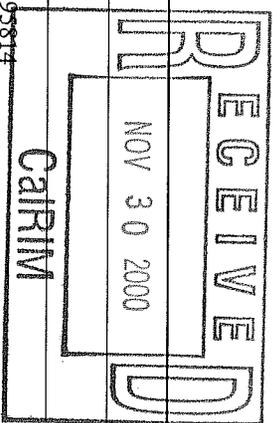


STATE OF CALIFORNIA
**RECORDS RETENTION SCHEDULE
 APPROVAL REQUEST**

STD. 72 (REV. 2-96)

JP
5/1/00
 # 131



Submit three copies with three copies of the
 Records Retention Schedule, STD. 73.

TO: DEPARTMENT OF GENERAL SERVICES
 OFFICE OF INFORMATION SERVICES
 1500 5th Street, Room 116
 Sacramento, CA 95814 (or IMS C-39)

(916) 445-2294 or CALNET 485-2294

NEW SCHEDULE INFORMATION (if applicable)	(5) SCHEDULE NUMBER	(6) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CUBIC FEET (Total Schedule)
MAP - 1		10/31/00	1	1

PREVIOUS SCHEDULE INFORMATION (if applicable)	(9) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED

PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE--MANAGER/DIRECTOR RESPONSIBLE FOR THE RECORDS
[Signature] (14) TITLE *SRMHT* (15) DATE SIGNED *11/1/00*

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE--RECORDS MANAGEMENT ANALYST
[Signature] (17) TITLE *RM A*
 (18) NAME (Printed or Typed) *TERRY HAVENTZ* (19) TELEPHONE *324-4351* (20) DATE SIGNED *11/3/00*

PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(21) SIGNATURE--OIS CONSULTANT
[Signature] (22) APPROVAL NUMBER *01-072*

(23) TITLE *Records Management Consultant* (24) DATE SIGNED *4/30/01*

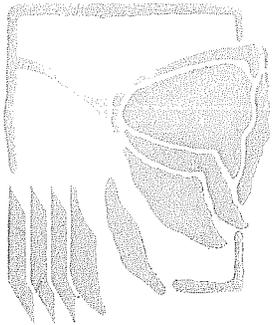
PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)

ARCHIVES USE ONLY

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

(26) Contains material subject to archival review. Items stamped "TRANSFER TO ARCHIVES" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)

(27) SIGNATURE--CHIEF OF ARCHIVES
[Signature] (28) DATE SIGNED *May 7, 2001*



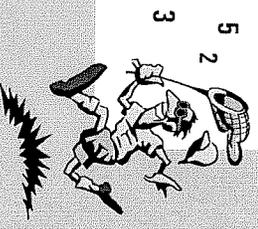
CALIFORNIA STATE ARCHIVES
checked 5/11/01

Market Analysis and Planning

Strategic Plan

Mission

Design, research and interpret data that are useful to DCA decision makers, consumers, industry and stakeholders for making informed decisions regarding DCA and the markets it regulates.



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RECORDS RETENTION SCHEDULE

STD.73 (REV. 2-96) (FMC)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Consumer Affairs		SCHEDULE NUMBER (2) MAP - 1	DATE (3) 10/31/00
ORGANIZATIONAL UNIT Market Analysis and Planning		PAGE (4) 1	OF PAGES 1
ADDRESS (Number Street City) 400 R Street, Suite 2000, Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 01-072	

ITEM NUMBER <i>Triple space between items</i>	CUBIC FEET*	CALIFORNIA STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Triple space between items)</i>	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEP T.	SRC	TOTAL		
(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
1	1		PERSONNEL RECORDS (Supervisor Copy) These records consist of informal personnel documents. They include but are not limited to: a) Attendance/absence reports b) Performance reports	P		Active			Active	XI	Active is until the employee leaves the Department and is still on probation with the other Department (usually 1 year) X – Exempt from public disclosure per Public Records Act, Gov. Code Sec 6254 c I – Access is available only to the individual the information pertains to, the "data subject," per Information Practices Act, Art. 1 Civil Code Sec. 1798.
2			BUDGETARY INFORMATION This file includes, but is not limited to: a) Budget and expenditures b) Budget Change Proposals c) Workload activity	P		2			2		
		NO COPY ARCHIVED	REPORTS These files consist of: a) Internal Reports b) External Reports	P		2		3	5		

3000 HCL - S V# 10: 30

8/10/00

Records Retention Schedule

STD. 73 (REV. 5-92)

See Instructions on reverse
and in SAM 1600

DEPARTMENT (1) Department of Consumer Affairs		SCHEDULE NUMBER (2) MAP-1	DATE (3) 10/31/00
ORGANIZATIONAL UNIT Market Analysis and Planning		PAGE 2	OF PAGES 2
ADDRESS (Number Street City) 400 R Street, Suite 2000, Sacramento, CA 95814		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 01-072	

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 L (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>									
4	.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.
5			Std. 70-Records Inventory Worksheet	P		Current				Current		Retain as current until next inventory.
6			Std. 71 - Records Transfer List	P		Current				Current		Retain as "Current" until all records listed have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed, whichever is later.
7			Std. 76 -State Records Center Reference Request	P		Active				Active		Retain as "Active" until request for referral or withdrawal is completed.
8			Authorization For Records Destruction (Computer Printout)	P		4				4		Retain for 2 yrs. from date destruction is authorized. Then retain 2 more yrs. or until audited, whichever occurs first.
Total Cubic Ft.		1										

* Provide total of office and departmental