  
 Series Number.....12  
 Office ret.....2 years  
 Total ret.....2 years  
 Media.....Paper (except computer output)  
 Appr no temp.....2000-017  
 Record Type.....SE

*remove*

Key.....14491  
 Department.....Cancer Surveillance -- Part of: Dept. of Health Services  
 Dep/Office/Org...Dept. of Health Services  
 Schedule.....H00-02; 2000-017; Dept. of Health Services  
 Series Title.....DSA Unit - Regional historical files, Region #1-5 Site visits  
 ArcFlag.....Flagged for Archives  
 Series Number.....14  
 Office ret.....5 years  
 Total ret.....5 years  
 Media.....Paper (except computer output)  
 Appr no temp.....2000-017  
 Record Type.....SE

*remove flag*

Key.....14492  
 Department.....Cancer Surveillance -- Part of: Dept. of Health Services  
 Dep/Office/Org...Dept. of Health Services  
 Schedule.....H00-02; 2000-017; Dept. of Health Services  
 Series Title.....DSA Unit - Regional historical files, Regions #6-10 site visits  
 ArcFlag.....Flagged for Archives  
 Series Number.....16  
 Office ret.....5 years  
 Total ret.....5 years  
 Media.....Paper (except computer output)  
 Appr no temp.....2000-017  
 Record Type.....SE

*remove flag*

Key.....14493  
 Department.....Cancer Surveillance -- Part of: Dept. of Health Services  
 Dep/Office/Org...Dept. of Health Services  
 Schedule.....H00-02; 2000-017; Dept. of Health Services  
 Series Title.....RASP Unit - NAACR files and conferences  
 ArcFlag.....Flagged for Archives  
 Series Number.....30  
 Office ret.....Active + 1 year  
 Total ret.....Active + 1 year  
 Media.....Paper (except computer output)  
 Appr no temp.....2000-017  
 Record Type.....SE

*remove*

Key.....14494  
 Department.....Cancer Surveillance -- Part of: Dept. of Health Services  
 Dep/Office/Org...Dept. of Health Services  
 Schedule.....H00-02; 2000-017; Dept. of Health Services  
 Series Title.....RASP Unit - Data files, research projects  
 ArcFlag.....Flagged for Archives  
 Series Number.....33  
 Office ret.....5 years  
 Total ret.....5 years  
 Media.....Paper (except computer output)  
 Appr no temp.....2000-017  
 Record Type.....SE

*remove*

Key.....14495  
 Department.....Cancer Surveillance -- Part of: Dept. of Health Services  
 Dep/Office/Org...Dept. of Health Services  
 Schedule.....H00-02; 2000-017; Dept. of Health Services  
 Series Title.....RASP Unit - Articles using cancer data, report notes, state reports  
 ArcFlag.....Flagged for Archives  
 Series Number.....35  
 Office ret.....Active + 1 year  
 Total ret.....Active + 1 year  
 Media.....Paper (except computer output)  
 Appr no temp.....2000-017  
 Record Type.....SE

*remove*

Key.....14496  
 Department.....Cancer Surveillance -- Part of: Dept. of Health Services  
 Dep/Office/Org...Dept. of Health Services  
 Schedule.....H00-02; 2000-017; Dept. of Health Services  
 Series Title.....RASP Unit - Media/Education, Fact of the Month Articles, Presentations  
 ArcFlag.....Flagged for Archives  
 Series Number.....36  
 Office ret.....Active + 1 year  
 Total ret.....Active + 1 year  
 Media.....Paper (except computer output)  
 Appr no temp.....2000-017  
 Record Type.....SE

Key.....14497  
 Department.....Cancer Surveillance -- Part of: Dept. of Health Services  
 Dep/Office/Org...Dept. of Health Services  
 Schedule.....H00-02; 2000-017; Dept. of Health Services  
 Series Title.....RASP Unit - Laws, Regulation and Subpoenas from contract  
 ArcFlag.....Flagged for Archives  
 Series Number....39  
 Office ret.....Active + 1 year  
 Total ret.....Active + 1 year  
 Media.....Paper (except computer output)  
 Appr no temp.....2000-017  
 Record Type.....SE

*remove*

Key.....14498  
 Department.....Cancer Surveillance -- Part of: Dept. of Health Services  
 Dep/Office/Org...Dept. of Health Services  
 Schedule.....H00-02; 2000-017; Dept. of Health Services  
 Series Title.....RASP Unit - Program laws, Grant applications and Awards  
 ArcFlag.....Flagged for Archives  
 Series Number....40  
 Office ret.....Active + 1 year  
 Total ret.....Active + 1 year  
 Media.....Paper (except computer output)  
 Appr no temp.....2000-017  
 Record Type.....SE

*remove*

Key.....14412  
 Department.....Cancer Surveillance -- Part of: Dept. of Health Services  
 Dep/Office/Org...Dept. of Health Services  
 Schedule.....H00-02; 2000-017; Dept. of Health Services  
 Series Title.....CATI Unit - Director's special project files  
 ArcFlag.....Flagged for Archives  
 Series Number....47  
 Office ret.....Active + 1 year  
 Total ret.....Active + 1 year  
 Media.....Paper (except computer output)  
 Appr no temp.....2000-017  
 Record Type.....SE

*remove*

Key.....14413  
 Department.....Cancer Surveillance -- Part of: Dept. of Health Services  
 Dep/Office/Org...Dept. of Health Services  
 Schedule.....H00-02; 2000-017; Dept. of Health Services  
 Series Title.....CATI Unit - Chron. Files, letters, memos  
 ArcFlag.....Flagged for Archives  
 Series Number....48  
 Office ret.....2 years  
 Total ret.....2 years  
 Media.....Paper (except computer output)  
 Appr no temp.....2000-017  
 Record Type.....SE

*remove*

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Key.....14414  
 Department.....Cancer Surveillance -- Part of: Dept. of Health Services  
 Dep/Office/Org...Dept. of Health Services  
 Schedule.....H00-02; 2000-017; Dept. of Health Services  
 Series Title.....CATI Unit - Director's Reference Materials  
 ArcFlag.....Flagged for Archives  
 Series Number....49  
 Office ret.....2 years  
 Total ret.....2 years  
 Media.....Paper (except computer output)  
 Appr no temp.....2000-017  
 Record Type.....SE

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*Remove*

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Key.....14415  
 Department.....Cancer Surveillance -- Part of: Dept. of Health Services  
 Dep/Office/Org...Dept. of Health Services  
 Schedule.....H00-02; 2000-017; Dept. of Health Services  
 Series Title.....CATI Unit - Death Certificates  
 ArcFlag.....Flagged for Archives  
 Series Number....50  
 Office ret.....10 years  
 Total ret.....10 years  
 Access Restr.....California Public Records Act  
 Information Practices Act  
 Media.....Paper (except computer output)  
 Appr no temp.....2000-017  
 Record Type.....SE

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*Remove*