

Genrat 25404

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 e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION California State Lands Commission		(2) AGENCY BILLING CODE 13100		(3) PAGE 1 OF 3 PAGES	
(4) DIVISION/BRANCH/SECTION AISD - Division Chief		(5) ADDRESS 100 Howe Avenue, Suite 100-South, Sacramento, CA 95825			
CHECK THE APPROPRIATE BOX					
(6) <input checked="" type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9)-(12)]					
(7) <input type="checkbox"/> Revising a previous schedule. [Complete boxes (13)-(16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> 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 DC-2005	(10) SCHEDULE DATE February 1, 2005	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 40.5
PREVIOUS SCHEDULE INFORMATION (if applicable)		(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE(S)	(16) PAGE NUMBER(S) REVISED
(17) MISSION/FUNCTIONAL STATEMENT The mission of the California State Lands Commission's Administrative (CSLC) and Information Sciences Division (AISD) is to support and assist CSLC staff in the achievement of their goals and objectives by providing quality and comprehensive administrative and information services.					
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. <i>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.</i>					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>David W Brown</i>		(19) TITLE Chief		(20) PHONE NUMBER (916) 574-1870	(21) DATE SIGNED 3/16/06
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>Stuart Lauters</i>		(23) CLASSIFICATION Records Manager	(24) NAME (Printed or Typed) Stuart Lauters	(25) PHONE NUMBER (916) 574-1225	(26) DATE SIGNED 3/16/06
PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE - CalRIM CONSULTANT <i>Jack B. Fort</i>			(28) APPROVAL NUMBER 06- 005 065	(29) DATE SIGNED 4/3/2006	(30) EXPIRATION DATE 4/3/2011
PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:				FOR ARCHIVES' STAMP	
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input checked="" type="checkbox"/> 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.)					
(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bouley, Archivist</i>				(34) DATE SIGNED April 12, 2006	

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(35) CalRIM APPROVAL NUMBER											(36) PAGE 2 OF 3 PAGES			
(37) ITEM #	(38) CUBIC FEET *	(39) CA. STATE ARCHIVES USE ONLY	(40) TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	(41) MEDIA	(42) VITAL	RETENTION				(47) PRA (Exempt) & IPA	(48) REMARKS			
						(43) OFFICE	(44) DEPT.	(45) SRC	(46) TOTAL					
1.	1	NOTIFY ARCHIVES	General Correspondence (excludes departmental general schedule)	P		3			3		Retain for 3 years from the end of the fiscal year affected.			
2.	.5	NOTIFY ARCHIVES	Directives, Memorandums, Notes and Calendars (excludes departmental general schedule)	P		Active			Active		Destroy when superseded, obsolete, or no longer needed.			
3.	3		Transfer of Budget Allotment (Std. 25)	P		Active +2		4	Active +6		Retain for 2 years from the end of the fiscal year affected. After 2 years, destroy after audit or 4 years, whichever occurs first.			
4.	3		Budget Revision (Std. 26)	P		Active +2		4	Active +6		Retain for 2 years from the end of the fiscal year affected. After 2 years, destroy after audit or 4 years, whichever occurs first.			
5.	2		Standard Budget Schedule (Std. 31) (used for schedules 1, 2, 3, 4, 6 to 6E, 7 and 7A)	P		Active +2			Active +2		Retain for 2 years from the end of the last fiscal year affected.			
6.	1.5		Schedule 8 - Supplementary Schedule of Salaries and Wages (Std. 33)	P		Active +2			Active +2		Retain for 2 years from the end of the last fiscal year affected.			
7.	1		Schedule 9 - Supplementary Schedule of Equipment Major (or minor) Construction Project Request, Budget Year (Std. 34)	P		Active +2			Active +2		Retain for 2 years from the end of the last fiscal year affected.			

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* Provide total of office and departmental

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(35) CalRIM APPROVAL NUMBER											(36) PAGE 3 OF 3 PAGES			
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)			
8.	5	NOTIFY ARCHIVES	Special Project Reports	P M		4			4		Destroy 4 years after approved Post Implementation Evaluation Report (PIER) or following an audit, whichever occurs later.			
9.	5		Data Collection Logs, Time Studies, Interviews and Records Related to Development of FSR	P M		Active +3 Mos.			Active +3 Mos.		Destroy 3 months after the system is no longer operational or following an audit, whichever occurs later.			
10.	2	NOTIFY ARCHIVES	Final Project Briefs	P M		Active +2			Active +2		Retain until the project is completed or disbanded, then an additional 2 years.			
11.	.5		Final Project Charters	P M		Active +2			Active +2		Retain until the project is completed or disbanded, then an additional 2 years.			
12.	6		Final Project Specifications	P M		Active +2			Active +2		Retain until the project is completed or disbanded, then an additional 2 years.			
13.	10		Final Project Requirement Documents	P M		Active +2			Active +2		Retain until the project is completed or disbanded, then an additional 2 years.			

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