

STD. 73 (Rev. 6-02) (INTRANET)
RECORDS RETENTION SCHEDULE

(1) DEPARTMENT, BOARD OR COMMISSION Employment Development Department		(2) AGENCY BILLING CODE 23340	(3) PAGE 1 OF 2 PAGES	
(4) DIVISION/ BRANCH/ SECTION Equal Employment Opportunity (EEO)		(5) ADDRESS 800 Capitol Mall, Mic 49, Sacramento, CA 96814		
CHECK THE APPROPRIATE BOX				
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9)-(12)]				
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13)-(16)] (A new approval number will be assigned.)				
(8) <input 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 202	(10) SCHEDULE DATE 3/13/07	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 21.5
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 6	(14) APPROVAL NUMBER 96-135	(15) APPROVAL DATE(S) 12/05/96	(16) PAGE NUMBER(S) REVISED All
(17) MISSION/FUNCTIONAL STATEMENT The mission of the EEO Office is to ensure that EDD services in the areas of EEO and Affirmative Action are provided in an equitable and timely manner.				
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>[Signature]</i>		(19) TITLE Staff Services Manager I	(20) PHONE NUMBER 916 654 8736	(21) DATE SIGNED 3/15/2007
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>Jammy Turner</i>		(23) CLASSIFICATION SSA	(24) NAME (Printed or Typed) Tammy Turner	(25) PHONE NUMBER 928-5943
				(26) DATE SIGNED 3/19/07
PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)				
(27) SIGNATURE - CONSULTANT <i>[Signature]</i>		(28) APPROVAL NUMBER 09-132	(29) DATE SIGNED 5/29/2007	(30) EXPIRATION DATE 5/29/2012
PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)				
THE ATTACHED RECORDS RETENTION SCHEDULE:			FOR ARCHIVES' STAMP	
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives				
(32) <input 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>[Signature]</i>		(34) DATE SIGNED 6/4/07		

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(35) APPROVAL NUMBER										(36) PAGE OF PAGES	
ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
			THIS SCHEDULE TO BE USED IN ADDITION TO EDD GENERAL RETENTION SCHEDULE #1.								Per DGS: "For those records which have no governing law or authority for retention cited, the manager directly responsible for the records, authority applies.
1.	3		Chronological Correspondence	P		3			3		Dispose by confidential dest.
2.	2		Legislative Bill Analysis	P		2			2		Dispose by recycle.
3.	2		Recruitment	P		2			2		Dispose by confidential dest.
4.	10		Discrimination Complaints	P		A+3			A+3		Active until file is closed or until legal proceedings are done, retain addtl. 3 years.
5.	.5		Goals and Timetables	P		C+3			C+3		Current until superseded, then Retain 3 yrs. And recycle.
6	2		Student Assistant Program	P		2			2		Retain 1 yr., then update and retain 1 more yr. Dispose by confidential destruction.
7.	1		Leap Applicant Folders	P		Act.			Act.		Retain application as active until appt. Original retained in HRSD
8.	1		MOA Program Method of Admin. Program	P		A+3			A+3		Retain until complaint is closed. Retain an addtl. 3 years.

*Provide total of office and departmental

SUMMARY OF CHANGES

Attachment to Schedule Number 112

Previous Schedule Number	4
Previous Approval Number	96-135

This form is used to identify changes between the previous records retention schedule and the new schedule.

Previous Item Number	Item Description	New Item Number	Status of Item If not Carried over to New Schedule
001	Applications	009	General retention
002	Attendance Records	010	General retention
003	Personnel Files	011	General retention
004	Budget Documents	012	General retention
006	Equipment/supplies	013	General retention
007	Industrial Injury	014	General retention
008	Invoices	015	General retention
010	Record Management	016	General retention
011	Employee Positions	017	General retention
013	Training/Travel Records	018	General retention

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