

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd 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.gov

(1) DEPARTMENT, BOARD OR COMMISSION Department of Consumer Affairs – Medical Board of California	(2) AGENCY BILLING CODE 57304	(3) PAGE 1 OF 4 PAGES
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(4) DIVISION/ BRANCH/ SECTION Business Services Office	(6) ADDRESS 2005 Evergreen Street, Suite 1200 Sacramento, CA 95814
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CHECK THE APPROPRIATE BOX

(a) New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]

(b) Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)

(c) Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)

NEW SCHEDULE FORMATION (If applicable)	(9) SCHEDULE NUMBER MBC ADMIN 4	(10) SCHEDULE DATE 11/19/10	(11) NUMBER OF PAGES 4	(12) CUBIC FEET (Total Schedule)
PREVIOUS SCHEDULE FORMATION (If applicable)	(13) SCHEDULE NUMBER MBC-Administration 3	(14) APPROVAL NUMBER 98-252	(15) APPROVAL DATE (S) 10-5-98	(16) PAGE NUMBER(S) REVISED – 1-3

(7) MISSION/FUNCTIONAL STATEMENT:
 The mission of the Medical Board is to protect health care consumers through the proper licensing and regulation of physicians and surgeons and certain allied health care professionals and through the vigorous, objective enforcement of the Medical Practice Act, and to promote access to quality medical care through the Board's licensing and regulatory functions.

(8) AGENCY STATEMENTS:
 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>Chris P. [Signature]</i>	(19) TITLE Staff Services Manager I	(20) PHONE NUMBER 916-263-2500	(21) DATE SIGNED 7/28/10
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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 Records Coordinator	(24) NAME (Printed or Typed) Mac Aguilar	(25) PHONE NUMBER 916-574-7260	(26) DATE SIGNED 11/19/10
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RT II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE - CalRIM CONSULTANT <i>[Signature]</i>	(28) APPROVAL NUMBER 10-208	(29) DATE SIGNED 11/09/2010	(30) EXPIRATION DATE 11/09/2015
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RT III - ARCHIVAL SELECTION (Per Government Code Section 14756)

ATTACHED RECORDS RETENTION SCHEDULE:

(31) Contains no material subject to further review by the California State Archives

(32) 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.)

Key # 30292

(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Josica M. Howard, Archivist</i>	(34) DATE SIGNED 12/9/10
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37	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
			Vehicle Authorization Forms and Certificate of Insurance								Active until superceded.
			Records Program: Record Retention Schedules - Std 73			<i>CURRENT</i>					Retain as current until revised Note: Although revision is required every five years from date approved CalRim, records retention schedules that are not revised remain in effect but are considered non-active.
			<i>STD. 70</i> Records <i>INVENTORY CHECKLIST</i>			<i>CURRENT</i>					Retain as current until <i>NEXT INVENTORY OR WHEN NO LONGER NEEDED FOR REFERENCES OR ANALYSIS, WHICHEVER IS LATER.</i>
			Property(Equipment) Std. 152 Property Survey Report			4			4		Retain at least two years from end of fiscal year in which prepared. After two years, destroy after audit or four years whichever occurs first.
			Property (Equipment) Std. 158 Transfer of Location Equipment			4			4		Retain until next inventory, provided: (1) the transfer is signed by property custodian, and (2) period has been audited by Department of Finance, or until four years have elapsed, whichever occurs first.
			Forms Management A. Forms (camera ready-copy) B. Reproduction Request Orders for forms			7			7		Retain seven years from end of fiscal year in which encumbrance is liquidated. Destroy after the required seven years or when audited by the Bureau of State Audits or Department of General Services, whichever occurs first.
			Purchase Documents It includes but not limited to: Contracts and Purchase Request , etc.			7			7		Retain seven years from end of fiscal year in which encumbrance is liquidated. Destroy after the required seven years or when audited by the Bureau of State Audits or Department of General Services, whichever occurs first.



MEDICAL BOARD OF CALIFORNIA
Business Services Office



Summary of Changes

The Medical Board/BSO Unit, has updated its record retention Schedule as follows:

Additions

- Property Equipment (Std 152) – item 3
- Property Equipment (Std 158) – item 4
- Facilities (Std 9, 48A) – item 8
- Procedures – item 9
- Electronic Mail (E-mail) – item 10.

10-10-208