

**REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE**  
 STD. 72 (REV. 8/87)

Submit three copies with three copies of the Records Retention Schedule, STD. 73.

|  |                                      |                |                             |               |
|--|--------------------------------------|----------------|-----------------------------|---------------|
| DEPARTMENT, BOARD OR COMMISSION  | CALIFORNIA DEPARTMENT OF CORRECTIONS |                | BILLING CODE                | 16856         |
| DIVISION, BUREAU OR OTHER UNIT   | ADMINISTRATIVE SERVICES              |                | CUBIC FEET (Total Schedule) | 3100          |
| ADDRESS  | 1515 S STREET                        | SACRAMENTO     |                             |               |
| SCHEDULE NUMBER  | 1012                                 | PAGE NUMBER(S) | 1-22                        | SCHEDULE DATE |
|  |                                      |                |                             | 06/12/91      |
| IF THIS IS A REVISION OF AN EXISTING SCHEDULE (including addition or deletion of pages), enter the following information from the EXISTING schedule: |                                      |                |                             |               |
| SCHEDULE NUMBER  | 1003                                 | PAGE NUMBER(S) | 1-2                         | SCHEDULE DATE |
| APPROVAL NUMBER  | 90-078                               | APPROVAL DATE  | 06/12/90                    | 05/22/90      |

TO: (1) DEPARTMENT OF GENERAL SERVICES  
 OFFICE OF RECORDS MANAGEMENT

(2) CHIEF, STATE ARCHIVES  
 1020 "O" Street, Room 130  
 Sacramento, CA 95814  
 445-4293 or ATSS 485-4293

- Check this box to indicate ALL items in the schedule have been reviewed. (A new approval number will be assigned.)
- Check this box to indicate only certain items in this schedule have been reviewed for revision, addition, or deletion. (The original approval number will remain in effect.)

**PART I — AGENCY STATEMENTS**

As the program manager directly responsible for the records listed on the attached schedule, I certify that I have reviewed the need for the records, that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

|  |               |         |
|--|---------------|---------|
| SIGNATURE—MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS | TITLE         | DATE    |
|  | Robert Bowers | 6/11/91 |

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

|  |                 |         |           |
|--|-----------------|---------|-----------|
| SIGNATURE—RECORDS MANAGEMENT COORDINATOR | TITLE           | DATE    | TELEPHONE |
|  | Christine Bates | 6/12/91 | 3-4095    |

**PART II — DEPARTMENT OF GENERAL SERVICES APPROVAL** (Per Government Code Section 14755)

The Department of General Services has no jurisdiction over entries made in Column 16 of STD. Form 73. Our approval covers Columns 1 — 15 and 17 only.

|           |                 |                 |
|-----------|-----------------|-----------------|
| SIGNATURE | TITLE           | APPROVAL NUMBER |
|           | Michelle Wilson | 91.153          |
|           | DATE            | 2/17/91         |

**PART III — ARCHIVAL SELECTION** (Per Government Code Section 14755)

**THE ATTACHED RECORDS RETENTION SCHEDULE:**

- Contains no material subject to further review by the California State Archives.
- Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (State Administrative Manual Section 1614.)

|                             |             |
|-----------------------------|-------------|
| SIGNATURE—CHIEF OF ARCHIVES | DATE        |
|                             | JUN 18 1991 |



## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

|  |  |                             |
|--|--|-----------------------------|
| DEPARTMENT (1)<br><b>CALIFORNIA DEPARTMENT OF CORRECTIONS</b>      | SCHEDULE NUMBER (2)<br><b>1012</b>                 | DATE (3)<br><b>06/12/91</b> |
| ORGANIZATIONAL UNIT<br><b>ADMINISTRATIVE SERVICES</b>              | PAGE<br><b>1</b>                                   | OF<br><b>1</b>              |
| ADDRESS (numbers, street, city)<br><b>1515 S STREET SACRAMENTO</b> | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) |                             |

| ITEM NUMBER<br>(6) | CUBIC FEET<br>(7) | CALIFORNIA STATE ARCHIVES USE ONLY<br>(8) | TITLE AND DESCRIPTION OF RECORDS<br>(9)   | Media<br>(10) | Vital<br>(11) | RETENTION      |               |             |               | PRA (Exempt) & IPA<br>(16) | REMARKS<br>(17)  |  |
|--------------------|-------------------|---|---|---------------|---------------|----------------|---------------|-------------|---------------|----------------------------|--|--|
|                    |                   |   |   |               |               | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |                            |  |  |
| ADM<br>(1)         |                   |   | ADMINISTRATIVE SERVICES   |               |               |                |               |             |               |                            |  |  |
| BUS-0025           | 0                 |   | PURCHASING<br><br>ORIGINAL RECORDS INCLUDE PURCHASE, SUBPURCHASE AND SUPPLY ORDERS; PURCHASE ESTIMATES, CONTRACT DELEGATIONS AND PRINTING REQUISITIONS. | P             | N             | A+2Y           | 2Y            | 2Y          | A+4Y          |                            | CUSTODIAN:<br>BUSINESS SERVICES<br>MAINTAINED BY PROCUREMENT<br><br>MANDATED BY:<br>SAM 1671<br><br>RETAIN IN THE OFFICE AS ACTIVE UNTIL THE END OF FISCAL YEAR. RETAIN A MINIMUM OF TWO YEARS IN THE OFFICE, THEN TRANSFER TO LOCAL ARCHIVES OR THE STATE RECORDS CENTER FOR STORAGE.<br>RETAIN UNTIL DGS AUDIT OR TWO ADDITIONAL YEARS (FOUR YEARS TOTAL), THEN DESTROY.<br><br>DESTRUCTION:<br>NON-CONFIDENTIAL<br>RECYCLE WHITE PAPER ONLY |  |

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

|   |  |                             |
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| DEPARTMENT (1)<br><b>CALIFORNIA DEPARTMENT OF CORRECTIONS</b>       | SCHEDULE NUMBER (2)<br><b>1012</b>                 | DATE (3)<br><b>06/12/91</b> |
| ORGANIZATIONAL UNIT<br><b>ADMINISTRATIVE SERVICES</b>               | PAGE<br><b>2</b>                                   | OF<br>PAGES (4)             |
| ADDRESS (number, street, apt. #)<br><b>1515 S STREET SACRAMENTO</b> | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) |                             |

| ITEM NUMBER<br>(6)  | CUBIC FEET<br>(7) | CALIFORNIA STATE ARCHIVES USE ONLY<br>(8) | TITLE AND DESCRIPTION OF RECORDS<br>(9)  | Media<br>(10) | Vital<br>(11) | RETENTION      |               |             |               | PRA<br>(Exempt) &<br>IPA<br>(16) | REMARKS<br>(17)  |
|---------------------|-------------------|---|--|---------------|---------------|----------------|---------------|-------------|---------------|----------------------------------|--|
|                     |                   |   |  |               |               | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |                                  |  |
| ADM (2)<br>BUS-0050 | 0                 |   | ADMINISTRATIVE SERVICES<br><br>LEASES, LEASE PURCHASING, ALTERATIONS<br><br>ORIGINAL RECORDS PERTAINING TO LEASES,<br>LEASE PURCHASING, BY-STATE LEASES OR<br>ALTERATIONS TO OFFICE SITES. | P             | N             | A+2Y           | 2Y            | 2Y          | A+4Y          |                                  | <p>CUSTODIAN:<br/>BUSINESS SERVICES</p> <p>MANDATED BY:<br/>SAM 1671</p> <p>RETAIN IN THE OFFICE AS ACTIVE UNTIL THE EXPIRATION OF THE LEASE. RETAIN A MINIMUM OF TWO ADDITIONAL YEARS IN THE OFFICE, THEN TRANSFER TO LOCAL ARCHIVES OR THE STATE RECORDS CENTER FOR STORAGE. RETAIN UNTIL DGS AUDIT OR A MAXIMUM OF TWO ADDITIONAL YEARS (FOUR YEARS TOTAL), THEN DESTROY.</p> <p>DESTRUCTION:<br/>NON-CONFIDENTIAL<br/>RECYCLE WHITE<br/>PAPER ONLY</p> |

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

|   |   |                             |
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| DEPARTMENT (1)<br><b>CALIFORNIA DEPARTMENT OF CORRECTIONS</b> | SCHEDULE NUMBER (2)<br><b>1012</b>                    | DATE (3)<br><b>06/12/91</b> |
| ORGANIZATIONAL UNIT<br><b>ADMINISTRATIVE SERVICES</b>         | PAGE<br><b>3</b>                                      | OF<br>PAGES (4)             |
| ADDRESS (4)<br><b>1515 S STREET SACRAMENTO</b>                | DEPARTMENT OF GENERAL SERVICES APPROVAL<br>NUMBER (5) |                             |

| ITEM<br>NUMBER<br>(6) | CUBIC<br>FEET<br>(7) | CALIFORNIA<br>STATE<br>ARCHIVES<br>USE ONLY<br>(8) | TITLE AND DESCRIPTION OF RECORDS<br>(Triple-space between items)<br>(9)   | Media<br>(10) | Vital<br>(11) | RETENTION      |               |             |               | PRA<br>(Exempt)<br>&<br>IPA<br>(16) | REMARKS<br>(17)  |
|-----------------------|----------------------|--|---|---------------|---------------|----------------|---------------|-------------|---------------|-------------------------------------|--|
|                       |                      |  |   |               |               | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |                                     |  |
| ADM (3)<br>BUS-0075   | 0                    |  | ADMINISTRATIVE SERVICES<br><br>TELECOMMUNICATIONS AND TELEPHONES<br><br>ORIGINAL RECORDS PERTAINING TO THE<br>PURCHASE/LEASE INSTALLATION OR<br>ALTERATIONS OF TELECOMMUNICATIONS,<br>TELEPHONES, RADIOS OR CELLULAR SYSTEMS TO<br>OFFICE OR CAR SITES. | P             | N             | A+2Y           | 2Y            | 2Y          | A+2Y          |                                     | CUSTODIAN:<br>BUSINESS SERVICES<br>MAINTAIN BY PCD TELECOMMUNICATIONS UNIT<br><br>MANDATED BY:<br>SAM 1671<br><br>RETAIN IN THE OFFICE AS ACTIVE UNTIL THE<br>PURCHASE OR ALTERATION IS COMPLETED. RETAIN<br>TWO ADDITIONAL YEARS IN THE OFFICE, THEN<br>TRANSFER TO LOCAL ARCHIVES OR THE STATE<br>RECORDS CENTER FOR STORAGE. RETAIN UNTIL DGS<br>AUDIT OR TWO ADDITIONAL YEARS IF NO AUDIT<br>OCCURS (FOUR YEARS TOTAL), THEN DESTROY.<br><br>DESTRUCTION:<br>NON-CONFIDENTIAL<br>RECYCLE WHITE<br>PAPER ONLY |

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

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| DEPARTMENT (1)<br><b>CALIFORNIA DEPARTMENT OF CORRECTIONS</b> | SCHEDULE NUMBER (2)<br><b>1012</b>                    | DATE (3)<br><b>06/12/91</b> |
| ORGANIZATIONAL UNIT<br><b>ADMINISTRATIVE SERVICES</b>         | PAGE<br><b>4</b>                                      | OF<br>PAGES (4)             |
| ADDRESS (number<br><b>1515 S STREET SACRAMENTO</b> city)      | DEPARTMENT OF GENERAL SERVICES APPROVAL<br>NUMBER (5) |                             |

| ITEM<br>NUMBER<br>(6) | CUBIC<br>FEET<br>(7) | CALIFORNIA<br>STATE<br>ARCHIVES<br>USE ONLY<br>(8) | TITLE AND DESCRIPTION OF RECORDS<br>(Triple-space between items)<br>(9)   | Media<br>(10) | Vital<br>(11) | RETENTION      |               |             |               | PRA<br>(Exempt)<br>&<br>IPA<br>(16) | REMARKS<br>(17)   |
|-----------------------|----------------------|--|---|---------------|---------------|----------------|---------------|-------------|---------------|-------------------------------------|---|
|                       |                      |  |   |               |               | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |                                     |   |
| ADM (4)<br>BUS-0100   | 3                    |  | ADMINISTRATIVE SERVICES<br><br>MERIT AWARD SUGGESTIONS APPROVED<br><br>EMPLOYEE SUGGESTIONS APPROVED BY THE<br>DEPARTMENT TO IMPROVE STATE PROGRAMS OR<br>PROCEDURES. | P             | N             | A+1Y           | 0             | 2Y          | A+3Y          |                                     | CUSTODIAN:<br>BUSINESS SERVICES<br><br>MANDATED BY:<br>SAM SECTIONS 4720 AND 4740.1<br><br>RETAIN IN THE OFFICE AS ACTIVE UNTIL THE<br>EMPLOYEE RECEIVES THE AWARD. RETAIN FOR ONE<br>ADDITIONAL YEAR. TRANSFER TO THE STATE RECORDS<br>CENTER FOR TWO ADDITIONAL YEARS STORAGE AND<br>THEN DESTROY.<br><br>DESTRUCTION:<br>NON-CONFIDENTIAL<br>RECYCLE WHITE<br>PAPER ONLY |

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

|   |  |                             |
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| DEPARTMENT (1)<br><b>CALIFORNIA DEPARTMENT OF CORRECTIONS</b>       | SCHEDULE NUMBER (2)<br><b>1012</b>                 | DATE (3)<br><b>06/12/91</b> |
| ORGANIZATIONAL UNIT<br><b>ADMINISTRATIVE SERVICES</b>               | PAGE<br><b>5</b>                                   | OF<br>PAGES (4)             |
| ADDRESS (members of street city)<br><b>1515 S STREET SACRAMENTO</b> | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) |                             |

| ITEM NUMBER<br>(6)  | CUBIC FEET<br>(7) | CALIFORNIA STATE ARCHIVES USE ONLY<br>(8) | TITLE AND DESCRIPTION OF RECORDS<br>(Triple-space between items)<br>(9)   | Media<br>(10) | Vital<br>(11) | RETENTION      |               |             |               | PRA<br>(Exempt)<br>&<br>IPA<br>(16) | REMARKS<br>(17)   |
|---------------------|-------------------|---|---|---------------|---------------|----------------|---------------|-------------|---------------|-------------------------------------|---|
|                     |                   |   |   |               |               | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |                                     |   |
| ADM (5)<br>BUS-0125 | 2                 |   | ADMINISTRATIVE SERVICES<br><br>MERIT AWARD SUGGESTIONS NOT APPROVED<br><br>EMPLOYEE SUGGESTIONS NOT APPROVED BY THE DEPARTMENT TO IMPROVE STATE PROGRAMS OR PROCEDURES. | P             | N             | A+1Y           | 0             | 2Y          | A+3Y          |                                     | CUSTODIAN:<br>BUSINESS SERVICES<br><br>MANDATED BY:<br>SAM SECTIONS 4720 AND 4740.1<br><br>RETAIN IN THE OFFICE AS ACTIVE UNTIL CONFIRMATION IS RECEIVED FROM THE DPA MERIT AWARD BOARD. RETAIN IN THE OFFICE FOR ONE ADDITIONAL YEAR FOR POSSIBLE APPEAL (SAM 4740.1) AND THEN TRANSFER TO THE STATE RECORDS CENTER. STORE FOR TWO ADDITIONAL YEARS AND THEN DESTROY.<br><br>DESTRUCTION:<br>NON-CONFIDENTIAL<br>RECYCLE WHITE<br>PAPER ONLY |

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| ORGANIZATIONAL UNIT<br><b>ADMINISTRATIVE SERVICES</b>           | PAGE<br><b>6</b>                                   | OF<br>PAGES (4)             |
| ADDRESS (number street city)<br><b>1515 S STREET SACRAMENTO</b> | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) |                             |

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|---------------------|-------------------|---|---|---------------|---------------|----------------|---------------|-------------|---------------|----------------------------------|--|
|                     |                   |   |   |               |               | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |                                  |  |
| ADM (6)<br>BUS-0150 | 0                 |   | ADMINISTRATIVE SERVICES<br><br>PROPERTY/EQUIPMENT<br><br>ORIGINAL RECORDS PERTAINING TO THE ACQUISITION, TRANSFER AND SURVEY OF PROPERTY OR EQUIPMENT COSTING MORE THAN \$500 PER ITEM. | P             | N             | A+2Y           | 2Y            | 2Y          | A+2Y          |                                  | CUSTODIAN:<br>BUSINESS SERVICES<br><br>MANDATED BY:<br>SAM 1671<br><br>RETAIN IN THE OFFICE AS ACTIVE UNTIL THE ITEMS ARE SURVEYED. RETAIN A MINIMUM OF TWO ADDITIONAL YEARS IN THE OFFICE, THEN TRANSFER TO LOCAL ARCHIVES OR THE STATE RECORDS CENTER FOR STORAGE. RETAIN UNTIL DGS AUDIT OR A MAXIMUM OF TWO ADDITIONAL YEARS IF NO AUDIT OCCURS (FOUR YEARS TOTAL), THEN DESTROY.<br><br>DESTRUCTION:<br>NON-CONFIDENTIAL<br>RECYCLE WHITE<br>PAPER ONLY |

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| ORGANIZATIONAL UNIT<br><b>ADMINISTRATIVE SERVICES</b>             | PAGE<br><b>7</b>                                   | OF<br>PAGES (4)             |
| ADDRESS (number, street, city)<br><b>1515 S STREET SACRAMENTO</b> | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) |                             |

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|---------------------|-------------------|---|--|---------------|---------------|----------------|---------------|-------------|---------------|----------------------------|--|
|                     |                   |   |  |               |               | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |                            |  |
| ADM (7)<br>BUS-0200 | 0                 |   | ADMINISTRATIVE SERVICES<br><br>INVENTORY CONTROL<br><br>ORIGINAL RECORDS INCLUDE NONEXPENDABLE STOCK, DISPOSITION, AND TRANSFER RECORDS, EXPENDABLE SUPPLY STOCK AND PHYSICAL INVENTORY RECORDS AND DATA FOR CDC INVENTORIES (INDIVIDUAL ITEMS COSTING LESS THAN \$500). | P             | N             | A+2Y           | 2Y            | 2Y          | A+4Y          |                            | CUSTODIAN:<br>BUSINESS SERVICES<br><br>MANDATED BY:<br>SAM 1671<br><br>RETAIN IN THE OFFICE AS ACTIVE UNTIL THE END OF THE FISCAL YEAR. RETAIN A MINIMUM OF TWO ADDITIONAL YEARS IN THE OFFICE, THEN TRANSFER TO THE LOCAL ARCHIVES OR STATE RECORDS CENTER FOR STORAGE. RETAIN UNTIL DGS AUDIT OR A MAXIMUM OF TWO ADDITIONAL YEARS IF NO AUDIT OCCURS (FOUR YEARS TOTAL), THEN DESTROY.<br><br>DESTRUCTION:<br>NON-CONFIDENTIAL<br>RECYCLE WHITE<br>PAPER ONLY |

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| ORGANIZATIONAL UNIT<br><b>ADMINISTRATIVE SERVICES</b>             | PAGE<br><b>8</b>                                   | OF<br>PAGES (4)             |
| ADDRESS (number, street, city)<br><b>1515 S STREET SACRAMENTO</b> | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) |                             |

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|--------------------|-------------------|---|--|---------------|---------------|----------------|---------------|-------------|---------------|----------------------------|---|--|
|                    |                   |   |  |               |               | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |                            |   |  |
| ADM (8)            |                   |   | ADMINISTRATIVE SERVICES  |               |               |                |               |             |               |                            |   |  |
| BUS-0225           | 0                 |   | PARKING RECORDS<br><br>ORIGINAL RECORDS RELATED TO EMPLOYEE PARKING ASSIGNMENTS. | P             | N             | A+1Y           | 0             | 0           | A+1Y          |                            | CUSTODIAN:<br>BUSINESS SERVICES<br><br>MANDATED BY:<br>ADMIN.POLICY<br><br>RETAIN IN THE OFFICE AS ACTIVE UNTIL WHEN THE PARKING ASSIGNMENT IS CANCELLED. RETAIN ONE ADDITIONAL YEAR, THEN DESTROY.<br><br>DESTRUCTION:<br>NON-CONFIDENTIAL<br>RECYCLE WHITE PAPER ONLY |  |

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| ORGANIZATIONAL UNIT<br><b>ADMINISTRATIVE SERVICES</b>           |  | PAGE<br><b>9</b>                                      | OF<br>PAGES (4)             |
| ADDRESS (number street city)<br><b>1515 S STREET SACRAMENTO</b> |  | DEPARTMENT OF GENERAL SERVICES APPROVAL<br>NUMBER (5) |                             |

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|-----------------------|----------------------|--|--|---------------|---------------|----------------|---------------|-------------|---------------|-------------------------------------|--|
|                       |                      |  |  |               |               | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |                                     |  |
| ADM (9)<br>BUS-0250   | 0                    |  | ADMINISTRATIVE SERVICES<br><br>PRINTING/REPRODUCTION REQUESTS<br>STD 51<br><br>ORIGINAL RECORDS OF REQUESTS FOR PRINTING<br>(STD 67) OR REPRODUCTION (STD 51)<br>SERVICES. | P             | N             | A+2Y           | 2Y            | 2Y          | A+4Y          |                                     | <p>CUSTODIAN:<br/>BUSINESS SERVICES<br/>MAINTAINED BY ALL CDC OFFICES</p> <p>MANDATED BY:<br/>SAM 1671</p> <p>RETAIN IN THE OFFICE AS ACTIVE UNTIL THE END<br/>OF THE FISCAL YEAR. RETAIN A MINIMUM OF TWO<br/>ADDITIONAL YEARS IN THE OFFICE, THEN TRANSFER<br/>TO LOCAL ARCHIVES OR THE STATE RECORDS CENTER<br/>FOR STORAGE. RETAIN UNTIL DGS AUDIT OR A<br/>MAXIMUM OF TWO ADDITIONAL YEARS IF NO AUDIT<br/>OCCURS (FOUR YEARS TOTAL), THEN DESTROY.</p> <p>DESTRUCTION:<br/>NON-CONFIDENTIAL<br/>RECYCLE WHITE<br/>PAPER ONLY</p> |

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| ORGANIZATIONAL UNIT<br><b>ADMINISTRATIVE SERVICES</b>         | PAGE<br><b>10</b>                                  | OF<br>PAGES (4)             |
| ADDRESS (4)<br><b>1515 S STREET SACRAMENTO</b> city)          | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) |                             |

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|----------------------|-------------------|---|--|---------------|---------------|----------------|---------------|-------------|---------------|----------------------------|--|
|                      |                   |   |  |               |               | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |                            |  |
| ADM (10)<br>BUS-0275 | 0                 |   | ADMINISTRATIVE SERVICES<br><br>SECURITY SYSTEM RECORDS<br><br>BUILDING SECURITY SYSTEM, MAGNETIC DISKS,<br>AND COMPUTER RECORDS DOCUMENTING STAFF<br>AND VISITORS ACCESS TO THE OFFICE(S). | M*            | N             | 1Y             | 2Y            | 2Y          | 3Y            | XI                         | <p>CUSTODIAN:<br/>BUSINESS SERVICES</p> <p>MANDATED BY:<br/>ADMIN.POLICY</p> <p>RETAIN IN THE OFFICE FOR ONE YEAR AND TRANSFER TO LOCAL ARCHIVES OR THE STATE RECORDS CENTER FOR TWO ADDITIONAL YEARS STORAGE, THEN RECYCLE THE MEDIA FOR FURTHER USE.</p> <p>* M: MAGNETIC OR ELECTRONIC DISKS<br/>X: VCR</p> <p>EXEMPT FROM PUBLIC REVIEW PER PRA 6254.</p> <p>SUBJECT INDIVIDUAL MAY REVIEW PER IPA 1798.34.</p> <p>DESTRUCTION:<br/>CONFIDENTIAL SHRED</p> |

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

|   |   |                             |
|---|---|-----------------------------|
| DEPARTMENT (1)<br><b>CALIFORNIA DEPARTMENT OF CORRECTIONS</b>   | SCHEDULE NUMBER (2)<br><b>1012</b>                    | DATE (3)<br><b>06/12/91</b> |
| ORGANIZATIONAL UNIT<br><b>ADMINISTRATIVE SERVICES</b>           | PAGE<br><b>11</b>                                     | OF<br>PAGES (4)             |
| ADDRESS (number street city)<br><b>1515 S STREET SACRAMENTO</b> | DEPARTMENT OF GENERAL SERVICES APPROVAL<br>NUMBER (5) |                             |

| ITEM<br>NUMBER<br>(6) | CUBIC<br>FEET<br>(7) | CALIFORNIA<br>STATE<br>ARCHIVES<br>USE ONLY<br>(8) | TITLE AND DESCRIPTION OF RECORDS<br>(Triple-space between items)<br>(9)  | Media<br>(10) | Vital<br>(11) | RETENTION      |               |             |               | PRA<br>(Exempt)<br>&<br>IPA<br>(16) | REMARKS<br>(17)   |
|-----------------------|----------------------|--|--|---------------|---------------|----------------|---------------|-------------|---------------|-------------------------------------|---|
|                       |                      |  |  |               |               | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |                                     |   |
| ADM (11)<br>BUS-0300  | 0                    |  | ADMINISTRATIVE SERVICES<br><br>RECORDS RETENTION SCHEDULES<br><br>ORIGINAL OFFICE RECORDS RETENTION<br>SCHEDULES (RRS), MASTER RRS AND BACKUP<br>INFORMATION IDENTIFYING THE NECESSARY<br>RECORDS RETENTION. | P*            | N             | A+2Y           | 0             | 0           | A+2Y          |                                     | CUSTODIAN:<br>BUSINESS SERVICES<br><br>MANDATED BY:<br>SAM 1673<br><br>RETAIN IN THE OFFICE AS ACTIVE UNTIL REVISED<br>OR OBSOLETE (5 YEARS), AND ALL RECORDS STORED<br>IN ARCHIVES OR STATE RECORDS CENTER ARE<br>DESTROYED OR ENCOMPASSED IN A MORE CURRENT<br>RRS. RETAIN TWO ADDITIONAL YEARS AND THEN<br>DESTROY.<br><br>P: PAPER<br>M: ELECTRONIC DISK<br><br>DESTRUCTION:<br>NON-CONFIDENTIAL<br>RECYCLE WHITE<br>PAPER ONLY |

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

|   |  |                             |
|---|--|-----------------------------|
| DEPARTMENT (1)<br><b>CALIFORNIA DEPARTMENT OF CORRECTIONS</b>   | SCHEDULE NUMBER (2)<br><b>1012</b>                 | DATE (3)<br><b>06/12/91</b> |
| ORGANIZATIONAL UNIT<br><b>ADMINISTRATIVE SERVICES</b>           | PAGE<br><b>12</b>                                  | OF<br>PAGES (4)             |
| ADDRESS (number street city)<br><b>1515 S STREET SACRAMENTO</b> | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) |                             |

| ITEM NUMBER<br>(6)   | CUBIC FEET<br>(7) | CALIFORNIA STATE ARCHIVES USE ONLY<br>(8) | TITLE AND DESCRIPTION OF RECORDS<br>(9)   | Media<br>(10) | Vital<br>(11) | RETENTION      |               |             |               | PRA (Exempt) & IPA<br>(16) | REMARKS<br>(17)  |
|----------------------|-------------------|---|---|---------------|---------------|----------------|---------------|-------------|---------------|----------------------------|--|
|                      |                   |   |   |               |               | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |                            |  |
| ADM (12)<br>BUS-0325 | 0                 |   | ADMINISTRATIVE SERVICES<br><br>RECORDS MANAGEMENT ANNUAL REPORTS<br><br>ORIGINAL RECORDS OF ANNUAL RECORDS MANAGEMENT REPORTS SUCH AS THE ANNUAL RECORDS HOLDINGS AND DESTRUCTION, PUBLIC USE FORMS AND INFORMATION PRACTICES ACT, AND QUARTERLY RECORDS DESTRUCTION REPORTS. THIS INCLUDES ALL RESPONSES RECEIVED FROM CDC OFFICES AND THE CDC SUMMARIZED REPORTS. | P*            | N             | 3Y             | 0             | 0           | 3Y            |                            | CUSTODIAN:<br>BUSINESS SERVICES<br><br>MANDATED BY:<br>DOM 14060.8.5 AND IPA 1798.9<br><br>RETAIN IN THE OFFICE FOR THREE YEARS AND THEN DESTROY.<br><br>P: PAPER<br>M: ELECTRONIC (PC)<br><br>DESTRUCTION:<br>NON-CONFIDENTIAL<br>RECYCLE WHITE<br>PAPER ONLY |

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

|   |  |                             |
|---|--|-----------------------------|
| DEPARTMENT (1)<br><b>CALIFORNIA DEPARTMENT OF CORRECTIONS</b>   | SCHEDULE NUMBER (2)<br><b>1012</b>                 | DATE (3)<br><b>06/12/91</b> |
| ORGANIZATIONAL UNIT<br><b>ADMINISTRATIVE SERVICES</b>           | PAGE<br><b>13</b>                                  | OF<br>PAGES (4)             |
| ADDRESS (number street city)<br><b>1515 S STREET SACRAMENTO</b> | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) |                             |

| ITEM NUMBER<br>(6) | CUBIC FEET<br>(7) | CALIFORNIA STATE ARCHIVES USE ONLY<br>(8) | TITLE AND DESCRIPTION OF RECORDS<br>(Triple-space between items)<br>(9)   | Media<br>(10) | Vital<br>(11) | RETENTION      |               |             |               | PRA<br>(Exempt)<br>&<br>IPA<br>(16) | REMARKS<br>(17)  |
|--------------------|-------------------|---|---|---------------|---------------|----------------|---------------|-------------|---------------|-------------------------------------|--|
|                    |                   |   |   |               |               | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |                                     |  |
| ADM (13)           |                   |   | ADMINISTRATIVE SERVICES   |               |               |                |               |             |               |                                     |  |
| BUS-0350           | 0                 |   | RECORDS TRANSFER LISTS<br>STD 71<br><br>ORIGINAL RECORDS, INCLUDING BACKUP, FOR ALL DEPARTMENTAL RECORDS TRANSFERRED TO THE STATE RECORDS CENTER FOR STORAGE. | P*            | N             | A+3Y           | 0             | 0           | A+3Y          |                                     | <p>CUSTODIAN:<br/>BUSINESS SERVICES</p> <p>MANDATED BY:<br/>DOM 14060.8.7</p> <p>RETAIN IN THE OFFICE AS ACTIVE UNTIL THE RESPONSIBLE OFFICE MANAGER APPROVES THE RECORDS FOR DESTRUCTION. FILE THE TRANSFER LIST, BACKUP, AND DESTRUCTION AUTHORIZATION WITH THE APPROPRIATE QUARTERLY DESTRUCTION REPORT (SEE ITEM ADM-BUS-0325).</p> <p>DESTRUCTION:<br/>CONFIDENTIAL SHRED</p> |

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

|  |  |                             |
|--|--|-----------------------------|
| DEPARTMENT (1)<br><b>CALIFORNIA DEPARTMENT OF CORRECTIONS</b>          | SCHEDULE NUMBER (2)<br><b>1012</b>                 | DATE (3)<br><b>06/12/91</b> |
| ORGANIZATIONAL UNIT<br><b>ADMINISTRATIVE SERVICES</b>                  | PAGE<br><b>14</b>                                  | OF PAGES (4)                |
| ADDRESS (number street street city)<br><b>1515 S STREET SACRAMENTO</b> | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) |                             |

| ITEM NUMBER<br>(6)   | CUBIC FEET<br>(7) | CALIFORNIA STATE ARCHIVES USE ONLY<br>(8) | TITLE AND DESCRIPTION OF RECORDS<br>(9)   | Media<br>(10) | Vital<br>(11) | RETENTION      |               |             |               | PRA (Exempt) & IPA<br>(16) | REMARKS<br>(17)  |
|----------------------|-------------------|---|---|---------------|---------------|----------------|---------------|-------------|---------------|----------------------------|--|
|                      |                   |   |   |               |               | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |                            |  |
| ADM (14)<br>BUS-0375 | 0                 |   | ADMINISTRATIVE SERVICES<br><br>INFORMATION PRACTICES ACT CORRESPONDENCE<br><br>ORIGINAL CDC RECORD OF INFORMATION PRACTICES ACT (IPA) REQUESTS RECEIVED FROM SUBJECT INDIVIDUALS OR THE OFFICE OF INFORMATION PRACTICES, INCLUDING THE CORRESPONDENCE AND COORDINATED RESPONSE. | P             | N             | A+3Y           | 0             | 0           | A+3Y          | XI                         | CUSTODIAN:<br>BUSINESS SERVICES<br><br>MANDATED BY:<br>CIVIL CODE 1798.34<br>* ALSO EXEMPT UNDER PENAL CODES 2081.5, 2085, 5057, AND 5068.<br><br>RETAIN AS ACTIVE UNTIL RESOLVED. RETAIN THREE ADDITIONAL YEARS, THEN DESTROY.<br><br>EXEMPT FROM PUBLIC REVIEW PER PRA 6254.<br><br>SUBJECT INDIVIDUAL MAY REVIEW PER IPA 1798.34.<br><br>DESTRUCTION:<br>CONFIDENTIAL SHRED |

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

|   |  |                             |
|---|--|-----------------------------|
| DEPARTMENT (1)<br><b>CALIFORNIA DEPARTMENT OF CORRECTIONS</b>     | SCHEDULE NUMBER (2)<br><b>1012</b>                 | DATE (3)<br><b>06/12/91</b> |
| ORGANIZATIONAL UNIT<br><b>ADMINISTRATIVE SERVICES</b>             | PAGE<br><b>15</b>                                  | OF<br>PAGES (4)             |
| ADDRESS (number, street, city)<br><b>1515 S STREET SACRAMENTO</b> | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) |                             |

| ITEM NUMBER<br>(Triple-space between items)<br>(6) | CUBIC FEET<br>(7) | CALIFORNIA STATE ARCHIVES USE ONLY<br>(8) | TITLE AND DESCRIPTION OF RECORDS<br>(Triple-space between items)<br>(9)  | Media<br>(10) | Vital<br>(11) | RETENTION      |               |             |               | PRA<br>(Exempt) &<br>IPA<br>(16) | REMARKS<br>(17)   |
|--|-------------------|---|--|---------------|---------------|----------------|---------------|-------------|---------------|----------------------------------|---|
|  |                   |   |  |               |               | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |                                  |   |
| ADM (15)<br>BUS-0400                               | 0                 |   | ADMINISTRATIVE SERVICES<br><br>MATERIALS MANAGEMENT INVENTORY CONTROL<br><br>DEPARTMENTAL RECORDS OF ANNUAL MATERIALS MANAGEMENT INVENTORY REPORT AND ANALYSIS. INCLUDES RECORDS RELATING TO THE INVENTORY CONTROL OF ALL CDC ITEMS COSTING LESS THAN \$500. | P*            | N             | A+3Y           | 0             | 0           | A+3Y          |                                  | CUSTODIAN:<br>BUSINESS SERVICES<br><br>MANDATED BY:<br>SAM 1671<br><br>RETAIN IN THE OFFICE AS ACTIVE UNTIL THE END OF FISCAL YEAR. RETAIN TWO YEARS IN THE OFFICE AND TRANSFER TO LOCAL ARCHIVES OR THE STATE RECORDS CENTER FOR STORAGE. RETAIN UNTIL DGS AUDIT OR TWO ADDITIONAL YEARS IF NO AUDIT OCCURS (FOUR YEARS TOTAL), THEN DESTROY.<br><br>DESTRUCTION:<br>NON-CONFIDENTIAL<br>RECYCLE WHITE<br>PAPER ONLY |

**RECORDS RETENTION SCHEDULE**

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

|   |  |                             |
|---|--|-----------------------------|
| DEPARTMENT (1)<br><b>CALIFORNIA DEPARTMENT OF CORRECTIONS</b>     | SCHEDULE NUMBER (2)<br><b>1012</b>                 | DATE (3)<br><b>06/12/91</b> |
| ORGANIZATIONAL UNIT<br><b>ADMINISTRATIVE SERVICES</b>             | PAGE<br><b>16</b>                                  | OF PAGES (4)                |
| ADDRESS (from Sacramento city)<br><b>1515 S STREET SACRAMENTO</b> | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) |                             |

| ITEM NUMBER<br>(6)   | CUBIC FEET<br>(7) | CALIFORNIA STATE ARCHIVES USE ONLY<br>(8) | TITLE AND DESCRIPTION OF RECORDS<br>(9)  | Media<br>(10) | Vital<br>(11) | RETENTION      |               |             |               | PRA (Exempt) & IPA<br>(16) | REMARKS<br>(17)  |
|----------------------|-------------------|---|--|---------------|---------------|----------------|---------------|-------------|---------------|----------------------------|--|
|                      |                   |   |  |               |               | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |                            |  |
| ADM (16)<br>BUS-0425 | 0                 |   | ADMINISTRATIVE SERVICES<br><br>FORMS MASTERS<br><br>ORIGINAL RECORDS OF ALL DEPARTMENTAL FORMS, INCLUDING THE MASTER, NEGATIVE, AND REQUESTS FOR REVISION OR PRINTING. | P*            | N             | A              | 0             | 0           | A             |                            | <p>CUSTODIAN:<br/>BUSINESS SERVICES</p> <p>MANDATED BY:<br/>SAM 1623</p> <p>RETAIN IN THE OFFICE AS ACTIVE UNTIL OBSOLETE, THEN DESTROY.</p> <p>DESTRUCTION:<br/>NON-CONFIDENTIAL<br/>RECYCLE WHITE PAPER ONLY</p> |

**RECORDS RETENTION SCHEDULE**

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

|   |  |  |                             |
|---|--|--|-----------------------------|
| DEPARTMENT (1)<br><b>CALIFORNIA DEPARTMENT OF CORRECTIONS</b>     |  | SCHEDULE NUMBER (2)<br><b>1012</b>                 | DATE (3)<br><b>06/12/91</b> |
| ORGANIZATIONAL UNIT<br><b>ADMINISTRATIVE SERVICES</b>             |  | PAGE<br><b>17</b>                                  | OF PAGES (4)                |
| ADDRESS (number, street, city)<br><b>1515 S STREET SACRAMENTO</b> |  | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) |                             |

| ITEM NUMBER<br>(6)   | CUBIC FEET<br>(7) | CALIFORNIA STATE ARCHIVES USE ONLY<br>(8) | TITLE AND DESCRIPTION OF RECORDS<br>(9)   | Media<br>(10) | Vital<br>(11) | RETENTION      |               |             |               | PRA (Exempt) & IPA<br>(16) | REMARKS<br>(17)  |
|----------------------|-------------------|---|---|---------------|---------------|----------------|---------------|-------------|---------------|----------------------------|--|
|                      |                   |   |   |               |               | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |                            |  |
| ADM (17)<br>BUS-0450 | 0                 |   | ADMINISTRATIVE SERVICES<br><br>WAREHOUSE<br><br>RECORDS INCLUDE FREIGHT BILLS, DELIVERY RECEIPTS, STOCK RECEIVED/RETURNED REPORTS, ETC. | P             | N             | A+2Y           | 2Y            | 2Y          | A+4Y          |                            | <p>CUSTODIAN:<br/>BUSINESS SERVICES<br/>MAINTAINED BY WAREHOUSES</p> <p>MANDATED BY:<br/>SAM 1671</p> <p>RETAIN IN THE OFFICE AS ACTIVE UNTIL THE END OF THE FISCAL YEAR. RETAIN TWO ADDITIONAL YEARS AND TRANSFER TO LOCAL STORAGE OR THE STATE RECORDS CENTER FOR STORAGE. RETAIN UNTIL DGS AUDIT OR TWO ADDITIONAL YEARS IF NO AUDIT OCCURS (FOUR YEARS TOTAL).</p> <p>DESTRUCTION:<br/>NON-CONFIDENTIAL<br/>RECYCLE WHITE<br/>PAPER ONLY</p> |

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

|  |   |                             |
|--|---|-----------------------------|
| DEPARTMENT (1)<br><b>CALIFORNIA DEPARTMENT OF CORRECTIONS</b>      | SCHEDULE NUMBER (2)<br><b>1012</b>                    | DATE (3)<br><b>06/12/91</b> |
| ORGANIZATIONAL UNIT<br><b>ADMINISTRATIVE SERVICES</b>              | PAGE<br><b>18</b>                                     | OF<br>PAGES (4)             |
| ADDRESS (number<br><b>1515 S STREET</b> city)<br><b>SACRAMENTO</b> | DEPARTMENT OF GENERAL SERVICES APPROVAL<br>NUMBER (5) |                             |

| ITEM<br>NUMBER<br>(6) | CUBIC<br>FEET<br>(7) | CALIFORNIA<br>STATE<br>ARCHIVES<br>USE ONLY<br>(8) | TITLE AND DESCRIPTION OF RECORDS<br>(Triple-space between items)<br>(9)  | Media<br>(10) | Vital<br>(11) | RETENTION      |               |             |               | PRA<br>(Exempt)<br>&<br>IPA<br>(16) | REMARKS<br>(17)  |
|-----------------------|----------------------|--|--|---------------|---------------|----------------|---------------|-------------|---------------|-------------------------------------|--|
|                       |                      |  |  |               |               | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |                                     |  |
| ADM (18)<br>BUS-0475  | 0                    |  | <b>ADMINISTRATIVE SERVICES</b><br><br><b>MOVERS SCHEDULE</b><br><br>RECORDS INCLUDE CONTRACT MOVER'S<br>SCHEDULED ASSIGNMENTS, TIME SHEETS,<br>INVOICES REVIEWED AND AUTHORIZED FOR<br>PAYMENT, ETC. | P             | N             | A+2Y           | 2Y            | 2Y          | 2Y            |                                     | <b>CUSTODIAN:</b><br><b>BUSINESS SERVICES</b><br><br><b>MANDATED BY:</b><br><b>SAM 1671</b><br><br>RETAIN IN THE OFFICE AS ACTIVE UNTIL THE<br>CONTRACT IS TERMINATED. RETAIN TWO ADDITIONAL<br>YEARS AND TRANSFER TO LOCAL ARCHIVES OR THE<br>STATE RECORDS CENTER FOR STORAGE. RETAIN UNTIL<br>DGS AUDIT OR TWO ADDITIONAL YEARS IF NO AUDIT<br>OCCURS (FOUR YEAR TOTAL).<br><br><b>DESTRUCTION:</b><br><b>NON-CONFIDENTIAL</b><br><b>RECYCLE WHITE</b><br><b>PAPER ONLY</b> |

**RECORDS RETENTION SCHEDULE**

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

|   |  |                             |
|---|--|-----------------------------|
| DEPARTMENT (1)<br><b>CALIFORNIA DEPARTMENT OF CORRECTIONS</b>     | SCHEDULE NUMBER (2)<br><b>1012</b>                 | DATE (3)<br><b>06/12/91</b> |
| ORGANIZATIONAL UNIT<br><b>ADMINISTRATIVE SERVICES</b>             | PAGE<br><b>19</b>                                  | OF PAGES (4)                |
| ADDRESS (number, street, city)<br><b>1515 S STREET SACRAMENTO</b> | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) |                             |

| ITEM NUMBER<br>(6) | CUBIC FEET<br>(7) | CALIFORNIA STATE ARCHIVES USE ONLY<br>(8) | TITLE AND DESCRIPTION OF RECORDS<br>(9)  | Media<br>(10) | Vital<br>(11) | RETENTION      |               |             |               | PRA (Exempt) & IPA<br>(16) | REMARKS<br>(17)   |
|--------------------|-------------------|---|--|---------------|---------------|----------------|---------------|-------------|---------------|----------------------------|---|
|                    |                   |   |  |               |               | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |                            |   |
| ADM (19)           |                   |   | ADMINISTRATIVE SERVICES  |               |               |                |               |             |               |                            | <p><b>CUSTODIAN:</b><br/>BUSINESS SERVICES</p> <p><b>MANDATED BY:</b><br/>ADMIN.POLICY</p> <p>RETAIN IN THE OFFICE AS ACTIVE UNTIL THE VEHICLE IS SURVEYED OR THE PERMIT IS SUPERSEDED. RETAIN TWO ADDITIONAL YEARS IN THE OFFICE AND TRANSFER TO THE STATE RECORDS CENTER FOR STORAGE. RETAIN UNTIL AUDITED BY DGS OR TWO ADDITIONAL YEARS IF NO AUDIT OCCURS (FOUR YEARS TOTAL), THEN DESTROY.</p> <p><b>DESTRUCTION:</b><br/>NON-CONFIDENTIAL<br/>RECYCLE WHITE PAPER ONLY</p> |
| BUS-0500           | 0                 |   | <p>VEHICLE REGISTRATION AND STORAGE</p> <p>RECORDS INCLUDE ALL CDC VEHICLE PINK SLIPS; REQUESTS AND AUTHORIZED PERMIT TO STORE VEHICLES AT RESIDENCY; REQUESTS FOR NON-EXEMPT LICENSE PLATES (UNDERCOVER PERMIT); ETC.</p> | P             | N             | A+2Y           | 0             | 2Y          | A+4Y          |                            |   |

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

|  |  |                             |
|--|--|-----------------------------|
| DEPARTMENT (1)<br><b>CALIFORNIA DEPARTMENT OF CORRECTIONS</b>  | SCHEDULE NUMBER (2)<br><b>1012</b>                 | DATE (3)<br><b>06/12/91</b> |
| ORGANIZATIONAL UNIT<br><b>ADMINISTRATIVE SERVICES</b>          | PAGE<br><b>20</b>                                  | OF PAGES (4)                |
| ADDRESS (number and street)<br><b>1515 S STREET SACRAMENTO</b> | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) |                             |

| ITEM NUMBER<br>(6) | CUBIC FEET<br>(7) | CALIFORNIA STATE ARCHIVES USE ONLY<br>(8) | TITLE AND DESCRIPTION OF RECORDS<br>(9)  | Media<br>(10) | Vital<br>(11) | RETENTION      |               |             |               | PRA (Exempt) & IPA<br>(16) | REMARKS<br>(17)   |
|--------------------|-------------------|---|--|---------------|---------------|----------------|---------------|-------------|---------------|----------------------------|---|
|                    |                   |   |  |               |               | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |                            |   |
| ADM (20)           |                   |   | ADMINISTRATIVE SERVICES  |               |               |                |               |             |               |                            | CUSTODIAN:<br>BUSINESS SERVICES   |
| BUS-0525           | 0                 |   | GAS CREDIT CARDS<br><br>RECORDS INCLUDE GAS CREDIT CARD REQUEST, COPIES OF VENDOR BILLINGS REVIEWED AND AUTHORIZED FOR PAYMENT, ETC. | P             | N             | A+2Y           | 2Y            | 2Y          | A+4Y          |                            | MANDATED BY:<br>SAM 1671<br><br>RETAIN IN THE OFFICE AS ACTIVE UNTIL THE END OF FISCAL YEAR. RETAIN TWO ADDITIONAL YEARS AND TRANSFER TO LOCAL ARCHIVES OR STATE RECORDS CENTER FOR STORAGE. RETAIN UNTIL DGS AUDIT OR TWO ADDITIONAL YEARS IF NO AUDIT OCCURS (FOUR YEAR TOTAL), THEN DESTROY.<br><br>DESTRUCTION:<br>NON-CONFIDENTIAL<br>RECYCLE WHITE PAPER ONLY |

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

|   |   |                             |
|---|---|-----------------------------|
| DEPARTMENT (1)<br><b>CALIFORNIA DEPARTMENT OF CORRECTIONS</b> | SCHEDULE NUMBER (2)<br><b>1012</b>                    | DATE (3)<br><b>06/12/91</b> |
| ORGANIZATIONAL UNIT<br><b>ADMINISTRATIVE SERVICES</b>         | PAGE<br><b>21</b>                                     | OF PAGES (4)                |
| ADDRESS (number<br><b>1515 S STREET SACRAMENTO</b> city)      | DEPARTMENT OF GENERAL SERVICES APPROVAL<br>NUMBER (5) |                             |

| ITEM<br>NUMBER<br>(Triple-space<br>between items)<br>(6) | CUBIC<br>FEET<br>(7) | CALIFORNIA<br>STATE<br>ARCHIVES<br>USE ONLY<br>(8) | TITLE AND DESCRIPTION OF RECORDS<br>(Triple-space between items)<br>(9)   | Media<br>(10) | Vital<br>(11) | RETENTION      |               |             |               | PRA<br>(Exempt)<br>&<br>IPA<br>(16) | REMARKS<br>(17)  |
|--|----------------------|--|---|---------------|---------------|----------------|---------------|-------------|---------------|-------------------------------------|--|
|  |                      |  |   |               |               | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |                                     |  |
| ADM (21)<br>BUS-0550                                     | 0                    |  | ADMINISTRATIVE SERVICES<br><br>GENERAL SERVICES CHARGE CARDS<br><br>RECORDS INCLUDE GENERAL SERVICES CARDS,<br>EMPLOYEE REQUESTS, AND INDEX CARD OR DATA<br>FILE. | P*            | N             | A+1Y           | 0             | 0           | A+1Y          |                                     | CUSTODIAN:<br>BUSINESS SERVICES<br><br>MANDATED BY:<br>ADMIN.POLICY<br><br>RETAIN THE EMPLOYEE REQUEST IN THE OFFICE FOR<br>ONE YEAR AND THEN DESTROY.<br><br>RETAIN THE CARD OR DATA FILE AS ACTIVE UNTIL<br>THE EMPLOYEE GENERAL SERVICES CARD IS<br>RETURNED. RETAIN ONE ADDITIONAL YEAR AND THEN<br>DESTROY.<br><br>*P: PAPER<br>M: ELECTRONIC<br>PLASTIC<br><br>DESTRUCTION:<br>NON-CONFIDENTIAL<br>RECYCLE WHITE<br>PAPER ONLY |

**RECORDS RETENTION SCHEDULE**

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

|   |  |                             |
|---|--|-----------------------------|
| DEPARTMENT (1)<br><b>CALIFORNIA DEPARTMENT OF CORRECTIONS</b>     | SCHEDULE NUMBER (2)<br><b>1012</b>                 | DATE (3)<br><b>06/12/91</b> |
| ORGANIZATIONAL UNIT<br><b>ADMINISTRATIVE SERVICES</b>             | PAGE<br><b>22</b>                                  | OF<br>PAGES (4)             |
| ADDRESS (number, street, city)<br><b>1515 S STREET SACRAMENTO</b> | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) |                             |

| ITEM NUMBER<br>(6)   | CUBIC FEET<br>(7) | CALIFORNIA STATE ARCHIVES USE ONLY<br>(8) | TITLE AND DESCRIPTION OF RECORDS<br>(9)  | Media<br>(10) | Vital<br>(11) | RETENTION      |               |             |               | PRA (Exempt) & IPA<br>(16) | REMARKS<br>(17)   |
|----------------------|-------------------|---|--|---------------|---------------|----------------|---------------|-------------|---------------|----------------------------|---|
|                      |                   |   |  |               |               | OFFICE<br>(12) | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) |                            |   |
| ADM (22)<br>BUS-0575 | 0                 |   | ADMINISTRATIVE SERVICES<br><br>MAILROOM SHIPPING/FREIGHT LOG<br><br>RECORDS INCLUDE SHIPPING/FREIGHT LOG USED TO TRACK MAIL ITEMS. | P             | N             | A+6M           | 0             | 0           | A+6M          |                            | CUSTODIAN:<br>BUSINESS SERVICES<br>MAINTAINED BY MAILROOM<br><br>MANDATED BY:<br>ADMIN.POLICY<br><br>RETAIN IN THE OFFICE AS ACTIVE UNTIL THE LOG BOOK IS FILLED OR COMPLETE. RETAIN AN ADDITIONAL SIX MONTHS AND DESTROY.<br><br>DESTRUCTION:<br>NON-CONFIDENTIAL<br>RECYCLE WHITE<br>PAPER ONLY |