

QNS

REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE

FD-72 (REV. 3-84)

Submit three copies with three copies of the Records Retention Schedule, STD. 73.

DEPARTMENT, BOARD OR COMMISSION CALIFORNIA DEPARTMENT OF CORRECTIONS	BILLING CODE 16840
DIVISION, BUREAU OR OTHER UNIT INSTITUTIONS	28,600 cubic
ADDRESS 1515 S STREET	SACRAMENTO
SCHEDULE NUMBER 1030	PAGE NUMBER(S) 1-11
	SCHEDULE DATE 03/16/92

IF THIS IS A REVISION OF AN EXISTING SCHEDULE (including addition or deletion of pages), enter the following information from the EXISTING schedule:

SCHEDULE NUMBER	PAGE NUMBER(S)	SCHEDULE DATE
1,608.1	1-3	5/18/87
2,608.4	1-2	5/21/87
1,87-190		7/17/87
2,87-191		7/17/87

TO: (1) DEPARTMENT OF GENERAL SERVICES
OFFICE OF RECORDS MANAGEMENT
(2) CHIEF, STATE ARCHIVES
1020 O Street, Room 130
Sacramento, CA 95814
445-4293 or ATSS 485-4293

PART I—AGENCY STATEMENTS

As the person directly responsible for maintenance of the records listed on the attached schedule, I certify that I have reviewed the need for the records and that each retention period is necessary and correct as scheduled.

SIGNATURE—PERSON DIRECTLY RESPONSIBLE FOR THE RECORDS: *Patrick A. Perry* TITLE: *Chief, Core Records Services* DATE: *3-13-92*

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 Administration Manual.

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

SIGNATURE—RECORDS MANAGEMENT COORDINATOR: *Christie Gates* TITLE: *Christie Gates* DATE: *3/16/92* TELEPHONE: *3-4095*

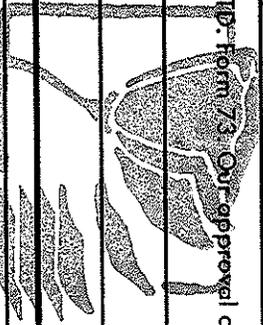
PART II—DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

The Department of General Services has no jurisdiction over entries made in Column 14 of STD. Form 73. Our approval covers Columns 1-13 and 15 only.

SIGNATURE: *Wendell Davis* APPROVAL NUMBER: *92-032* DATE: *3/17/92*

TITLE: *RD/A*

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



THE ATTACHED RECORDS RETENTION SCHEDULE:

Contains no material subject to further review by the California State Archives.

Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (State Administrative Manual Section 1614)

CALIFORNIA STATE ARCHIVES

SIGNATURE—CHIEF OF ARCHIVES: *John F. Brown* DATE: *3-18-92*

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) CALIFORNIA DEPARTMENT OF CORRECTIONS		SCHEDULE NUMBER (2) 1030	DATE (3) 03/16/92
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ADDRESS (number, street, city) 1515 S STREET SACRAMENTO		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

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) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
INS <u>1</u> CRS-0025	0		INSTITUTIONS CENTRAL FILE INCLUDES INMATE/PAROLEE ONGOING PAPER DOCUMENTATION OF DIAGNOSTIC FINDINGS, CONSIDERATIONS, ACTIONS AND DISPOSITIONS REGARDING CLASSIFICATION, TREATMENT, EMPLOYMENT, TRAINING AND DISCIPLINE. *NOTE: EXCLUDES THE CONFIDENTIAL FILE.	P	Y	A	0	0	A	XI	CUSTODIAN: CASE RECORDS SECTION MAINTAINED BY CASE RECORD OFFICES MANDATED BY: PENAL CODES 2081.5 AND 5068 RETAIN AS ACTIVE IN THE APPROPRIATE CASE RECORDS OFFICE UNTIL THE INMATE/PAROLEE DISCHARGES FROM CDC, THEN MICROFICHE AND DESTROY THE PAPER RECORDS. *SEE "CENTRAL FILE: CONFIDENTIAL" FOR RETENTION INSTRUCTIONS FOR THE CONFIDENTIAL FILE. EXEMPT FROM PUBLIC REVIEW PER PRA 6254. SUBJECT INDIVIDUAL MAY REVIEW PER IPA 1798.34. DESTRUCTION: CONFIDENTIAL SHRED

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and in SAM 1600

DEPARTMENT (1) CALIFORNIA DEPARTMENT OF CORRECTIONS	SCHEDULE NUMBER (2) 1030	DATE (3) 03/16/92
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ADDRESS (number, street, city) 1515 S STREET SACRAMENTO	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (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) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
INS 2 CRS-0030	0		INSTITUTIONS CENTRAL FILE: CONFIDENTIAL INCLUDES INMATE/PAROLEE INFORMATION THAT COULD: (1) ENDANGER THE SAFETY OF ANY PERSON, (2) JEOPARDIZE THE SECURITY OF THE INSTITUTION, (3) CONTAIN MEDICAL OR PSYCHOLOGICAL INFORMATION THAT THE KNOWLEDGE COULD BE DETRIMENTAL TO THE INMATE/PAROLEE, (4) CLASSIFIED AS CONFIDENTIAL BY ANOTHER GOVERNMENT AGENCY OR (5) PERTAIN TO ANY OTHER INMATE OR PERSON.	P	Y	A	30Y	0	A+30Y	X	CUSTODIAN: ID & WARRANTS MAINTAINED BY CASE RECORD OFFICES MANDATED BY: PENAL CODES 2081.5 AND 5068, DOM 61020.8, 61020.10 RETAIN AS ACTIVE IN THE APPROPRIATE CASE RECORDS OFFICE UNTIL THE INMATE/PAROLEE DISCHARGES FROM THE CDC SYSTEM. TRANSFER THE PAPER RECORDS TO THE ID AND WARRANTS UNIT TO BE MICROFICHED. THE MICROFICHE WILL BE RETAINED FOR 30 YEARS AND THE PAPER WILL BE DESTROYED. EXEMPT FROM PUBLIC REVIEW PER PRA 6254. DESTRUCTION: CONFIDENTIAL SHRED

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ADDRESS (number, street, city) 1515 S STREET SACRAMENTO		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

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) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
INS 3 CRS 0040	0	Hold / Media Archives	<p>INSTITUTIONS</p> <p>CENTRAL FILE: INACTIVE 1978-1983</p> <p>INCLUDES ALL INMATE/PAROLEE PAPER CENTRAL FILES THAT LEFT THE CORRECTIONAL SYSTEM BETWEEN 1978-1983 PRIOR TO THE IMPLEMENTATION OF MICROFICHING THE CENTRAL FILE.</p>	P	Y		10Y	20Y	30Y	XI	<p>CUSTODIAN: DEPARTMENTAL ARCHIVES</p> <p>MANDATED BY: PENAL CODES 2081.5 AND 5068</p> <p>RETAIN FOR THIRTY YEARS (10 YEARS IN THE DEPARTMENTAL ARCHIVES AND 20 YEARS IN THE STATE RECORDS CENTER).</p> <p>EXEMPT FROM PUBLIC REVIEW PER PRA 6254.</p> <p>SUBJECT INDIVIDUAL MAY REVIEW PER IPA 1798.34.</p> <p>DESTRUCTION: NONE. TRANSFER TO THE STATE ARCHIVES</p>

RECORDS RETENTION SCHEDULE

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DEPARTMENT (1) CALIFORNIA DEPARTMENT OF CORRECTIONS		SCHEDULE NUMBER (2) 1030	DATE (3) 03/16/92
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ADDRESS (number, street, city) 1515 S STREET SACRAMENTO		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

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) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
INS 4 CRS-0050	0		INSTITUTIONS CENTRAL FILE: LIFER SLOUGH INCLUDES INMATE LIFER HEARING TRANSCRIPTS, MASTER REPORTS, CASE SUMMARIES, ETC.	P	Y	A	0	0	A	XI	CUSTODIAN: CASE RECORDS SECTION MAINTAINED BY CASE RECORD OFFICES MANDATED BY: PENAL CODES 2081.5 AND 5068 RETAIN AS ACTIVE UNTIL THE INMATE'S DISCHARGE FROM CDC. UPON RECEIPT OF THE LIFER HEARING TRANSCRIPTS, ALL DOCUMENTS ARE TRANSFERRED TO THE CENTRAL FILE. EXEMPT FROM PUBLIC REVIEW PER PRA 6254. SUBJECT INDIVIDUAL MAY REVIEW PER IPA 1798.34. DESTRUCTION: CONFIDENTIAL SHRED

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ADDRESS (number, street, city) 1515 S STREET SACRAMENTO		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (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) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
INS 5 CRS-0100	0	Med / Vital Archives	INSTITUTIONS CENTRAL FILE: DECEASED INMATE/PAROLEE INCLUDES DECEASED INMATE/PAROLEE CENTRAL FILE (PAPER).	P	Y	A+3Y	0	0	A+3Y	XI	CUSTODIAN: CASE RECORDS SECTION MAINTAINED BY CASE RECORD OFFICES MANDATED BY: PENAL CODES 2081.5 AND 5068 RETAIN AS ACTIVE UNTIL INMATE/PAROLEE'S DEATH. RETAIN ONE YEAR IN THE OFFICE (OR UNTIL COMPLETION OF LITIGATION), THEN TRANSFER THE PAPER RECORDS TO THE DEPARTMENTAL ARCHIVES FOR TWO ADDITIONAL YEARS STORAGE. THE PAPER WILL BE MICROFICHED AND DESTROYED BY ARCHIVES. EXEMPT FROM PUBLIC REVIEW PER PRA 6254. SUBJECT INDIVIDUAL MAY REVIEW PER IPA 1798.34. DESTRUCTION: NONE. TRANSFER TO THE STATE ARCHIVES

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ADDRESS (number, street, city) 1515 S STREET SACRAMENTO		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (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) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
INS 6 CRS-0125	0		INSTITUTIONS CENTRAL FILE: INACTIVE MASTER MICROFILM MASTER SILVER MICROFILM ROLL OF INACTIVE INMATE/PAROLEE CENTRAL FILES.	S	Y	0	0	30Y	30Y	XI	CUSTODIAN: DEPARTMENTAL ARCHIVES MAINTAINED BY STATE RECORDS CENTER MANDATED BY: PENAL CODES 2081.5 AND 5068 RETAINED 30 YEARS AT THE STATE RECORDS CENTER (TAHOE VAULT) FOR VITAL RECORDS PROTECTION. EXEMPT FROM PUBLIC REVIEW PER PRA 6254. SUBJECT INDIVIDUAL MAY REVIEW PER IPA 1798.34. DESTRUCTION: CONFIDENTIAL SHRED

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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) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
INS 7 CRS-0150	0		INSTITUTIONS CENTRAL FILE: INACTIVE MICROFICHE DIAZO (WORKING COPY) MICROFICHE DUPLICATED FROM THE SILVER MICROFICHE INACTIVE INMATE/PAROLEE CENTRAL FILE.	D	N	0	A	0	A	XI	CUSTODIAN: DEPARTMENTAL ARCHIVES MANDATED BY: PENAL CODES 2081.5 AND 5068 RETAIN AS ACTIVE UNTIL AN INMATE/PAROLEE IS RETURNED TO CUSTODY, THEN FORWARD TO THE APPROPRIATE INSTITUTION. IF THERE IS NO RETURN TO CUSTODY, DESTROY AFTER 30 YEARS. EXEMPT FROM PUBLIC REVIEW PER PRA 6254. SUBJECT INDIVIDUAL MAY REVIEW PER IPA 1798.34. DESTRUCTION: CONFIDENTIAL SHRED

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ADDRESS (number, street, city) 1515 S STREET SACRAMENTO		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

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) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
INS 8 CRS-0175	0	Media / Microfilm Archives	INSTITUTIONS CENTRAL FILE: INACTIVE MICROFICHE SILVER MICROFICHE OF INACTIVE INMATE/PAROLEE CENTRAL FILES MAINTAINED BY INDIVIDUAL JACKETS.	S	Y	0	30Y	0	30Y	XI	CUSTODIAN: DEPARTMENTAL ARCHIVES MANDATED BY: PENAL CODES 2081.5 AND 5068 RETAIN FOR 30 YEARS IN THE DEPARTMENTAL ARCHIVES. EXEMPT FROM PUBLIC REVIEW PER PRA 6254. SUBJECT INDIVIDUAL MAY REVIEW PER IPA 1798.34. DESTRUCTION: NONE. TRANSFER TO THE STATE ARCHIVES

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DEPARTMENT (1) CALIFORNIA DEPARTMENT OF CORRECTIONS		SCHEDULE NUMBER (2) 1030	DATE (3) 03/16/92
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ADDRESS (number, street, city) 1515 S STREET SACRAMENTO		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

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) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
INS 9 CRS-0200	0		INSTITUTIONS CENTRAL FILE: Z CASE INCLUDES CENTRAL FILE RECORDS FOR INMATES/PAROLEES CONFINED IN A DIAGNOSTIC FACILITY.	P	Y	A	3Y	0	A+3Y	XI	CUSTODIAN: DEPARTMENTAL ARCHIVES MAINTAINED BY CASE RECORDS SECTIONS MANDATED BY: PENAL CODES 1203.03, 2081.5 AND 5068 RETAIN AS ACTIVE (OFFICE STORAGE) UNTIL DISCHARGED, THEN RETAIN INTACT THREE YEARS (DEPARTMENTAL ARCHIVES STORAGE). EXEMPT FROM PUBLIC REVIEW PER PRA 6254. SUBJECT INDIVIDUAL MAY REVIEW PER IPA 1798.34. DESTRUCTION: CONFIDENTIAL SHRED

RECORDS RETENTION SCHEDULE

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DEPARTMENT (1) CALIFORNIA DEPARTMENT OF CORRECTIONS		SCHEDULE NUMBER (2) 1030	DATE (3) 03/16/92
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ADDRESS (number, street, city) 1515 S STREET SACRAMENTO		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

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) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
INS 10 CRS-0225	0		INSTITUTIONS CENTRAL FILE: EXECUTED CASES INCLUDES CENTRAL FILES OF INMATES EXECUTED BY THE CORRECTIONAL SYSTEM.	P	Y	A	30Y	0	A+30Y	XI	CUSTODIAN: DEPARTMENTAL ARCHIVES MAINTAINED BY CASE RECORDS SECTION MANDATED BY: PENAL CODES 2081.5 AND 5068 RETAIN AS ACTIVE (OFFICE STORAGE) UNTIL THE INMATE EXECUTION, THEN RETAIN THE PAPER RECORDS THIRTY YEARS (DEPARTMENTAL ARCHIVE STORAGE). EXEMPT FROM PUBLIC REVIEW PER PRA 6254. SUBJECT INDIVIDUAL MAY REVIEW PER IPA 1798.34. DESTRUCTION: NONE. TRANSFER TO THE STATE ARCHIVES

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
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DEPARTMENT (1) CALIFORNIA DEPARTMENT OF CORRECTIONS		SCHEDULE NUMBER (2) 1030	DATE (3) 03/16/92
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ADDRESS (number, street, city) 1515 S STREET SACRAMENTO		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

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) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
INS 11 CRS-0300	0		<p>INSTITUTIONS</p> <p>CENTRAL FILE: FORMS</p> <p>INMATE/PAROLEE CENTRAL FILE RETENTION INFORMATION FOR SPECIFIC FORMS IS CURRENTLY UNDER REVIEW. THE 1993 RECORDS HANDBOOK WILL INCLUDE THE CENTRAL FILE FORMS UPDATED INFORMATION IN THE FORM NUMERICAL LISTING (SECTION III).</p>	P	Y	*	*	*	*	XI	<p>CUSTODIAN: CASE RECORDS SECTIONS MAINTAINED BY CASE RECORDS OFFICES</p> <p>MANDATED BY: PENAL CODES 2081.5 AND 5068</p> <p>RETAIN ACCORDING TO THE "CENTRAL FILE" RETENTION INFORMATION. *NOTE: THE REMOVAL OF ITEMS SUCH AS DUPLICATE COPIES, STAPLES OR ENVELOPES (EXTRACTING CRITICAL INFORMATION) CAN HELP CONTROL THE CENTRAL FILE SIZE.*</p> <p>EXEMPT FROM PUBLIC REVIEW PER PRA 6254.</p> <p>SUBJECT INDIVIDUAL MAY REVIEW PER IPA 1798.34.</p> <p>DESTRUCTION: CONFIDENTIAL SHRED</p>