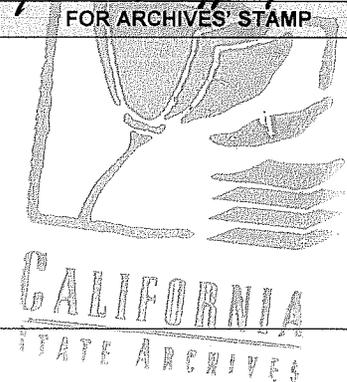


*General 27333*

*mailed letter 10/1*

(1) DEPARTMENT, BOARD OR COMMISSION Department of Corrections and Rehabilitation		(2) AGENCY BILLING CODE 16891STC	(3) PAGE 1 OF 5 PAGES	
(4) DIVISION/ BRANCH/ SECTION Office of Training and Professional Development - Stockton Training Center		(5) ADDRESS 7650 S. Newcastle Road, Stockton, CA 95213		
CHECK THE APPROPRIATE BOX				
(6) <input checked="" 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 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 16891STC	(10) SCHEDULE DATE 9/5/07	(11) NUMBER OF PAGES 5	(12) CUBIC FEET (Total Schedule) 61
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE (S)	(16) PAGE NUMBER(S) REVISED
(17) MISSION/FUNCTIONAL STATEMENT : The Office of Training and Professional Development provides CDCR-focused training and staff development programs that inspire employees in the pursuit of professional growth throughout their career, build a capable and prepared workforce, and reinforce the values of the Department of Corrections and Rehabilitation. Services/programs include: Advanced Academies, and the Leadership Academy.				
<b>PART I – AGENCY STATEMENTS</b>				
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>Paul Bestolarides</i> Paul Bestolarides		(19) TITLE Academy Administrator	(20) PHONE NUMBER (209) 744-5000	(21) DATE SIGNED 9/5/07
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>Shannon Arrieta</i>	(23) CLASSIFICATION Staff Services Analyst	(24) NAME (Printed or Typed) Shannon Arrieta	(25) PHONE NUMBER (916) 323-4095	(26) DATE SIGNED 9-5-07
<b>PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)</b>				
(27) SIGNATURE –CalRIM CONSULTANT <i>Javier Sanchez</i>		(28) APPROVAL NUMBER #07-226	(29) DATE SIGNED 9/10/2007	(30) EXPIRATION DATE 9/10/2012
<b>PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)</b>				
THE ATTACHED RECORDS RETENTION SCHEDULE:				
(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>Sydney Bouley, Archivist</i>			(34) DATE SIGNED Sept 17, 2007	



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SCHEDULE # 16891 STC

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)

			<b><u>PROGRAM MANAGEMENT RECORDS</u></b>								
1	20		Training Center Curriculum	P		A+2			A+2		Retain as active until the course or audio/visual material is updated, and then retain two years in the office.
2	1		Request for Input - Legislative Bill Analysis	P		1			1		Retain Maximum of 1 year or in accordance with authorized disposition of subject matter to which it relates.
3	1		Request to Carry a Concealed Weapon	P		A			A	X/I	Retain until superseded
4	1		Concealed Firearm Questionnaire	P		A			A		Retain until superseded
5	1		Authorization to Release Medical Information	P		A			A	X/I	Retain until superseded
6	1		Information Security Incident Report (OIT)	P		3			3	X/I	Retain 3 years or until audited whichever Comes first.
7	1		Distinguished Services Award / Victims of Crimes	P		1			1		
			<b><u>FACILITIES MAINTENANCE / PLANT OPERATIONS</u></b>								
8	1		Office of State Architect Work Order Numbered Capital Outlay Projects	P		A+1			A+1		Retain 1 year after project closing by OSA Accounting Office.
9	1		Special OSA Work Order Projects	P		A+1			A+1		Retain 1 year after work order closed by OSA
			<b><u>Automotive maintenance</u></b>								
10	1		STD. Form 268-Accident Report ( Other than Motor Vehicle )	P		1			1	X/I	Retain at least 1 year from end of fiscal year.
11	1		STD. Form 270 - Report of Vehicle Accident	P		1			1	X/I	Retain at least 1 year from end of fiscal year.
12	1		STD. Form 271 - Automobile Maintenance Record	P		A+4			A+4		Retain until disposition of automobile is made. After that destroy after audit or 4 years, whichever comes first.

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SCHEDULE # 16891 STL

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  (48)
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
13	1		STD. Form 272 - Automotive Repair Estimate Sheet	P		1			1		Retain 1 year from end of fiscal year.
14	1		STD. Form 273 - Official Monthly Travel Log	P		1			1		Retain 1 year from end of fiscal year.
15	1		STD. Form 274 - Supervisor's Review of State Driver Accident	P		1			1	X/I	Retain 1 year from end of fiscal year.
16	1		Form YA 9 - Vehicle Reservation	P		1			1	X/I	Retain 1 year from end of fiscal year.
17	1		Form YA 9 - Vehicle Upgrade Authorization	P		1			1	X/I	Retain 1 year from end of fiscal year.
			<b><u>BUDGET DOCUMENTS</u></b>								
18	1		Budget Form 8 - Capital Outlay Expenditures - Recapitulation - Major and Minor	P		4			4		Retain 2 years from end of last fiscal year affected. Then destroy after audit or 4 years, whichever occurs first.
19	1		Estimate Justifications	P		4			4		Retain 2 years from end of last fiscal year affected. Then destroy after audit or 4 years, whichever occurs first.
			<b><u>CASH</u></b>								
20	1		Cash Trust Receipts	P		4			4	X/I	Retain 2 years. Destroy after audit or 4 years, whichever occurs first.
21	1		Receipts and Collection Report for other than Cash Trust Items	P		4			4		After 4 years from end of fiscal year or upon expiration of the statute of limitations, whichever is later.
			<b><u>DISBURSEMENTS</u></b>								
22	1		Form 263 - Automobile Mileage Claim	P		2		2	4		Retain 2 years from end of fiscal year in which claim is filed. Then destroy after audit or 4 years, whichever occurs first.
23	1		Form 206 - Bond Purchase Schedule	P		5			5		Retain 5 years from date of preparation.
24	1		Cash State Checks	P		4			4		Retain at least 4 years from end of fiscal year in which the checks are written.

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SCHEDULE # 16891 STC

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)
25	1		Disbursements	P		7			7	X/I	Retain 7 years from end of fiscal year in which checks are written.
26	1		Disbursements Voucher Claim Correction	P		2		2	4		Retain 2 years from end of fiscal year in which claim is filed. Then destroy after audit or 4 years, whichever occurs first.
27	1		STD. Form 218 - Claim Schedule	P		2		2	4		Retain 2 years from end of last fiscal year affected. Then destroy after audit or 4 years, whichever occurs first.
28	1		Form 203 - Consumer's Use Tax Invoice	P		2		2	4		Retain 2 years from end of last fiscal year affected. Then destroy after audit or 4 years, whichever occurs first.
29	1		Form 567 - Depositor Disbursements Voucher	P		4			4		Retain 4 years after preparation or upon expiration of statute of limitations, whichever occurs first.
30	1		STD. Form 439 - Disbursement Voucher	P		2		2	4		Retain 2 years from end of fiscal year in which claim is filed. Then destroy after audit or 4 years, whichever occurs first.
31	1		Report on Reimbursement of Employee Moving Expenses	P		2		2	4		Retain 2 years from end of fiscal year in which claim is filed. Then destroy after audit or 4 years, whichever occurs first.
32	1		Request for Personal Purchases	P		5			5		Retain 3 years from end of fiscal year in which claim is filed. After 3 years destroy no sooner than 2 years after audit.
33	1		STD. Form 262 - Travel Expense Claim	P		2		2	4	X/I	Retain 2 years from end of fiscal year in which claim is filed. Then destroy after audit or 4 years, whichever occurs first.
34	1		Travel Advance Verification	P		1			1	X/I	Retain 1 year after date.
			<b><u>PROCUREMENT AND SUPPLY</u></b>								
35	1		Fair Employment Practices Addendum	P		2		2	4		Retain 2 years from end of fiscal year in which encumbrance is liquidated. Then destroy after audit or 4 years, whichever occurs first.
36	1		Request for Purchase Order or Purchase Estimate Change	P		2		2	4		Retain 2 years from end of fiscal year in which encumbrance is liquidated. Then destroy after audit or 4 years, whichever occurs first.

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SCHEDULE # 16891 STC

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
37	1		STD. Form 116 - Supply Order	P		2		2	4		Retain 2 years from end of fiscal year in which encumbrance is liquidated. Then destroy after audit or 4 years, whichever occurs first.
			<u>FISCAL / BUDGET</u>								
38	1		Budget Change Proposal	P		2			2		Approvals in Final - See Departmental Budget Un-approved retain 2 years then evaluate for inclusion as resource and reference material.
39	1		STD. Form 31 - Standard Budget Schedule	P		2		2	4		Retain 2 years from end of last fiscal year affected.
			<u>SAFETY AND SECURITY</u>								
40	1		Form 67 - Employer Report of Occupational Injury or Illness	P		6			6	X/I	Retain 6 years from date of report or formal action, whichever occurs first.
41	1		Cal/OSHA Citations	P		2			2		Retain 2 years after compliance.
42	1		Cal/OSHA No. 200 - Log and Summary of Occupational Injuries or Illness	P		6			6		Retain 6 years from date of formal action, or until all pending appeals have been completed, whichever occurs first.
43			STD. 70 RECORDS INVENTORY WORKSHEET	P		CURRENT			CURRENT		RETAIN AS CURRENT UNTIL NEXT INVENTORY, OR WHEN NO LONGER NEEDED FOR REFERENCE OR ANALYSIS WHICHEVER IS LATER.
44			STD. 73 RECORDS RETENTION SCHEDULE	P		CURRENT			CURRENT		RETAIN AS CURRENT UNTIL REVISED NOTE: ALTHOUGH REVISION IS REQUIRED EVERY 5 YRS FROM DATE APPROVED BY DGS RRSTHAT ARE NOT REVISED REMAIN IN EFFECT BUT ARE CONSIDERED NON-CURRENT