

RECORDS RETENTION SCHEDULE

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 e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Department of Motor Vehicles		(2) AGENCY BILLING CODE 51805		(3) PAGE 1 OF 2 PAGES	
(4) DIVISION/ BRANCH/ SECTION ASD/Forms and Accountable Items Section		(5) ADDRESS 2570 24th Street, M/S G202, 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-ASD-003	(10) SCHEDULE DATE 08/10/2010	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 455.58	
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 012-DMV-ASD	(14) APPROVAL NUMBER E02-133 <i>oflags</i>	(15) APPROVAL DATE(S)	(16) PAGE NUMBER(S) REVISED 2	
(17) MISSION/FUNCTIONAL STATEMENT Forms and Accountable Items Section is responsible for forms management functions, such as the development and revision of DMV forms, procuring forms, license plates, disabled person placards, validation stickers and related indicia, processing form orders for alcohol treatment programs.					
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>Randy Chavez</i>		(19) TITLE Staff Services Manager II		(20) PHONE NUMBER 657-9928	(21) DATE/SIGNED 9/21/2010
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. <i>2415 - FIRST AVE. SACTO. 95818</i>					
(22) SIGNATURE – RECORDS MGMT. ANALYST <i>Frank V. Stone</i>		(23) CLASSIFICATION AGPA <i>SSM</i>	(24) NAME (Printed or Typed) Frank V. Stone <i>Sava Sepulveda</i>	(25) PHONE NUMBER 657-0792 <i>657-5623</i>	(26) DATE SIGNED 9/21/2010
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE / CalRIM CONSULTANT <i>Jenny Chakonova</i>		(28) APPROVAL NUMBER 10-187		(29) DATE SIGNED 12-30-2010	(30) EXPIRATION DATE 12-30-2015
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)				FOR ARCHIVES' STAMP	
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>Jessica M. Howard, Archivist</i>		(34) DATE SIGNED <i>Key # 30599</i> 3/11/11			

STATE ARCHIVES

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10-187

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(35) CalRIM APPROVAL NUMBER										(36) PAGE 2 OF 2 PAGES	
ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	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)		
1	339.05		Form Files: ADM, DMV, DL, EXEC,FO, INV, ISD, OL, REG	P		current			current		Retention in office until superseded by newer version.
1B	1		Accountable Forms Distribution	P		active			active		Destroy when signed receipt is rec'd.
2	22.73		Correspondence - License Plates/Stickers	P		2-yrs			2-yrs		Cut-off at the end of each calendar year then hold for an additional two yrs or until purpose has been served.
3	3.15		Informal Personnel Files	P		active			active		Not Vital, kept for reference only. Destroy after employee has been reassigned or retires.
4	89.45		AIMS Unit Report <i>Accountable Items See Report</i>	P		active			active		Up to management discretion. Destroy when purpose has been served.
5	.1		Records Management Records Retention Schedule Approval Request & Records Retention Schedule	P		current			current		Retain as "current" until superseded. Although revision is required every 5 yrs by DGS record retention schedules that are not revised remain.
6	.1		STD 70: Record Inventory Sheet	P		current			current		Retain as "current" until next inventory.

* Provide total of office and departmental