

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.gov2

(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, Field Services Unit	(5) ADDRESS 2415 1st Ave. MS C250 Sacramento, CA 95818	

CHECK THE APPROPRIATE BOX

- (6) New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]
- (7) Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)
- (8) 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-005	(10) SCHEDULE DATE 7/26/07	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 345
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 138-DMV-ROD	(14) APPROVAL NUMBER 02-153	(15) APPROVAL DATE (S) 05/03/02	(16) PAGE NUMBER(S) REVISED – 1 1-3

(17) **MISSION/FUNCTIONAL STATEMENT:** The function of the Field Services Unit is to render quality service to the departments' field offices and the public by utilizing the latest in telephone technology. Through the efforts and integrity of our dedicated employees, we are committed to answering up to 700 callers a day. Our customer service aim is to provide "one stop shopping" by offering quality services in a prompt and courteous manner and in a variety of languages. We endeavor to provide the most accurate information and the most reliable services possible to callers from California and beyond. In fulfilling our function, we strive to emulate our motto "Quality Service to California and the World."

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>Jim Merchad</i>	(19) TITLE Branch Chief	(20) PHONE NUMBER 657-5552	(21) DATE SIGNED 6-12-07
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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 916 657-4448 5623	(26) DATE SIGNED 7/27/07
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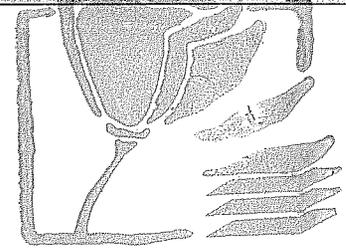
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE – CalRIM CONSULTANT <i>John S. Fort</i>	(28) APPROVAL NUMBER 07-212	(29) DATE SIGNED 8/13/2007	(30) EXPIRATION DATE 8/13/2012
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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.)



(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Linda Johnson</i>	(34) DATE SIGNED 9/14/07
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CALIFORNIA
STATE ARCHIVES

07-212

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	70		022 Cashed (Z96 Transaction Code) Suspense or Report of Deposit of Fees (Live Money) 3'x5"	P		Active +3			4 Yrs	X	Active until revised or superseded. In addition to USC Title 18, Pt. 1, Ch. 123, §2721 and PRA GC 6250 et seq.; exempt per CVC 1800 et seq. Confidential destruction.
2	-		-	-	-	-	-	-	-	-	Deleted on 12/31/2001.
3	-		ADM 173, Cashier's Daily Record								Deleted - items claimed by other divisions of the dept.
4	2		ADM 311, Cashier's Transfer Receipt	P		Active+3			4 Yrs.	X	Active until revised or superseded. In addition to USC Title 18, Pt. 1, Ch. 123, §2721 and PRA GC 6250 et seq.; exempt per CVC 1800 et seq. Confidential destruction.
5	-		-	-	-	-	-	-	-	-	Deleted on 12/31/2001.
6	*		ADM 518, Notice of Transfer of Accountable or Controlled Items	P		Active+1			2 Yrs.	X	Active until revised or superseded. In addition to USC Title 18, Pt. 1, Ch. 123, §2721 and PRA GC 6250 et seq.; exempt per CVC 1800 et seq. Confidential destruction.
7	-		Cash in Uncleared Collection (Reverse Cash Box)	-	-	-	-	-	-	-	Deleted - working copies only.
8	220		Correspondence (<i>External Customer Inquires</i>)	P		Active +1			2 Yrs.	XI	Once the retention period expires, files sent to Micrographics. In addition to USC Title 18, Pt. 1, Ch. 123, §2721, IPA 1798.1, and PRA GC 6250 et seq.; exempt per CVC 1800 et seq.
9	*		Deposit Listings	P		Active +3			4 Yrs.	X	Active until revised or superseded. In addition to USC Title 18, Pt. 1, Ch. 123, §2721 and PRA GC 6250 et seq.; exempt per CVC 1800 et seq. Confidential destruction.
10			Enhanced Renewal Records (Stickers)								Deleted - working copies only.
11	43		Headquarters Refund Listing	C		Active +3			4 Yrs.	X	File automated as of 07/01/2002; therefore previous paper files retained until retention ends. Active until revised or superseded. In addition to USC Title 18, Pt. 1, Ch. 123, §2721 and PRA GC 6250 et seq.; exempt per CVC 1800 et seq. Confidential destruction.
12	-		-	-	-	-	-	-	-	-	Deleted on 12/31/2001.
13	-		-	-	-	-	-	-	-	-	Deleted on 12/31/2001.
14	-		Parking Citations Microfilm								Deleted - working copies only.
15	-		Production Reports								Deleted - working copies only.
16	-		Prorate Suspense Receipts								Deleted - obsolete.

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)
17			Physical Inventory Reports (See Items 17A & 17B)								Item renamed and expanded to include two related but separate, distinct reports.
17A	*		Physical Inventory/Discrepancy Report	P		Active +3			4 Yrs.	X	Active until revised or superseded. In addition to USC Title 18, Pt. 1, Ch. 123, §2721 and PRA GC 6250 et seq.; exempt per CVC 1800 et seq. Confidential destruction.
17B	*		Office Inventory Report (Daily)	P		Active+3			4 Yrs.	X	Same as Item 17A.
18	-		Remittance Processing	-	-	-	-	-	-	-	Deleted – working copies only.
19	-		Technician Daily Journal	-	-	-	-	-	-	-	Deleted – working copies only.
20	-		Uncleared Collection Report (Cash Box)	-	-	-	-	-	-	-	Deleted – working copies only.
21	-		Vehicle Registration Matched Checks	-	-	-	-	-	-	-	Deleted - working copies only.
			<u>Administrative Management</u>								
22	-		Budget Expenditures and Related Reports	-	-	-	-	-	-	-	Deleted – working copies only.
23	3		Office Administrative Files	P		Current				Current	Current until revised or superseded. Recycle.
24	2		Personnel Files and Related Documents	P		Active			Active	XI	Active until employee separates, transfers, retires or until unit disbands per IPA 1798.1 and PRA GC 6250 et seq.; thereafter, files forwarded to Administrative Services Division or confidentially destroyed.
25	-		Procurement and Supply Documents	-	-	-	-	-	-	-	Deleted – working copies only.
			<u>Records Management</u>								
26	-		Records Retention Schedules and Approvals (STD. 73/72)	P	-	Current	-	-	Current	-	Deleted – working copies only.
27	-		Records Inventory Worksheets (STD. 70)	P	-	Current	-	-	Current	-	Deleted – working copies only.
			<u>Program Management (Addendum)</u>								
28	1		Office Collection Reports (<i>Office Collection, Uncleared Collection, Phase II Clearance</i>)	P		Active +1 Mo.			13 Mos.	X	Active until revised or superseded. In addition to USC Title 18, Pt. 1, Ch. 123, §2721 and PRA GC 6250 et seq.; exempt per CVC 1800 et seq. Confidential destruction.
29	4		Physical Inventory (<i>Metal License Plates; Metal-Backed Registration Stickers; Plastic Disabled Parking Placards</i>)	P		Current			Current	X	Current until issued or expired. In addition to USC Title 18, Pt. 1, Ch. 123, §2721 and PRA GC 6250 et seq.; exempt per CVC 1800 et seq. Confidential witnessed destruction.
Total:	345 C.F.										

* Provide total of office and departmental