

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
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Section(s)/Unit Cancer Prevention & Nutrition
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Address (number, street, city) 601 North 7th Street, MS 662, Sacramento	GS code(s) 83139	Index(es) 4508
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TO: Department of General Services Procurement Division Statewide Information and Records Management Program 3240 Industrial Boulevard West Sacramento, CA 95691 (or IMS C-229)	Check the appropriate box: (2) <input checked="" type="checkbox"/> New schedule of records that have never been scheduled. (Complete boxes 5—8.) (3) <input type="checkbox"/> Revising a previous schedule. (Complete boxes 5—12.) (A new approval number will be assigned.) (4) <input type="checkbox"/> Amending some pages of a previous schedule. (Complete boxes 8—12.) (The original approval number will remain in effect.)
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(916) 375-7420

NEW SCHEDULE INFORMATION (If applicable)	(5) Schedule number H00-04	(6) Schedule date 1/31/99	(7) Number of pages 5	(8) Cubic Feet (total schedule) 25
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) Schedule number	(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 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 HHS I	(15) Date signed 1/31/00
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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 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 the State Administrative Manual.)

(16) Signature—Records Management Analyst 	(17) Title AGPA	
(18) Name (printed or typed) Raymond C. Haag	(19) Telephone (916) 323-3817	(20) Date signed 2-1-00

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

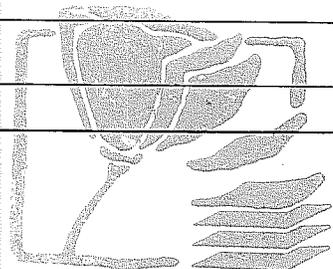
(21) Signature—DGS Consultant 	(22) Approval number 00-018
(23) Title Principal Records Management Consultant	(24) Date signed 2/4/00

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

(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 	(28) Approval number and date 2/14/00
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CALIFORNIA  
STATE ARCHIVES

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

00-018

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

---

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**ASSISTANT CHIEF**  
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 601 North Seventh Street  
 Sacramento 95814

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 FAX: (916) 445-4940  
**CANCER CONTROL BRANCH**  
 Dileep G. Bal, M.D.  
 601 North Seventh Street  
 Sacramento 95814

(916) 327-6985  
 FAX: (916) 324-7764  
**CHRONIC DISEASE CONTROL BRANCH**  
 Kathleen H. Acree, M.D., M.P.H., J.D.  
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 FAX: (916) 323-3682  
**EPIDEMIOLOGY AND PREVENTION FOR  
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**CANCER DETECTION SECTION**  
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 Sacramento 95814

(916) 327-4663  
 FAX: (916) 327-4657  
**CANCER SURVEILLANCE SECTION**  
 William Wright, Ph.D.  
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 Sacramento 95814

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 FAX: (916) 324-7764  
**PREVENTION 2000**  
 Genevieve Puga  
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**EPIDEMIOLOGY AND HEALTH  
 PROMOTION SECTION**  
 Curtiss E. Weidmer, M.D., M.P.H.  
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**INJURY SURVEILLANCE AND  
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**CANCER PREVENTION AND  
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 Susan B. Forester, M.P.H., R.D.  
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 FAX: (916) 327-5424  
**TOBACCO CONTROL SECTION**  
 (Vacant)<sup>1</sup>  
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**MEDICINE AND PUBLIC HEALTH  
 SECTION**  
 Neal D. Kohatsu, M.D., M.P.H.  
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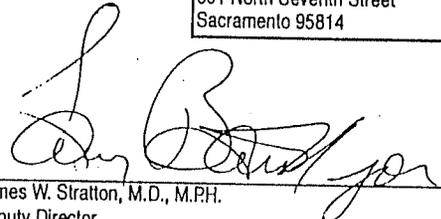
(916) 327-6985  
 FAX: (916) 324-7764  
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 SECTION**  
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**CANCER RESEARCH  
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**PROGRAM DEVELOPMENT SECTION**  
 Frederick B. Hodges, M.D., M.P.H.  
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**STATE AND LOCAL INJURY CONTROL  
 SECTION**  
 Barbara Alberson, M.P.H.  
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 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 and Injury Control	Branch(es) Cancer Control Branch	DHS schedule number (2) H00-04	Date (3) 1/31/00
Section(s) Cancer Prevention and Nutrition Section		GS code 83139	Page of pages (4) 1 of 5
Address (number, street, city) 601 North 7th Street, MS 662, Sacramento			GS approval number (5) 00-018

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)		

**PROGRAM DESCRIPTION**

The mission of the Cancer Prevention and Nutrition Section (CPNS) is to lower cancer rates in California by conducting large-scale social marketing campaigns that promote healthy eating, physical activity, sun protection, and other prevention measures. To conduct consumer, formative, evaluation, and policy research that increased the effectiveness of public health interventions; and to provide state-level leadership and work with a wide variety of organizations to achieve these goals. This schedule includes the California 5 A Day Campaign, California Nutrition Network, Research and Evaluation Unit, Skin Cancer Prevention Program, and the Administration Unit.

Abbreviations: Abbreviations in this schedule include Active-A, Public Record Act (Government Code 6254)-PRA, Information Practices Act (Civil Code 1798.40)-IPA, Confidential Destruction-CD

This schedule contains no vital records.

\*Provide total of office and departmental storage only.

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
<b>ADMINISTRATIVE RECORDS</b>											
<u>Correspondence</u>											
1	10	NOTIFY ARCHIVES NOTIFY ARCHIVES	Chron Files	P		2			2		
2			Controlled	P		2			2		
3	3		General	P		3			3		
4			Reports	P		3			3		
5			Reproduction/Printing Requests	P		2			2		
<u>Financial</u>											
6	1		Cal Stars Reports	P		A +4			A +4		Active until all encumbrances have been paid
7			Request for Proposals	P		2			2		

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
8	1		Administration Drills (Prevention Services and/or Division tasking)	P		2			2		
			Equipment/Supplies/Space								
9	1		Inventory	P		A			A		Active until revised
10			Purchase Request/Order	P		4			4		
11			Service Orders/Authorization	P		2			2		
12			Building Maintenance	P		2			2		
13			Move/Space	P		A			A		Active until move complete
14			Equipment Maintenance	P		2			2		

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
<b>Personnel</b>											
15	2	NOTIFY ARCHIVES	Duty Statements	P		A			A		Active until revised
16			Employee Records	P		A+3			A+3	XI	Active until employee leaves/terminates. PRA, IPA, CD
17			Attendance	P		A+3			A+3	XI	Active until employee leaves/terminates. PRA, IPA, CD
18			Travel	P		A+1			A+1	XI	Active until travel complete. PRA, IPA, CD
19			Training	P		3			3	XI	PRA, IPA, CD
20			Applications	P		2			2	XI	PRA, IPA, CD
21			Interview Documents	P		2			2	XI	PRA, IPA, CD
<b>POLICY/PROCEDURES</b>											
22	1	NOTIFY ARCHIVES	Policy	P		A			A		Active until revised
23			Procedures	P		A			A		Active until revised

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24		NOTIFY ARCHIVES	Organization Charts	P		A			A		Active until revised
25		NOTIFY ARCHIVES	Mission Statements	P		A			A		Active until revised
			PUBLIC RELATIONS								
26	1	NOTIFY ARCHIVES	Clippings	P		2			2		
27		NOTIFY ARCHIVES	News Releases	P		2			2		
			RECORDS MANAGEMENT								
28			Records Retention Schedule	P		A			A		Active until revised
29			Biannual Records Holding/Disposal Report	P		3			3		
			PROGRAM RECORDS								
30	6	NOTIFY ARCHIVES	Contracts and Agreements External (includes but not limited to quarterly progress reports, site visits, invoices, in-kind documentation, budget & budget changes, contracts)	P		A+7			A+7		Active until end of contract term or audited whichever is first
31		NOTIFY ARCHIVES	Guidelines	P		A			A		Active until revised

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