

REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE

STD. 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 | 17000 |
| DIVISION, BUREAU OR OTHER UNIT | INSTITUTIONS | | |
| ADDRESS | 1515 S STREET | SACRAMENTO | |
| SCHEDULE NUMBER | 1034 | PAGE NUMBER(S) | 2 |
| | | SCHEDULE DATE | 03/18/92 |
| 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) | |
| APPROVAL NUMBER | | APPROVAL DATE | |

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 | <i>[Signature]</i> | TITLE | Deborah LF. | DATE | 3-16-92 |
|---|--------------------|-------|-------------|------|---------|

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 | <i>[Signature]</i> | TITLE | Records Coordinator | DATE | 3/18/92 | 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 | <i>[Signature]</i> | APPROVAL NUMBER | 92-041 |
| TITLE | RM | DATE | 3/20/92 |

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)

| | | | |
|-----------------------------|--------------------|------|--------------|
| SIGNATURE—CHIEF OF ARCHIVES | <i>[Signature]</i> | DATE | MAR. 27 1992 |
|-----------------------------|--------------------|------|--------------|

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) 1034 | DATE (3) 03/18/92 |
| ORGANIZATIONAL UNIT INSTITUTIONS | | PAGE 1 | OF 2 |
| 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 1 CEN-0025 | 0 | | INSTITUTIONS POST ORDERS STAFF INSTRUCTIONS OF DETAILING EACH POSTED POSITIONS REQUIRED DUTIES AND RESPONSIBILITIES. (EACH POST ORDER MUST BE REVIEWED ANNUALLY.) | P | N | 3 | 4 | 4 | 7 | | CUSTODIAN: CAPTAIN MAINTAINED AT ALL INSTITUTIONS POSTS MANDATED BY: ADMIN.BULLETIN ORIGINAL: RETAIN SEVEN YEARS (THREE YEARS IN THE OFFICE, FOUR IN THE LOCAL ARCHIVES OR STATE RECORDS CENTER). COPIES: RETAIN AS ACTIVE UNTIL SUPERSEDED, THEN RETAIN ONE ADDITIONAL YEAR. DESTRUCTION: NON-CONFIDENTIAL RECYCLE WHITE PAPER ONLY |

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) 1034 | DATE (3) 03/18/92 |
| ORGANIZATIONAL UNIT INSTITUTIONS | | PAGE 2 | OF 2 |
| 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 LOG-0075 | 0 | | INSTITUTIONS DISCIPLINARY LOG LOG OF ALL DISCIPLINARY ACTIONS LISTED IN THE REGISTER OF INSTITUTION RULES VIOLATIONS. | P | N | 3Y | 4Y | 4Y | 7Y | X | CUSTODIAN: CHIEF DISCIPLINARY OFFICE MANDATED BY: ADMIN.POLICY, ADMINISTRATIVE BULLETIN 88/44 RETAIN SEVEN YEARS (THREE YEARS IN THE OFFICE, FOUR YEARS IN THE LOCAL ARCHIVES OR STATE RECORDS CENTER). EXEMPT FROM PUBLIC REVIEW PER PRA 6254. DESTRUCTION: CONFIDENTIAL SHRED |