

RECORDS RETENTION SCHEDULE

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

A CalRIM 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 Department of Motor Vehicles		(2) AGENCY BILLING CODE 51805	(3) PAGE 1 OF 3 PAGES	
(4) DIVISION/ BRANCH/ SECTION Registration Operations Division, Lien Sales Unit		(5) ADDRESS 2415 1st Ave. MS D143 Sacramento, CA 95818		
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 DMV-ROD-006	(10) SCHEDULE DATE 7/26/07	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 3 229
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 136-DMV-ROD	(14) APPROVAL NUMBER 02-152	(15) APPROVAL DATE (S) 05/03/2002	(16) PAGE NUMBER(S) REVISED – 1 1-3

(17) MISSION/FUNCTIONAL STATEMENT :

The mission of the Registration Operations Division, in support of the department's Mission, Strategic Business Plan, and Core Values, is to administer the Vehicle Registration and related Programs. Our core purposes e to collect revenue on behalf of the state and local government, to protect the public through the titling of vehicles, and to provide first class customer service.

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>Dandi Darden</i>	(19) TITLE <i>Branch Chief</i>	(20) PHONE NUMBER <i>657-8751</i>	(21) DATE SIGNED <i>6/29/07</i>
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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>Jim Merchad</i>	(23) CLASSIFICATION Records Management Coordinator	(24) NAME (Printed or Typed) Jim Merchad	(25) PHONE NUMBER 916 657-7448 <i>5623</i>	(26) DATE SIGNED <i>7/27/07</i>
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PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

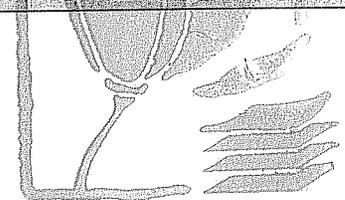
(27) SIGNATURE – CalRIM CONSULTANT <i>Bob Lutz</i>	(28) APPROVAL NUMBER 07-197	(29) DATE SIGNED <i>8/13/2007</i>	(30) EXPIRATION DATE <i>8/13/2012</i>
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PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (31) Contains no material subject to further review by the California State Archives
- (32) 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.)

FOR ARCHIVES' STAMP



**CALIFORNIA
STATE ARCHIVES**

(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Kinda Hanson, Archivist</i>	(34) DATE SIGNED <i>9/14/07</i>
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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	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
			<u>Program Management</u>								
1	16 Cu. Ft.		Correspondence (incomplete applications that need additional requirements; customer inquiries)	P	Active +1				2	XI	Active until revised or superseded. Confidential destruction per GC 6254 (c). IPA 1798.34
2	1 Cu. Ft.		Certified Mailing List (Verifies all parties notified regarding on lien sale)	P	Active+1 month				1yr 1mo	XI	Active until revised or superseded. Confidential destruction per GC 6254 (c). IPA 1798.34
3	86 Cu. Ft.		DMV Lien Sales Denials (Invalids: oppositions that do not comply with the law; Valid: applications to content lien sale)	P	Active+1 Month				1yr 1mo	XI	Active until revised or superseded. Confidential destruction per GC 6254 (c). IPA 1798.34
4	8 Cu. Ft.		Excess money from Lien Sales	P	Active+1 month				1yr 1mo	XI	Active until revised or superseded. Confidential destruction per GC 6254 (c). IPA 1798.34
5	63 Cu. Ft.		Over's (applications for vehicles over \$4000.00 and vessels over \$1500.00)	P	Active+1 month				1yr 1mo	XI	Active until revised or superseded. Confidential destruction per GC 6254 (c). IPA 1798.34
6	40 Cu. Ft.		Under (applications for vehicles valued under \$4000.00)	P	Active+1 month				1yr 1mo	XI	Active until revised or superseded. Confidential destruction per GC 6254 (c). IPA 1798.34
			<u>Administrative Management</u>								Active until revised or superseded. Confidential destruction per GC 6254 (c). IPA 1798.34
7	4 Cu Ft.		Budget Expenditures and related reports (Budget revisions, transfers of budget allotments, expenditure reports, financial activity reports, overtime, travel, registration status, telephone)	P	Current				Current		Current until revised or superseded; thereafter, confidential destruction per GC 6254
8	3 Cu. Ft.		Office Administrative files (records accumulated related to the internal administration or housekeeping activities of the office rather the function for which the office exist)	P	Active				Active		Current until revised or superseded; thereafter, confidential destruction per GC 6254
9	5 Cu. Ft.		Personnel Files and Related Documents	P	Active				Active	XI	Active until employee separates, transfers, retires, or until unit disbands per IPA 1798.34; Thereafter, confidential destruction per GC 6254 (c)
10	3 Cu. Ft.		Procurement and Supply documents (standard forms for leases, standard agreements, space action request, purchase estimates or orders, equipment/maintenance reports, workstation keys, purchase order forms)	P	Current +7				Current +7		Current until revised or superseded; thereafter, confidential destruction per GC 6254

07-197

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
11	1 Cu. Ft.		Invalid Lien Sales (improperly completed applications)								No longer stored, were returned to the customer. <i>Listed as item 5 on previous schedule.</i>
Total:	229.0 Cu. Ft										

* Provide total of office and departmental