

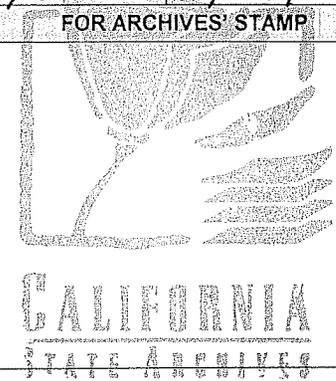
RECORDS RETENTION SCHEDULE

Key 29243

Submit three copies to: Department of General Services, California Records and Information Management, 344 N. 7th Street, Sacramento, CA 95811

A CalRIM Consultant may be reached by phone at (916) 322-1729, by fax at (916) 322-1014

(1) DEPARTMENT, BOARD OR COMMISSION Department of Consumer Affairs		(2) AGENCY BILLING CODE 58002		(3) PAGE 1 OF 3 PAGES	
(4) DIVISION/ BRANCH/ SECTION Internal Audit Office (IAO)		(5) ADDRESS 1625 North Market Blvd. S-324 Sacramento, CA 95834			
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 AD-10	(10) SCHEDULE DATE 1/13/10	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 100	
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER AD-9	(14) APPROVAL NUMBER 01-070 no flags	(15) APPROVAL DATE (S) 3/19/01	(16) PAGE NUMBER(S) REVISED	
(17) MISSION/FUNCTIONAL STATEMENT The mission of the Internal Audit Office is to help management accomplish its objectives by bringing a systematic independent approach to governance, control and risk assessment.					
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>[Signature]</i>		(19) TITLE Staff Management Auditor		(20) PHONE NUMBER 916-574-8192	(21) DATE SIGNED 1/13/10
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>[Signature]</i>		(23) CLASSIFICATION RMAC /SSA	(24) NAME (Printed or Typed) MacAguilar	(25) PHONE NUMBER 574-7260	(26) DATE SIGNED 1/25/10
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE –CalRIM CONSULTANT <i>[Signature]</i>		(28) APPROVAL NUMBER 10-015	(29) DATE SIGNED 1/27/2010	(30) EXPIRATION DATE 1/27/2015	
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)					
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>[Signature]</i>			(34) DATE SIGNED Feb. 15, 2010		



10-015

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)

			<u>Records Management</u>								
1.	30		Audit Workpapers, Reports	P		2	5		7		
2.	15		Correspondence	P		Active			Active		Active – until Board/Bureau/Commission/Committee is audited.
3.	30		Permanent Files (audit reference)	P		Active			Active		Updated on continuous basis.
4.	15		General Correspondence (including training, budget information, supervisory personnel files, etc.)	P		2	2		4		Personnel files are exempt from disclosure to the public but available to the employee concerned.
5.	5		Chronological Files	P		5	-		5		
6.	5		Special projects and reports including internal control evaluation required by law and investigative projects.	P		2	5		7		

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)

<u>Records Management</u>											
7.	.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.
8.	.1		Std. 70-Records Inventory Worksheet	P		Current				Current	Retain as current until superseded. Although revision is required every five years from the date approved by DGS, Inventories that are not revised remain in effect but are considered non-current.

* Provide total of office and departmental