

STATE OF CALIFORNIA
RECORDS RETENTION SCHEDULE
APPROVAL REQUEST

STD. 72 (REV. 2-96)

MS/pml/00

(1) DEPARTMENT, BOARD OR COMMISSION
Department of General Services
 DIVISION, BUREAU OR OTHER UNIT
Office of Human Resources - Administration
 ADDRESS
1325 J Street, Suite 1714

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

TO: DEPARTMENT OF GENERAL SERVICES
 OFFICE OF INFORMATION SERVICES
 1500 5th Street, Room 116
 Sacramento, CA 95814 (or IMS C-39)
 (916) 445-2294 or CALNET 485-2294

NEW SCHEDULE INFORMATION (if applicable)	(5) SCHEDULE NUMBER	(6) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CUBIC FEET (Total Schedule)
	OHR-2	04/28/2000	4	355.3
PREVIOUS SCHEDULE INFORMATION (if applicable)	(9) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED
	AS-Admin-1	94.312	12/28/1994	

PART I - AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) 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.

(13) SIGNATURE-MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS
Myra Victoria
 (14) TITLE
Personnel Manager
 (15) DATE SIGNED
04/28/2000

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 on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE-RECORDS MANAGEMENT ANALYST
Lyn Brown
 (17) TITLE
Office Services Supervisor II
 (18) NAME (Printed or Typed)
Lyn Brown
 (19) TELEPHONE
(916) 445-8591
 (20) DATE SIGNED
04/28/2000

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

(21) SIGNATURE-IGS CONSULTANT
Ramona M. Aubrey
 (22) APPROVAL NUMBER
110.074
 (23) TITLE
Records Management Consultant
 (24) DATE SIGNED
5/5/00

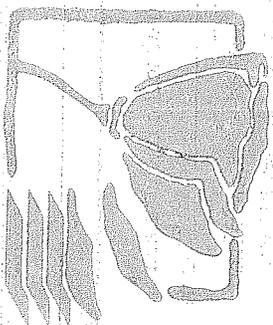
PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

ARCHIVES USE ONLY

(25) Contains no material subject to further review by the California State Archives

(26) Contains material subject to archival review. Items stamped "TRANSFER TO ARCHIVES" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



(27) SIGNATURE-CHIEF OF ARCHIVES

William J. Bailey, Archivist May 24 2000

(28) DATE SIGNED

CALIFORNIA STATE ARCHIVES



RECORDS RETENTION SCHEDULE

STD. 73 (REV. 6-98)

See instructions on reverse and in SAM 1600

DEPARTMENT General Services	BILLING CODE (1) 30021	SCHEDULE NUMBER (2) OHR-2	DATE (3) 04/28/2000
ORGANIZATIONAL UNIT Office of Human Resources – Administration		PAGE 1	OF PAGES (4) 4
ADDRESS (Number Street City) 1325 J Street, #1714, Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 00-074	

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)		
Mission: To administer the Labor Relations, Personnel Management, Training, and Workers Compensation Programs of the Department of General Services so that employees, supervisors, and managers are positively assisted in accomplishing program goals in an effective manner, within budget, and on a timely basis through optimum selection, development, retention, and utilization of staff resources.											
	130.2		ADMINISTRATIVE RECORDS Maintained in Administration Unit								
1		NOTIFY ARCHIVES	Dept. Delegations of Authority	P	Active					← Active	Until Delegations are rescinded. Retain inactive files for reference
2		NOTIFY ARCHIVES	Administrative Orders & Departmental Manual Revisions	P	Active					← Active	Retain final product for historical destroy backup documentation after printed.
3		NOTIFY ARCHIVES	State Administrative Manual Revisions (draft) Management Memos	P	Active					← Active	Retain final product for historical destroy backup documentation after printed.
4			Conflict of Interest Code Documentation	P	Active					← Active	Active until amended
5		NOTIFY ARCHIVES	Strategic Plan – Working Papers	P	Active +6					← Active +6	Active until revised – Plan spans five years
6		NOTIFY ARCHIVES	Miscellaneous Project Reports filed by Subject Matter	P	Active					← Active	Review annually to purge or retain for historical purposes only.
	1.0		FINANCIAL								
7			Monthly budget reports	p	Active +3					← Active +3	Retained only for reference
8			Financial Plans (working papers)	P	Active +3					← Active +3	Retained only for reference
9			Billing backup documentation (Functional Time Sheets)	P	4 Years					← 4 Years	Retain until audited or 4 years, whichever occurs first.
10			Intrafund Invoices (copies)	P	1 Year					← 1 Year	

*Provide total of office and departmental storage only.

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*See instructions on reverse
and in SAM 1600*

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	2.0		BUSINESS SERVICES ACTIVITIES								
11			Records management Files (Schedules, transfers, annual plans -- working papers)	P		Active +1				Active +1	
12			Property (Equipment/Sensitive) (Inventories, transfers, survey reports)	P		4 Years				4 Years	Physical inventory conducted every 2 years. Retain file at least 2 years from end of fiscal year in which prepared. After 2 years, destroy after audit or 4 years, whichever comes first.
13			Space Action Requests	P		4 Years				4 Years	2 Years; destroy after audit or 4 years, whichever comes first.
14			Telecommunications Information	P		Active				Active	Purge yearly completed work orders.
15			OHR Contracts/Interagency Agreements	P		Active +3				Active +3	Retain at least 3 years from end of fiscal year in which encumbrances are liquidated, until audited by DGS whichever occurs first.
	1.0		TRAINING -- OHR								
16			OHR Training Plans	P		Active				Active	
17			Training Advisory Committee Projects	P		Active +2				Active +2	Review to retain for historical purposes
18			Training Records (backup)	P		Active				Active	Active until new backup is made

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ORGANIZATIONAL UNIT Office of Human Resources – Administration		PAGE 3	OF PAGES (4) 4
ADDRESS (Number Street City) 1325 J Street, # 1714, Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 60-074	

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)
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19	122.4	NOTIFY ARCHIVES	PERSONNEL - OHR	P							
			Personnel Information & Miscellaneous Memos	P		Active +2				Active +2	Purge information for documents to be retained in Administrative Office
20			Duty Statements	P		Active				Active	
21			Requests for Personnel Action (working copy)	P		Active +2				Active +2	
22			Managerial Performance Plans (for department)	P		Active				Active	Program not currently active. Hold until Office Chief determines file can be destroyed.
23		NOTIFY ARCHIVES	Affirmative Action Information (Correspondence, Stats, Annual Plans)	P		Active +2			Active +2		
24	2.0		PURCHASING DOCUMENTS	P							
			All documents for purchasing supplies, printing, check requests, and back-up documentation such as quotes, stock received, and forms signed by vendors for the DGS delegation program.	P		4 Years			4 Years	After 2 years, destroy after audit or 4 years, whichever occurs first. Maintained by ordering desk.	
25			Transit Pass Program Reconciliation sheets (copy)	P		Active			Active	Destroy after Accounting has reconciled records or one year, whichever comes first.	
26			AWARD PROGRAM (Departmental) 25 year, retirement certificates & letters	P		Active +2			Active +2	Maintained at Office Technician's workstation	

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27	95.2		FORMS – OHR (Masters/Correspondence)	P		Active				Active	Purge when forms are obsolete or revised. Maintained at Office Technician's workstation
28	1.5		MERIT AWARD PROGRAM	P		Active +2				Active +2	Retain suggestions 2 years after files are closed. Review file annually to determine need to retain longer by Merit Award Coordinator
TOTAL:	355.3										

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