

RECORDS RETENTION SCHEDULE

GC 27615

Letter mailed 12/3/07

(1) DEPARTMENT, BOARD OR COMMISSION Employment Development Department (EDD)	(2) AGENCY BILLING CODE 23381	(3) PAGE 1 OF 3 PAGES
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(4) DIVISION/ BRANCH/ SECTION Director's Office (DO)	(5) ADDRESS 800 Capitol Mall, Rm 5000, Sacramento, CA 95814
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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 101	(10) SCHEDULE DATE 10/05/07	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 11.5
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 101	(14) APPROVAL NUMBER 02-196	(15) APPROVAL DATE(S) 5/14/02	(16) PAGE NUMBER(S) REVISED All

(17) MISSION/FUNCTIONAL STATEMENT
The DO provides operational oversight to EDD. The DO also oversees service to employers and job seekers, in Unemployment, Disability Insurance, Job Service and Employment Tax Collection programs. The DO, in coordination with the Branches, works to achieve high quality services and customer satisfaction for all department customers.

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>Tammy Turner Pamela Harris</i>	(19) TITLE Chief Deputy Director	(20) PHONE NUMBER (916) 654-8210	(21) DATE SIGNED
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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.

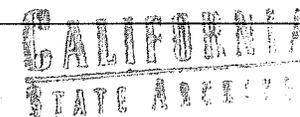
(22) SIGNATURE - RECORDS MGMT. ANALYST <i>Tammy Turner</i>	(23) CLASSIFICATION SSA	(24) NAME (Printed or Typed) Tammy Turner	(25) PHONE NUMBER (916) 928-5963	(26) DATE SIGNED 10/23/07
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PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE - CONSULTANT <i>John E. Coe</i>	(28) APPROVAL NUMBER 07-284	(29) DATE SIGNED 11/6/2007	(30) EXPIRATION DATE 11/6/2012
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PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)

<p>THE ATTACHED RECORDS RETENTION SCHEDULE:</p> <ul style="list-style-type: none"> (31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives (32) <input checked="" 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.) 	<p>FOR ARCHIVES' STAMP</p> 
(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Andrew Bailey, Asst. Dir.</i>	(34) DATE SIGNED Nov. 27, 2007



(35) APPROVAL NUMBER										(36)	
07-284										PAGE 2 OF 3 PAGES	
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	DEP T.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
			THIS SCHEDULE TO BE USED IN <u>ADDITION TO EDD GENERAL RETENTION SCHEDULE #1.</u>								Per DGS: "For those records which have no governing law or authority for retention cited, the manager directly responsible for the records, authority applies".
			ADMINISTRATIVE RECORDS								
1	1.5	NOTIFY ARCHIVES	Director's Calendars which could include; -Director's Calendar -Directors Speaking events -Directors Presentaion Update -Directors Speech Topics	P,E		A+4			A+4		Retain 4 years after completion.
2	1		Secretary Office Action Requests (SOAR's)	P		4			4		Correspondence prepared for Director's signature is retained in originating Branch, Section or Office. Reference copy of request retained 4 years.
3	1		Governors Office Action Request (GOAR's)	P		A+4			4		Part of SOAR. Agency prepares for Governors approval. Retain 4 years after completion
4	2		DOL Reports and Grant Requests	P/E		A+4			A+4		Retain 4 years from date of completion.
5	.5		DE 9112's Requests and Approvals	P/E		FY+5			5		
6	.5		Out of State Travel Request and Responses	P/E		5			5		Retain 5 years from date of action.
7	1		Miscellaneous –BCP's ,Web Based claim filing, Info Image software licences, etcetera. Automated Collection Enhancement System	P/E		A+2			A+2		After approval, original sent back to Branch. Reference copy retained 2 years after approval.
8	0		Public Correspondence from Governors Office Tracking System-Golden Rod (controlled/referral)	E		A+3			A+3		Correspondence distributed to the EDD office in charge of issue. Tracking records retained 3 years.

STD. 73 (Rev. 6-02) (INTRANET)
RECORDS RETENTION SCHEDULE

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS PROGRAM

(35) APPROVAL NUMBER										07-284		(36) PAGE 3 OF 3 PAGES	
ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)		
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)				
9		NOTIFY ARCHIVES	Executive Notices Management Memos	E		Current			C		Current until superseded. Retain an additional 3 years.		
10	1	NOTIFY ARCHIVES	Messages from the Director	E		3			3		Retain 3 years from date of message.		
11	1		Public Correspondence addressed to Director	P		A+1			1		Referred for action to appropriate branch after 1 year.		
12	1		Miscellaneous Mail (checks, letters with no address, etc.)	P		A+1			A+1		Checks are sent to tax. Mail purged after 1 year.		

(INTRANET)

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