

Records Retention Schedule
STD. 73 (REV. 5-92)

See Instructions on reverse
and in SAM 1600

DEPARTMENT (1) Department of Motor Vehicles		SCHEDULE NUMBER (2) DMV-LOD-006	DATE (3) 1/27/2000
ORGANIZATIONAL UNIT Licensing Operations Division Driver Licensing Branch, Record Security & Identification Unit, RU235		PAGE OF PAGES 2 OF 6	
ADDRESS (Number Street City) 2570 24 th Street Sacramento, CA 95818		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 01-008	

Item Number (Triple Space Between Items) (6)	Cubic Feet* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between Items) (9)	M E D I A (10)	V I T A L (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS	
						Office (12)	Dept. (13)	SRC (14)	Total (15)			
			<u>Records Management</u>									
1	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Approval Request and Records Retention Schedules (Std. 72 and 73)	P		Current			Current		Retain as current until superseded.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.	
2	↓		Std. 70 - Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory.	
			<u>Administrative Records</u>									
3	6		Personnel Files (informal) Includes employee accident reports, travel expense claims, etc.	P		Active			Active	XI	Retain as active for term of employee. When employee leaves, file will be transferred to employee's new unit or HRB. IPA 1798.3 Supersedes 88-490, item #17.	

* Provide total of office and departmental

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4	1		Housekeeping Records - Includes Security & Disclosure Statements	P		Current +3			Current +3		Current until superseded. Hold for additional three years, then destroy.
5	15		Statistical Files (includes volume of record corrections; weekly, monthly reports for DL/ID corrections, employee temporary/overtime, vacancy reports, and weekly phone report.)	P		Current +4			Current +4		Current until filing date. Hold for additional four years, then destroy. Supersedes 88-490, item #18.
6	↓		EDP Requests (requests for changes to DMV's software program)	P		Active +3			Active +3		Active until program modified, then purge three years after implementation.
7	↓		EDP Status Report	P		Current +2			Current +2		Current until superseded. Hold for additional two years, then destroy.
			<u>Program Files</u>								
8	2		Isotec Phone Reports (includes breakdown of unit and employee calls, hours phone is available and unavailable)	P		Current +6 months			Current +6 months		Current until superseded. Hold for additional six months, then confidential purge.

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						Office (12)	Dept. (13)	SRC (14)	Total (15)		
9	1		R.A.C.F. Files	P		Current +1			Current +1	X	Current until superseded or canceled. Confidential destruction.
10	↓		Correspondence - Internal/External (records that relate to the internal administration or housekeeping activities of the office)	P		3			3		Destroy after three years, or when no longer needed, whichever occurs first. Supersedes 88-497, pg. 6, Items 38/40
11	108		<u>Controlled Records</u> R-Code Records - DL/ID records with same name and birth date (doubles).	P		Active +5			Active +5	XI	Active for five years from date of last activity. Hold for additional five years, then destroy. Confidential destruction. Records are required to conduct day-to-day business. Supersedes 88-497, pg. 6, Item 37 IPA 1798.3, GC 6254(c), CVC 1808
12	108		Investigation Package (ID 3) - records under investigation.	P		Active			Active	X	Active for three years or until case closed, whichever occurs first. Confidential destruction. GC 6254(c)

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13	108		New Number Assignment - records with previous numbers receiving a new number.	P		Active			Active		Active until canceled, then forward to Micrographics. Microfilm cartridges are retained and under the control of the Communication Programs Division, Information Services Branch.
14	63		Can't Identify Records (CIW) - "X" number files that can not be identified to permanent DL/ID numbers.	P		Active +2			Active +2	XI	Active until canceled. Hold for additional two years, then destroy. Confidential destruction. IPA 1798.3, GC 6254(C).
15	6		Overflows - Hard copy files of DL records too large to be stored on the master file data base.	P		Active +5 years			Active + 5 years	XI	Active for five years from date of last activity. Hold for additional five years, then destroy. Records are required to conduct day-to-day business. Confidential destruction. IPA 1798.3, GC 6254(c)
16	2		Daily Abstract Deletion Report (report of deleted abstract dismissals)	C		Current +1			Current +1	X	Current until superseded. Hold for one year, then destroy. Confidential destruction.

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17	2		Daily Extended Masterfile Correction Report (report of corrections updated in unit)	C		Current +2			Current +2	X	Current until superseded, hold for two years, then destroy. Confidential destruction.
Total Cubic Ft.		422									

Discontinued Items from 88-497, page 6, Items 36 - 40

Item #36 - Control Cards - process eliminated due to automation.

Item #40 - Reg. Appl. - process currently in Investigations and Audits Division, Confidential Records.

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