

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 3 PAGES
(4) DIVISION/ BRANCH/ SECTION Business Services Office	(5) ADDRESS 2005 Evergreen Street, Suite 1200 Sacramento, CA 95814	

CHECK THE APPROPRIATE BOX

- (6) New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]
- (7) Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)
- (8) 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 MBC ADMINISTRATION 3	(10) SCHEDULE DATE 7/29/10	(11) NUMBER OF PAGES	(12) CUBIC FEET (Total Schedule)
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER MBC-Administration 3	(14) APPROVAL NUMBER 98-252 / 10-208 No flags	(15) APPROVAL DATE (S) 10-5-98	(16) PAGE NUMBER(S) REVISED – 1-3

(17) 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.

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>Jeri S. Hunley</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 Aquilar	(25) PHONE NUMBER 916-574-7260	(26) DATE SIGNED 7/29/10
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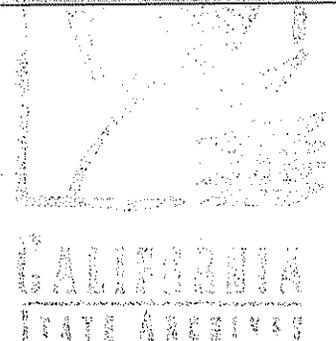
PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE - CalRIM CONSULTANT <i>[Signature]</i>	(28) APPROVAL NUMBER 001-037	(29) DATE SIGNED 7/4/2011	(30) EXPIRATION DATE 4/4/2016
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PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)

THE 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.)

(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sandra M. Harris, Archivist</i>	(34) DATE SIGNED 4/6/11	
Key # 30651		

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1			Vehicle Authorization Forms and Certificate of Insurance			Active			Active		Active until superceded.
2			Records Program: Record Retention Schedules - Std 73 Record Transfer List - Std 71			Active			Active		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. Retain as current until all records have been destroyed, retired permanently, transferred to State Archives, or when no longer needed whichever is later.
3			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.
4			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.
5			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.
6			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.

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)
7			Receipt of Purchase File contains phone invoices, cell phone invoices, blackberry invoices, training invoices, etc.			4			4		
8			Facilities: SRO, Bids, Space requests, Std form 9, 4083, Leases (all lease documents)			3			3		Retain Seven years from end of fiscal year in which encumbrance is liquidated. Destroy after the required seven years or when audited by the Department of State Audits or the Department of General Services, whichever occurs first.
9			Procedures: Memos & Policies			Active			Active		Retain in office until replacement policy or procedure is issued.
10			Electronic Mail (e-mail that relates to a record & transitory e-mail) A. E-mail records that are classified as official records			Active			Active		Subject to individual departments records retention schedules and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-mail message.
			B. Transitory e-mail			Active			Active		Destroy transitory email when they have served their purpose.



MEDICAL BOARD OF CALIFORNIA
Business Services Office

Summary of Changes

111-037

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

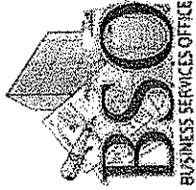
Sanchez, Javier

From: Mac Aguilar [Mac.Aguilar@dca.ca.gov]
Sent: Tuesday, January 25, 2011 10:45 AM
To: Judith Wishman
Cc: Sanchez, Javier
Subject: FW: Schedule # DCS/CCI-3

011-2371

Judith,

Sorry we need a summary of changes, explanation is below, and that is all.



Mac Aguilar
Records Coordinator
Department of Consumer Affairs
Office: 916.574.7260
Fax: 916.574.8665

From: Sanchez, Javier [mailto:Javier.Sanchez@dgs.ca.gov]
Sent: Monday, January 24, 2011 1:44 PM
To: Mac Aguilar
Subject: Schedule # DCS/CCI-3

Mac,

A careful and thorough review of proposed revision of Schedule # DCS/CCI-2 Program & Consumer Services Division, Consumer Information Center/Correspondence has determined that the proposed revision Schedule # DCS/CCI-3 does not provide the current status for the following records items:

SUMMARY OF CHANGES

<u>Previous Schedule Item #</u>	<u>Title & Description</u>	<u>Current Status</u>
1	Consumer Special Correspondence	LISTED AS ITEMS 5 & 6 of REVISION
2	Consumer Correspondence-Category	DCS/CCI - 3 "
3	Consumer Correspondence-Quick Reference	" "
4	Consumer Complaints	" "
5	Misc. Consumer Issues	" "
6	Board & Bureau Brochures	" "

While the revision includes records items #5. "Correspondence from Consumers" and # 6. "EMail from Consumers"; there is no "Summary of Changes" included with this revision to indicate how items #1 - 5 from the previous schedule were combined into items # 5 & 6 of the proposed revision? Also, Item #6 "Board Bureau Brochures" is not listed on the proposed revision and there is nothing to indicate the current status of this records item?

The Approval of this proposed RRS revision will continue upon receipt of "Summary of Changes" which provides the information under the column titled "Current Status"?

Let me know if you have any questions or require additional information?

4/4/2011