

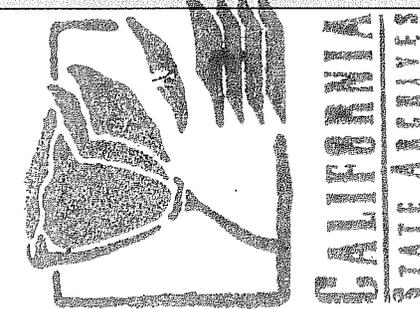
RECORDS RETENTION SCHEDULE

AMENDED

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Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A Cal RIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION REHABILITATION		(2) AGENCY BILLING CODE 78031		(3) PAGE 1 OF 8 PAGES	
(4) DIVISION/ BRANCH/ SECTION EMPLOYMENT PREPARATION SERVICES, SOUTH REGION		(5) ADDRESS 721 CAPITOL MALL, SACRAMENTO CA 95814			
CHECK THE APPROPRIATE BOX					
(6) <input 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 checked="" 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 A-0031	(10) SCHEDULE DATE April 4, 2008	(11) NUMBER OF PAGES 8	(12) CUBIC FEET (Total Schedule) 19.9	
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER A-0031	(14) APPROVAL NUMBER 06-105	(15) APPROVAL DATE 6/8/2006	(16) PAGE NUMBER (S) REVISED – All	
(17) MISSION/FUNCTIONAL STATEMENT: SEE PAGE TWO (2).					
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. 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.					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Bill Moore</i>		(19) TITLE Acting Deputy Director, EPS_South		(20) PHONE NUMBER 916-558-5811	(21) DATE SIGNED <i>4-9-08</i>
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>Benita Burgoa</i>	(23) CLASSIFICATION Associate Govt. Prog. Analyst	(24) NAME (Printed or Typed) Benita Burgoa	(25) PHONE NUMBER (916) 558-5512	(26) DATE SIGNED <i>4/24/08</i>	
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE –CalRIM CONSULTANT <i>J. E. Fort</i>		(28) APPROVAL NUMBER <i>06-105</i>	(29) DATE SIGNED <i>5/9/2008</i>	(30) EXPIRATION DATE <i>6/8/2011</i>	
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 Bailey, Archivist</i>			(34) DATE SIGNED <i>May 20, 2008</i>		

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06-105

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 (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
			<p><u>MISSION STATEMENT:</u></p> <p>The Department of Rehabilitation (DOR), as a recipient of federal and state funds is covered by Section 504 of the Rehabilitation Act of 1964, California Administrative Code Title 22, California Government Code Section 11135 et., Seq. of other federal and state laws, and Executive Orders which prohibit discrimination.</p> <p>The Employment Preparation Services-Southern Region (EPS-South) oversees and manages the delivery of services for the Federal Title I Vocational Rehabilitation Program for the southern portion of the state.</p> <p>Another section (A-0015) and Field Offices (A-1000) have separate records retention schedules within EPS-Southern Region.</p>							X, I	<p>SAM-State Administrative Manual RAM-Rehabilitation Administrative Manual</p> <p>Retention Criteria:</p> <p>ADMINISTRATIVE RECORDS: RAM Chapter 20, unless otherwise noted.</p> <p>PROGRAM RECORDS: Program Administrator decision, unless otherwise noted.</p> <p>EXEMPTION FROM DISCLOSURE: Government Code Section (6254 (c) Access to Data Subject to I.P.A. 1798.5</p> <p>DESTRUCTION CRITERIA: Confidential Destruction unless stated.</p>

06-105

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
			<u>ADMINISTRATIVE RECORDS</u>								
1	5.0	NOTIFY ARCHIVES	CHRONOLOGICAL FILE To include by not limited to: <ul style="list-style-type: none"> • Dep Director (DD) Chrons • Regional Correspondence • EPS South Meeting Minutes • EPS South Assignments • General Program Information 	P		4		6	10	X, I	<u>Retention Criteria:</u> DD decision. Confidential Destruct
2	.5		TRAVEL CLAIMS: DD, Regional Program Manager(RPM) and Executive Assistant (EA)	P		2			2	X, I	<u>Retention Criteria:</u> Current year plus one (1) year from end of fiscal year. Office copies only, RAM Chapter 20.
3	.1		ATTENDANCE RECORDS: DD, RPM and EA <ul style="list-style-type: none"> • Individual Leave Statements • Individual Attendance Summary 	P		Current			Current	X, I	<u>Current:</u> One month until verified with Human Resources Section. <u>Retention Criteria:</u> RAM Chapter 20
4	1.0		PERSONNEL WORKING RECORDS: DD, Assistant Dep. Director (ADD), District Administrator (DA), RPM and EA To Include but not limited to: <ul style="list-style-type: none"> • Duty Statements, Work Schedules • Emergency Contact Information • Training Records • Procurement Incompatible Activities Statement • STD261 Authorization to Use Privately Owned Vehicles • Driving Reports 	P		Current			Current	X, I	<u>Current:</u> Length of employment plus two (2) years <u>Retention Criteria:</u> RAM Chapter 20. Office copies only. Official Records in Department's Human Resources Section and Title 9, California Code of Regulations, §7412-7413

06-105

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
5	1.0		SUPERVISORY WORKING RECORDS: ADD, DA and EA To include but not limited to: <ul style="list-style-type: none"> • Documentation for Performance Appraisals, Adverse Actions, etc. • Referrals to Employee Assistance Programs. • Other Documents Used by Immediate Supervisor in Carrying Out Management Responsibilities. 	P		Current			Current	X, I	<u>Current</u> : Length of employment plus one (1) year, unless a personnel action is pending. <u>Retention Criteria</u> : RAM Chapter 20, documents of negative nature should be destroyed after 3 years unless an adverse action is pending.
6	2.0		GRIEVANCES & EMPLOYEE COMPLAINTS	P		Current			Current	X, I	<u>Current</u> : Until decision is made plus three (3) years <u>Retention Criteria</u> : SAM 1600 AT-1; Three years for reference and possible appeals after decision. <u>Do not file in Personnel Folder</u> .
7	.5		ORAL EXAM PANEL RECORDS	P		1			1	X, I	<u>Retention Criteria</u> : One (1) year from date of panel
8	.5		RECRUITMENT RECORDS: To Includes but not limited to <ul style="list-style-type: none"> • Job Applications, • Certification Lists, etc. 	P		2			2	X, I	<u>Retention Criteria</u> : Two years from date of hire.
9	.5		ACCOUNTING RECORDS: To include but not limited to: <ul style="list-style-type: none"> • Telephone Bills & Calling Cards • General Services Charge Cards 	P		2			2		<u>Retention Criteria</u> : Current year plus one (1) year from end of fiscal year. Office copies only, RAM Chapter 20. <u>Destruction Criteria</u> : Recycle

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
10	.5		PROCUREMENT RECORDS: To include but not limited to: <ul style="list-style-type: none"> • Requisitions (STD, 5, 65, 66, 115, & 116) • Stock Received Reports • Price Quotes, Bids 	P		2			2		<u>Retention Criteria:</u> Current year plus one (1) from end of fiscal year. Office copies only, RAM Chapter 20. <u>Destruction Criteria:</u> Recycle
11	.5		PROPERTY RECORDS: <ul style="list-style-type: none"> • Admin. Equipment Inventory • DR152 Property Survey Report • DR158 Property Survey Report 	P		Current			Current		<u>Current</u> Until updated or deleted from property inventory <u>Destruction Criteria:</u> Recycle
12	.1		RECORD MANAGEMENT RECORDS: <ul style="list-style-type: none"> • STD 73 Records Retention Schedule 	P		Current			Current		Retain as current until revised <u>Note:</u> Although revision is required every five years from the date approved by DGS, RRS that are not revised remain in effect but are considered non-current <u>Destruction Criteria:</u> Recycle
13	.1		RECORD MANAGEMENT RECORDS: <ul style="list-style-type: none"> • STD 70 Records Inventory Worksheet 	P		Current			Current		Retain as current until next inventory, or when no longer needed for reference of analysis, whichever is later <u>Destruction Criteria:</u> Recycle
14	.1		RECORD MANAGEMENT RECORDS: <ul style="list-style-type: none"> • STD 71, Records Transfer List 	P		Current			Current		Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed, whichever is later <u>Destruction Criteria:</u> Recycle

06-105

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
			PROGRAM RECORDS								
15	3.0		CASE SERVICE CONTRACTS To include but not limited to: • Authorization copies • General Program Information • Contracts	P	3		7		10	XI	<u>Retention Criteria:</u> Ten (10) years from end of Contract <u>Destruction Criteria:</u> Recycle
16	1.0		MENTAL HEALTH COOPERATIVE CONTRACTS To include but not limited to: • General Program Information • Contracts • Certified Time • Program Review	P	3		7		10		<u>Retention Criteria:</u> Ten (10) years from end of Contract <u>Destruction Criteria:</u> Recycle
17	1.0		TRANSITION PROGRAMS CONTRACTS To include but not limited to: • General Program Information • Workability Information • Contract	P	3		7		10		<u>Retention Criteria:</u> Ten (10) years from end of Contract <u>Destruction Criteria:</u> Recycle
18	1.0	NOTIFY ARCHIVES	ADVISORY COMMITTEES To include but not limited to: • General Correspondence, Chrons, Memos	P	3				3		<u>Retention Criteria:</u> DD decision <u>Destruction Criteria:</u> Recycle
19	1.5		BUDGET INFORMATION	P	4				4		<u>Retention Criteria:</u> Four (4) years from end of fiscal year.

* Provide total of office and departmental

Items Deleted from RRS A-0031- #22 included in #1; #23 was never meant to be included as files are not maintained by EPS-South; #27 was never meant to be included as files are not maintained by EPS-South.

Items Moved from RRS A-0031: #3, 13 & 15 to A-0031 #4, #12 to A-0031 #10, # 19 to A-0031 #1

Total Cubic Feet 19.9 cu. ft.