

**RECORDS RETENTION SCHEDULE**

GC 27632

mailed letter 12-19-07  
STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES  
STATE RECORDS PROGRAM

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> 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 <b>Department of Motor Vehicles</b>		(2) AGENCY BILLING CODE 51805	(3) PAGE 1 OF 5 PAGES	
(4) DIVISION/ BRANCH/ SECTION Registration Operations Division, Registration Processing Unit III		(5) ADDRESS 2415 1st Ave. MS D273 Sacramento, CA 95818		
CHECK THE APPROPRIATE BOX				
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]				
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) –(16)] (A new approval number will be assigned.)				
(8) <input type="checkbox"/> 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-011	(10) SCHEDULE DATE 7/26/07	(11) NUMBER OF PAGES 5	(12) CUBIC FEET (Total Schedule) 294.5
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 183/186-DMV-ROD	(14) APPROVAL NUMBER 02-060	(15) APPROVAL DATE (S) 03/19/02	(16) PAGE NUMBER(S) REVISED – 1 1-5
(17) MISSION/FUNCTIONAL STATEMENT: The function of the Registration Processing Unit III includes processing vehicle and vessel registration and titling applications referred by field offices, as well as, the public, dealers and financial institutions. Employees also register foreign vehicles, act as a liaison with the courts regarding parking violations, and process difficult or sensitive transactions.				
<b>PART I – AGENCY STATEMENTS</b>				
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 916-555-5552	(21) DATE SIGNED
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 916 657-7448 5623	(26) DATE SIGNED 7/27/07
<b>PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)</b>				
(27) SIGNATURE –CalRIM CONSULTANT <i>John E. Lort</i>		(28) APPROVAL NUMBER 07-297	(29) DATE SIGNED 11/5/2007	(30) EXPIRATION DATE 11/5/2012
<b>PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)</b>				
THE ATTACHED RECORDS RETENTION SCHEDULE:				
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives				
(32) <input 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.)				
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bailey, Assistant</i>		(34) DATE SIGNED Nov. 29, 2007		

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)

Program Management

1	*		ADM 173, Cashiers Daily Record	P							Obsolete – programmatically updated daily.
2	11 Cu. Ft.		ADM 311, Cashier's Transfer Receipt	P	Active+3			4			Active until revised or superseded. Protected by IPA 1798.34. Confidential destruction per GC 6254 (C).
3	*		ADM 344, Consolidation Audit Sheet	P							Obsolete – not used.
4	2 Cu. Ft.		ADM 518, Notice of Transfer of Accountable or Controlled Items	P	Active+1 60 Days			2		XI	Active until revised or superseded. Protected by IPA 1798.34. Confidential destruction per GC 6254 (C)
5	*		Application Review List	P				60Days			Purged
6	*		Bundle Log Purge Report	P	60 Days ↓ 1 Year			60 days			Purged
7	*		Bundle Reconciliation Report	P	↓ 1 Year			1 Year			Purged
8	*		Control Audit Transaction Report	P	Active+3			<i>active +3</i>			Obsolete
9	*		Correspondence, Involuntary Transfer Section <i>(VIN Switches, Fraud &amp; Forgery, Civil Disputes)</i>	P	1 Year			<i>≠ 1yr</i>			<i>Cut-off at the end of CY then hold 1 added.</i> Active until revised or superseded. Protected by IPA 1798.34. Confidential Destruction per 6254 (c).

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)
10	10 Cu. Ft.		Electronic Lien and Title Program (Paperless Title) error report	P					1 Year	XI	Active until revised or superseded. Protected by IPA 1798.34. Confidential destruction per GC 6254 (c).
11	12 Cu. Ft.		Enhanced Potential Records, Unclear (Type Transaction Code C19) report	P					1 Year	XI	Active until revised or superseded. Protected by IPA 1798.34. Confidential destruction per GC 6254 (c).
12	2 Cu. Ft.		Holdouts, Registration	P	Active				Active	XI	Active until revised or superseded. Protected by IPA 1798.34. Confidential destruction per GC 6254 (c).
13	18 Cu. Ft.		Miscellaneous Files, Control Cashier (critical Errors, Discrepancy Employee Files, ID and Passwords, Keys, Bank Totals	P	Current+3				Current +3	XI	Current until revised or superseded. Thereafter, confidential destruction per GC 6254 (c).
14	3 Cu. Ft.		Office Collections Reports ( <i>Office Collections, Unclear Collection, Phase II Clearance</i> )	P	Active+1				<del>1 Year</del> Active + 1	XI	Active until revised or superseded. Protected by IPA 1798.34. Confidential destruction per GC 6254 (c).
15	23 Cu. Ft.		Parking, Abstract of Court Record	P	Active+2				Active + 2	XI	Active until revised or superseded. Protected by IPA 1798.34. Confidential destruction per GC 6254 (c).
16	4 Cu. Ft.		Parking Citations	D	Active+2				Active + 2	XI	Active until revised or superseded. Protected by IPA 1798.34. Confidential destruction per GC 6254 (c).
17	8 Cu. Ft.		Parking, Failure to Pay (FTP)	P	Active+2				Active + 2	XI	Active until revised or superseded. Protected by IPA 1798.34. Confidential destruction per GC 6254 (c).
18	6 Cu. Ft.		Parking Reports and Statistics	P	Active+2				Active + 2	XI	Active until revised or superseded. Protected by IPA 1798.34. Confidential destruction per GC 6254 (c).
19	2/178 Cu. Ft.		Physical Inventory	P/M	Active+1				Active + 1	XI	Active until revised or superseded. Protected by IPA 1798.34. Confidential destruction per GC 6254 (c).

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)
20	7 Cu. Ft.		Physical Inventory Discrepancy Report	P	Active+2				active+1	XI	Active until revised or superseded. Protected by IPA 1798.34. Confidential Destruction per GC 6254 (c).
21	*		Registration Release Adjudication	P	Active+2				active+2	XI	Purged. Confidential destruction per GC 6254 (c).
22	*		Refund/Credit (P35) Report	P	6 Months				6 mos.	XI	Purged. Confidential destruction per GC 6254 (c).
23	*		Run Log	P	14 Days				14 days	XI	Purged. Confidential destruction per GC 6254 (c).
24	*		Transaction Volume Report	P	30 Days				30 days	XI	Although the Accounting Manual specifies a retention period of 5 days, manager elects to retain for an additional 25 days until revised or superseded.
25	*		Production Statistics Reports	P	60 Days				60 days	XI	Purged.
			<u>Administrative Management</u>								
26	*		Budget Expenditures and Related Reports ( <i>Budget revisions, transfer of budget allotments, expenditure reports, financial activity reports</i> )	P	Current				Current	XI	Current until revised or superseded; thereafter, confidential destruction per GC 6254(c).
27	3.5 Cu. Ft.		Office Administrative Files ( <i>Records accumulated related to the internal administration or housekeeping activities of the office rather than the function for which the office exists</i> )	P	Active				Active	XI	Active until Revised or superseded; thereafter, confidential destruction per GC 6254(c).
28	5 Cu. Ft.		Personnel Files and Related Documents	P	Active				active	XI	Active until employee separates, transfers, retires, or until unit disbands per IPA 1798.34; thereafter, confidential destruction per GC 6254(c).
29	*		Procurement and Supply Documents (Standard forms for leases, standard agreements, space action request, purchase estimate or orders)	P	7 yrs				7 years	XI	<del>Current until revised or superseded; thereafter, confidential destruction per GC 6254(c).</del> Cut off at the end of FY and hold for an additional seven years.

07-297

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	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
<b><u>Records Management</u></b>											
30	*		Records Retention Schedules and Approvals (STD. 73,72)	P		Current			Current		Retain as current until revised.
31	*		Records Inventory Worksheets (STD. 70)	P		Current			Current		
Total	294.5 <del>116.5/1</del> <del>78</del> Cu. Ft.										

\* Provide total of office and departmental