

RECORDS RETENTION SCHEDULE

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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 4 PAGES
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(4) DIVISION/ BRANCH/ SECTION Licensing Operations Division, Driver Safety Branch, Mandatory Actions 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 - 053	(10) SCHEDULE DATE 8/17/07	(11) NUMBER OF PAGES 4	(12) CUBIC FEET (Total Schedule) 95
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER DMV-LOD-005	(14) APPROVAL NUMBER 88-490	(15) APPROVAL DATE (S) 12/8/88, 4/5/90, 1/27/00	(16) PAGE NUMBER(S) REVISED – 1 6

(17) MISSION/FUNCTIONAL STATEMENT :

Through the efforts of dedicated and knowledgeable employees, the Mandatory Actions Unit works in conjunction with drivers, district attorneys, insurance companies, courts, law enforcement, DMV field offices, and Headquarters staff regarding the mandatory withdrawal and reinstatement problems, telephones calls; reviews courts documents, court abstracts, alcohol programs documentation and rejected insurance documentation information..

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>Kimberly 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 Mercha</i>	(23) CLASSIFICATION SSMI	(24) NAME (Printed or Typed) Jim Mercha	(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>Jack E. Fort</i>	(28) APPROVAL NUMBER 07-246	(29) DATE SIGNED 10/3/2007	(30) EXPIRATION DATE 10/3/2012
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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>Suzanne Bailey, Archivist</i>	(34) DATE SIGNED Oct. 15, 2007
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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, Mandatory Actions Unit, RU255	PAGE OF PAGES	
ADDRESS (Number Street City) 2570 24 th Street Sacramento, CA 95818	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 07-246	

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 Records</u>												
3	24		Administrative Files (office records related to internal administration)	P		Current +3			Current +3	X	Current until revised or superseded. Hold for additional three years, then destroy.	
4	9		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 Confidential destruction, GC 6254(C) Supersedes 88-490, item #26 and #30	

* Provide total of office and departmental

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) 3	DATE (3)
ORGANIZATIONAL UNIT Licensing Operations Division Driver Licensing Branch, Mandatory Actions Unit, RU255	PAGE OF PAGES	
ADDRESS (Number Street City) 2570 24 th Street Sacramento, CA 95818	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (4) 07-246	

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 L (10)	V I T A L (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS
						Office (12)	Dept. (13)	SRC (14)	Total (15)		
5	5		Court Subpoenas (Litigation involving DMV)	P		Active + 5 years			Active + 5 years	X	Active until case is resolved or heard, hold for additional 5 years, then destroy. Supersedes 88-490, item #46, Schedule #DMV 9A (Rev.1), page 10 of 10.
			<u>Program Records - Court Liaison</u>								
6	1		Court Profiles (used to track individual court processing problems)	P		6			6	XI	Confidential destruction GC 6254(C). Supersedes 88-490, item #45 from Schedule #DMV 9A (Rev. 1), page 10 of 10.
7	6		Process Server Documents (includes invoices by vendor, monthly lists of recap information)	P		3			3		Destroyed three years from date of document. This process/item has been discontinued, final purge: 2001
8	3		Cashiering Receipts (computer printouts listing checks processed for other units)	C		4			4		Purge after four years per DMV Accounting Manual, Chapter 6, Section 8.

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Records Retention Schedule

STD. 73 (REV. 5-92)

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						Office (12)	Dept. (13)	SRC (14)	Total (15)		
9	24		Court Fax File (driver record documentation faxed to courts for record clarification)	P		5			5	XI	Retained 5 years, then destroyed. Confidential destruction, GC 6254(C)
			<u>Abstract Processing</u>								
10	14		Administrative Files (i.e. employee production sheets, inventory workload sheets, attendance records, timesheets, etc.)	P		Active +2			Active +2	X	Confidential destruction, GC 6254(C), after 2 years.
			<u>Controls</u>								
11	7		Administrative Files (i.e. employee production sheets, inventory workload sheets, attendance records, timesheets, etc.)	P		Active +2			Active +2	X	Confidential destruction, GC 6254(C), after 2 years.
			<u>Key Data</u>								
12	1		Administrative Files (i.e. employee production sheets, inventory workload sheets, attendance records, timesheets, etc.)								

* Provide total of office and departmental