

STATE OF CALIFORNIA
RECORDS RETENTION SCHEDULE
APPROVAL REQUEST
 STD. 72 (REV. 9-89)

DEPARTMENT, BOARD OR COMMISSION	BILLING CODE
CORRECTIONS	17126
DIVISION, BUREAU OR OTHER UNIT	CUBIC FEET (Total Schedule)
PRISON INDUSTRY AUTHORITY/R.J.D.C.F.	180
ADDRESS	

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

480 ALTA ROAD, SAN DIEGO, CA. 92179	NUMBER OF PAGES	SCHEDULE DATE
SCHEDULE NUMBER	3	12/2/91
PIA-01-RJUDGE/TM		
IF THIS IS A REVISION OF AN EXISTING SCHEDULE(S) (including addition or deletion of pages), enter the following information from the EXISTING schedule(s).		
SCHEDULE NUMBER(S)	PAGE NUMBER(S) REVISED	
APPROVAL NUMBER(S)	APPROVAL DATE(S)	

TO: DEPARTMENT OF GENERAL SERVICES
 OFFICE OF RECORDS MANAGEMENT
 428 J Street, Suite 390
 Sacramento, CA 95814 (or IMS C-40)

(916) 445-2294 or ATSS 8-485-2294

- Check this box to indicate ALL items in the schedule have been reviewed. (A new approval number will be assigned.)
- Check this box to indicate only certain items in this schedule have been reviewed for revision, addition, or deletion. (The original approval number will remain in effect.)

PART I -- AGENCY STATEMENTS

As the program manager directly responsible for the records listed on the attached schedule, I certify that I have reviewed the need for the records, 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.

SIGNATURE - MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS: *Peter Falter* TITLE: INDUSTRIAL SUPERVISOR DATE: 12/2/91

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 Administrative 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: *Shae Harsmand* TITLE: *Shae Harsmand* TELEPHONE: *916-355-0147* DATE: *12-13-91*

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 16 of form STD. 73 (Our approval covers Columns 1 - 17 only.)

SIGNATURE: *Randy Owens* APPROVAL NUMBER: *92-010* DATE: *1-16-92*

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. (Per Section 1614 of the State Administrative Manual.)

CALIFORNIA
 STATE ARCHIVES

SIGNATURE - CHIEF OF ARCHIVES: *John F. Burns* DATE: FEB. 06 1992

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-91)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1)	SCHEDULE NUMBER (2)	DATE (3)
CORRECTIONS	PIA-01-RJDCF/TM	12/2/91
ORGANIZATIONAL UNIT	PAGE	OF PAGES (4)
PRISON INDUSTRY AUTHORITY/R.J.D.C.F.	01	03
ADDRESS (Number Street City)	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	
480 ALTA ROAD, SAN DIEGO, CA. 92179		

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)		
1.	18.0		MISSION STATEMENT: EMPLOY CALIFORNIA PRISON INMATES IN A PRIVATE-LIKE ENVIRONMENT. <u>ADMINISTRATIVE RECORDS</u> CORRESPONDENCE PERTAINING TO: A. MEMOS SENT TO AND RECEIVED FROM HEADQUARTERS, SACRAMENTO. B. LETTERS FROM VENDORS REGARDING ORDERED ITEMS, PURCHASE ORDERS (VERIFICATION). C. GENERAL SUBJECTS SUCH AS AUDITS, EQUIPMENT, INTER-MEMOS, PIN NUMBERS, CDC OPERATIONS MANUALS, SLAM INDEX NUMBERS.	P		1	3		4		RETENTION CRITERION: DECISION BY PRODUCTION MANAGER II. DESTRUCTION CRITERION: NON-CONFIDENTIAL WASTEPAPER-RECYCLE.
2.	36.0		GENERAL RECORDS AND REPORTS: STOCKS RECEIVED REGISTER STOCKS ISSUED REGISTER INVENTORY RECORDS BUDGET REPORTS FINANCIAL STATEMENTS FINISHED GOODS PRODUCTION REGISTER SALES REGISTER INTER-STITUTION TRANSFER REQUESTS PRODUCTION REPORTS MAINTANANCE SCHEDULES/REPORTS	P		1	3		4		RETAIN FOR AT LEAST FOUR YEARS. AFTER FOUR YEARS, DESTRUCTION CRITERION BY PRODUCTION MANAGER II.
3.	18.0		PURCHASE ESTIMATES, SERVICE, EXPENSE AND PURCHASE ORDER RECORDS PERTAINING TO ACQUISITION OF NEEDED RAW MATERIALS, OFFICE SUPPLIES, REPAIRS OF EQUIPMENT, VEHICLES, MACHINERY AND TOOLS.	P		2	2		4		RETAIN AT LEAST FOUR YEARS FROM END OF FISCAL YEAR IN WHICH ENCUMBRANCE IS LIQUIDATED. AFTER FOUR YEARS DESTRUCTION CRITERION DECISION BY PRODUCTION MANAGER II.

*Provide total of office and departmental

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-91)

See Instructions on reverse
and in SAM 1600

DEPARTMENT (1) CORRECTIONS		SCHEDULE NUMBER (2) PIA-01-RJDCF/TM	DATE (3) 12/2/91
ORGANIZATIONAL UNIT PRISON INDUSTRY AUTHORITY/R..J..D..C..F.		PAGE 02	OF 03
ADDRESS (Number Street City) 480 ALTA RAOD, SAN DIEGO, CA. 92179		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6) <i>(Triple space between items)</i>	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9) <i>(Triple space between items)</i>	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
3.			CONTINUED								EXCEPTION: ANY CONTRACT OR INTERAGENCY AGREEMENT WHICH IS EXEMPT FROM REVIEW BY THE DEPARTMENT OF GENERAL SERVICES (SAM §1206) SHALL BE RETAINED FOR THREE YEARS OR UNTIL ADUITED BY THE DEPARTMENT OF GENERAL SERVICES WHICH EVER OCCURS FIRST.
4.	36.0		VENDOR REFERENCE INFORMATION: PRICE LISTS, CATALOGS BY SUBJECT, MAINTENANCT, CONCRETE, DUST, WASTE, LUBRICATION, NOISE, UTILITIES, INVENTORY, RAW MA- TERIALS, EQUIPMENT, OFFICE SUP- PLIES, SOFTWARE, LITRATURE, TECHNICAL UPDATES, PROCESSING UPDATES, MATERIALS REPORTS.	P		2	2		4		RETAIN FOR AT LEAST FOUR YEARS. AFTER FOUR YEARS DESTRUCTION CRITERION DECISION BY PRODUCTION MANAGER II.
5.	18.0	Hold / Ready Archives	EDUCATIONAL MATERIALS: AUDIO VISUAL PROGRAM FILES. OPERATIONAL TAPES, VIDEO TAPES, SOFTWARE, PAPER TEXT MATERIALS.	X		2	2		4		MIXED MEDIA. VIDEO TAPES, COMPUTER DISKS, OVERHEAD PROJECTION FILMS, PAPER TEXT MATERIALS. RETAIN FOR AT LEAST FOUR YEARS. UPDATE AND REPLACE AS INFORMATION BECOMES OUTDATED. DESTRUCTION CRITERION:DECISION BY PRODUCTION MANAGER II.
6.	9.0		INMATE RECORDS PERTAINING TO: A. WORK RECORD B. WORK PAY CARDS C. PAYROLL D. PERFORMANCE REPORTS E. JOB DISCRIPTIONS F. WORK AGREEMENTS	P		1	2		3	XI	RETAIN FOR TWO YEARS FROM PAY PERIOD INVOLVED , THEN RETAIN ONE MORE YEAR OR UNTIL INMATES LEAVE THE INSTITUTION (MAXIMUM OR THREE YEARS) §6254.32. CAL.CIVIL CODE §1798.

*Provide total of office and departmental

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-91)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) CORRECTIONS		SCHEDULE NUMBER (2) PIA-01-RJDCF/TM	DATE (3) 12/2/91
ORGANIZATIONAL UNIT PRISON INDUSTRY AUTHORITY/R.J.D.C.F.		PAGE 03	OF 03 PAGES (4)
ADDRESS (Number Street City) 480 ALTA ROAD, SAN DIEGO, CA. 92179		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6) <i>(Triple space between items)</i>	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9) <i>(Triple space between items)</i>	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
7.	9.0		CONTINUED STAFF/PERSONNEL MATERIALS: HEALTH, SAFETY, PENSION, EQUAL OPPORTUNITY EMPLOYMENT, SUPERVISION, GREIVANCE, PROCEDURES.	P		1	3		4	XI	RETENTION CRITERION: DECISION BY PRODUCTION MANAGER II. §6254.CAL.CIVIL CODE §1798. DESTRUCTION CRITERION; DECISION BY PRODUCTION MANAGER II.
8.	36.0		LABORATORY MATERIALS: SPECIFICATIONS, SETTINGS, STANDARDS, TEST METHODS, RAW DATA, TEST RESULTS-DAILY, TEST RESULT WEEKLY, TEST RESULT-MONTHLY. REFERENCE MATERIALS: MATH, CHEMISTRY, PHYSICS, QUALITY MANAGEMENT, TEXTILE PROCEDURES.	P		2	2		4		RETENTION CRITERION: DECISION BY PRODUCTION MANAGER II. DESTRUCTION CRITERION: DECISION BY PRODUCTION MANAGER II.
TOTAL	180.0										

*Provide total of office and departmental