

STATE OF CALIFORNIA  
**RECORDS RETENTION SCHEDULE**  
**APPROVAL REQUEST**  
 STD. 72 (REV. 9-89)

DEPARTMENT, BOARD OR COMMISSION	BILLING CODE	
CORRECTIONS	17132	
DIVISION, BUREAU OR OTHER UNIT	CUBIC FEET (Total Schedule)	
PRISON INDUSTRY AUTHORITY/PELLICAN BAY	44.75	
ADDRESS		
5905 LAKE EARL DRIVE, CRESCENT CITY, CA 95531		
SCHEDULE NUMBER	NUMBER OF PAGES	SCHEDULE DATE
POA-01-PBSP	2	02/21/91

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

TO: DEPARTMENT OF GENERAL SERVICES  
 OFFICE OF RECORDS MANAGEMENT  
 428 J Street, Suite 390  
 Sacramento, CA 95814 (or IMS C-40)

(916) 445-2294 or ATSS 8-485-2294

- 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  
 YVONNE JONES *Yvonne Jones* TITLE OFFICE TECHNICIAN DATE 02/21/91

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  
*Shirley Management Coordinator*  
 NAME (Printed or Typed) *Shirley Management* TITLE *Shirley Management Coordinator*  
*Shirley Management* TELEPHONE *355-0147 X37* DATE *3-5-91*

**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 form STD. 73. Our approval covers Columns 1 - 17 only.

SIGNATURE *Micelle Wilson* APPROVAL NUMBER *91.068*  
 TITLE *Records Mgmt Analyst* DATE *3/21/91*

**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. (Per Section 1611 of the State Administrative Manual.)

SIGNATURE--CHIEF OF ARCHIVES *John F. Barnes* DATE MAY 21 1991

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-90)

See instructions on reverse  
and in SAM 1600

DEPARTMENT (1) CORRECTIONS	SCHEDULE NUMBER (2) PIA-01-PBSP	DATE (3) 02/21/91
ORGANIZATIONAL UNIT PRISON INDUSTRY AUTHORITY-PBSP	PAGE 01	OF 02
ADDRESS (Number Street City) 5905 LAKE EARL DRIVE, CRESCENT CITY, CA 95531	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt & IPA) (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			MISSION STATEMENT: EMPLOY CA. PRISON INMATE IN A PRIVATE INDUSTRY-LIKE ENVIROMENT. <u>ADMINISTRATIVE RECORDS</u>								
1.	3.0		CORRESPONDENCE: PERTAINING TO: A. MEMOS SENT TO AND RECEIVED FROM HEADQUATERS, SACRAMENTO. B. LETTERS FROM VENDORS REGARDING ORDERED ITEMS, PURCHASE ORDERS (VERIFICATION). C. GENERAL SUBJECT SUCH EQUIPMENT, AUDITS, INTER-MEMOS.	P		1	3		4		RETENTION CRITERION-DECISION BY PRODUCTION MANAGER II  DESTRUCTION CRITERION:NON-CONFIDENT WASTEPAPER-RECYCLE.
2.	2.25		STAFF PERSONNEL RECORDS - INC FILES.	P		ACTIVE			ACTIVE	XI	OFFICE COPIES ONLY - OFFICIAL PERSONEL FOLDER AT PERSONNELOFFICE - PELICAN BAY STATE PRISON. IPA 1798.3  ACTIVE UNTIL EMPLOYEE SEPARATES FROM STATE AGENCY.  RETENTION CRITERION - PRODUCTION MANAGER II.  DESTRUCTION - CONFIDENTIAL DESTRUCTION
3.	5.0		PURCHASE ESTIMATES, SERVICE AND EXPENSE AND PURCHASE ORDER RECORDS PERTAINING TO ACQUISITION OF NEEDED RAW MATERIALS, OFFICE FURNITURE AND EQUIPMENTS, OFFICE SUPPLIES, REPAIRS OF EQUIPMENT, VEHICLES, MACHINERIES AND TOOLS.	P		2	2		4		RETAIN AT LEAST TWO YEARS FROM END FISCAL YEAR IN WHICH ENCUMBRANCE IS LIQUIDATED. AFTER TWO YEARS DESTROY AFTER AUDIT OR FOUR YEARS WHICHEVER OCCURS FIRST.  <u>EXCEPTION:</u> ANY CONTRACT OR INTERAGENCY AGREEMENT WHICH IS EXEMPT FROM REVIEW BY THE DEPARTMENT OF GENERAL SERVICES (SEE SAM SECTION 1206) SHALL BE RETAIN FOR THREE YEARS OR UNTIL AUDITED BY THE DEPARTMENT OF GENERAL SERVICES, WHICH EVER OCCURS FIRST.

\*Provide total of office and departmental

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
3.			CONTINUED								DESTRUCTION CRITERION-NON-CONFIDENTIAL WASTEPAPER-RECYCLE.
4.	5.0		STAFF ATTENDANCE SHEETS PERTAINING TO OVERTIME, COMPENSATING TIME OFF, SICK TIME AND VACATION TIME.	P		1	3		4	XI	RETAIN FOR TWO YEARS FROM PAY PERIOD INVOLVED. THEN RETURN TWO MORE YEARS OR UNTIL AUDITED, WHICHEVER OCCURS FIRST. (MAXIMUM OF FOUR YEARS) IPA 1798.3
5.	9.0		INMATE RECORDS - PERTAINING TO: A. WORK RECORD B. WORK PAY CARDS C. PAYROLL REPORTS	P		1	2		3	XI	RETAIN FOR TWO YEARS FROM PAY PERIOD INVOLVED. THEN RETURN ONE MORE YEAR OR UNTIL INMATES LEAVE THE INSTITUTION (MAXIMUM OF THREE YEARS) \$6254.32
6.	19.0		GENERAL RECORDS AND REPORTS: STOCKS RECEIVED REGISTER STOCKS ISSUED REGISTER INVENTORY RECORDS BUDGET REPORT FINANCIAL STATEMENTS FINISHED GOODS PRODUCTION REGISTER SALES REGISTER INTER-INSTITUTION TRANSFER REQUEST	P		1	3		4		RETAIN FOR AT LEAST TWO YEARS. AFTER TWO YEARS DESTROY AFTER AUDIT OR FOUR YEARS WHICHEVER OCCURS FIRST.
7.	1.5		DISBURSEMENTS: TRAVEL EXPENSE CLAIM PETTY CASH DISBURSMENT VOUCHERS.	P		1	3		4	XI	RETAIN FOR AT LEAST TWO YEARS FROM END OF FISCAL YEAR IN WHICH CLAIM IS FILED. AFTER TWO YEARS DESTROY AFTER AUDIT OR FOUR YEARS WHICHEVER OCCURS FIRST. 1798.3 IPA
TOTAL:	44.75										

\*Provide total of office and departmental