

RECORDS RETENTION SCHEDULE

Marked letter 1930

General 27471

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 51	(3) PAGE 1 OF 8 PAGES
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(4) DIVISION/ BRANCH/ SECTION Licensing Operations Division, Driver Licensing Branch, Issuance Unit	(5) ADDRESS 2570 24 th Street, Sacramento, CA 95818
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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-LOD-052	(10) SCHEDULE DATE 8/17/07	(11) NUMBER OF PAGES 8	(12) CUBIC FEET (Total Schedule) 89
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PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER DMV-LOD-004	(14) APPROVAL NUMBER 01-215	(15) APPROVAL DATE (S) 12/8/88, 4/5/90, 1/27/00	(16) PAGE NUMBER(S) REVISED – 1 10
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(17) MISSION/FUNCTIONAL STATEMENT :
Issuance is responsible for the timely production of quality Driver Licenses, Identification Cards, and special Certificates. This requires an equal commitment to public safety and customer satisfaction.

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>Shirley Deere</i>	(19) TITLE Associate Governmental Program Analyst	(20) PHONE NUMBER (916) 657-6398	(21) DATE SIGNED 8/17/07
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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 Merched</i>	(23) CLASSIFICATION SSMI	(24) NAME (Printed or Typed) Jim Merched	(25) PHONE NUMBER 657-5623	(26) DATE SIGNED 8/21/07
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PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

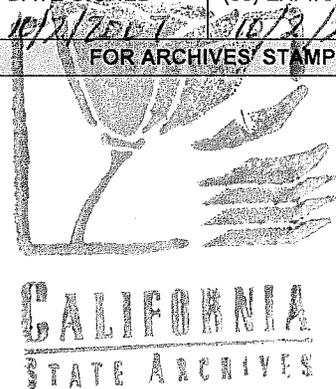
(27) SIGNATURE –CalRIM CONSULTANT <i>John E. Ford</i>	(28) APPROVAL NUMBER 07-245	(29) DATE SIGNED 10/2/2007	(30) EXPIRATION DATE 10/2/2012
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PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)

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>Sydney Bailey, Archivist</i>	(34) DATE SIGNED Oct. 15, 2007
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GC 27471

State of California

Records Retention Schedule
 STD. 73 (REV. 5-92)

See Instructions on reverse
 and in SAM 1600

DEPARTMENT (1) Department of Motor Vehicles		SCHEDULE NUMBER (2) 2	DATE (3)
ORGANIZATIONAL UNIT Licensing Operations Division Driver Licensing Branch, Issuance Unit, RU231		PAGE OF PAGES	
ADDRESS (Number Street City) 2570 24 th Street Sacramento, CA 95818		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 07-245	

Item Number (Triple Space Between Items) (6)	Cubic Feet* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between Items) (9)	M E D I A (10)	V I T A L (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS	
						Office (12)	Dept. (13)	SRC (14)	Total (15)			
			<u>Records Management</u>									
1	1		Records Retention Schedule Approval Request and Records Retention Schedules (Std. 72 and 73)	P		Current			Current		Retain as current until superseded. Although revision is required every five years from the date approved by DGS, RRS that are not revised remain in effect but are considered non-current.	
2	↓		Std. 70 - Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory.	
			<u>Administrative Files</u>									
3	13		Personnel Files, Informal	P		Active			Active	XI	Retain as active for term of employee. When employee leaves, file will be transferred to employee's new unit or HRB. IPA 1798.3 Supersedes 88-490, item #7	

* Provide total of office and departmental

State of California

Records Retention Schedule

STD. 73 (REV. 5-92)

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						Office (12)	Dept. (13)	SRC (14)	Total (15)		
4	5		Personnel related documents (Includes employee accident reports, Overtime/Temporary Report, Training Requests, Travel Expense Claims, Doctor's notes, Staffing Needs/Reports, Employee Awards, Time Sheets, Summer Youth Employment Program, Statement of Incompatible Activities.)	P		Active +3			Active +3	XI	Confidential destruction. GC6254(C) IPA 1798.3
5	2		Housekeeping Records (Includes Security & Disclosure Statements, Space Requirements, Threatening Calls, Daily Mail Report, Mission Statement, Memorandums, Correspondence on behalf of the Director, Deputy Director, Branch Chief and Program manager, to customers.)	P		3			3		Destroy after three years, or when no longer needed, whichever occurs first.
			<u>Program Files</u>								
6	↓		Incoming DL/ID Report	P		Current +2			Current +2		Current until superseded. Hold for additional two years, then destroy.

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Records Retention Schedule

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						Office (12)	Dept. (13)	SRC (14)	Total (15)		
7	1		DL Operations Weekly Inventory Summary	P		Current +3			Current +3		Current until revised or superseded. Hold for additional three years, then destroy.
8	2		Monthly Workload Report (Departmental hourly workload report)	P		Current +3			Current +3		Current until superseded. Hold for additional three years, then destroy.
9	↓		Weekly Workload Inventory	P		Current +1			Current +1		Current until superseded. Hold for additional year, then destroy.
10	↓		Program Information Report (Report of program changes and progress)	P		Current +2			Current +2		Current until revised or superseded. Hold for additional two years, then destroy.
11	↓		CDL Reports - Weekly Report	P		Current +2			Current +2		Current until superseded. Hold for additional two years, then destroy
12	↓		EDP Requests (Requests for changes to DMV software programs)	P		Active +3			Active +3		Active until program modified, then destroy three years after implementation.

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						Office (12)	Dept. (13)	SRC (14)	Total (15)		
13	1		EDP Status Report	P		Current +2			Current +2		Current until superseded. Hold for additional two years, then destroy.
14	2		INS & EPS Phone Report	P		Current +3			Current +3		EPS DL/ID require exceptional handling/non-standard processing, then destroy.
15	↓		INS Status Report (Legal presence verification status of DL/ID)	P		Current +3			Current +3		Current until revised. Hold for additional three years, then destroy.
16	↓		Processing Unit Status Report	P		Current +3			Current +3		Current until superseded. Hold for additional three years, then destroy.
17	↓		Workload Production Worksheet	P		Current +2			Current +2		Current until superseded. Hold for additional two years, then purge.
18	↓		Surrendered Licenses Information	P		Current +2			Current +2		Current until revised. Hold for additional two years, then purge.

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						Office (12)	Dept. (13)	SRC (14)	Total (15)		
19	1		DL1 Unclaimed/Surrendered Driver Licenses	P		5			5	XI	Hold for five years from date of issuance, then destroy. Confidential destruction. IPA 1798.3 GC 6254(c) Supersedes 88-490, item #19.
20	↓		Subpoenas (Litigation involving Unit)	P		Active			Active	XI	Active until case resolved. Confidential destruction. GC 6254(C)
<u>Error Processing Section</u>											
21	10		Exception Processing Refund File (refund applications - refunded and denied)	P		Current +1		2 yrs	Current +3		Current until application processed.
<u>Inventory Management Section</u>											
22	3		DL/ID Correction/Reissue Billing (Vendor billing for corrected or reissued DL/ID)	P		Current +1		2 yrs	Current +3		Current until new DL/ID issued to customer. Confidential destruction. GC 6254(c)

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						Office (12)	Dept. (13)	SRC (14)	Total (15)		
23	5		<u>Immigration & Naturalization Service Section</u>	P						XI	Current for one year from date INS verifies file is counterfeit. Hold for additional year, then purge. Confidential destruction. GC 6254(c) IPA 1798.3
			Legal Presence Verification Fraud files								
24	12		<u>Commercial Driver License & Problem Driver Pointer System Sections</u>	P							Active pending HOLD suspension removal. Hold for additional 13 months, then destroy. Confidential destruction. GC 6254(C)
			CDL Applications - Out of State Suspension HOLDS								

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						Office (12)	Dept. (13)	SRC (14)	Total (15)		
25	1		Special Certificates (HOLDS) - Includes bus, special vans, ambulance, firefighters, etc.	P		Active +1			Active +1		Active pending "HOLD" removal. Hold for additional year, then destroy. Confidential destruction. GC6254(C)
26	19		Special Certificates - Includes bus, special vans, ambulance, firefighters, etc.	P		Active +1 mo.			Active +1 mo.		Active until certificate issued. Hold for one month, then forward to Microfilm Unit for Microfilming. Confidential destruction. GC6254(C)
27	8		PDPS Applications - Out of State Suspensions HOLDS	P		Active +13 mos.			Active +13 mos.		Active pending removal of suspension. Hold for additional 13 months, then confidential purge.
28	3		Live Scan - Report of applicant fingerprint submission.	P		Current +13 months			Current +13 months		Current until superseded. Confidential destruction. GC6254(C)

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