

REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE
 STD. 72 (REV. 8/87)

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

DEPARTMENT, BOARD OR COMMISSION	Business, Transportation & Housing Agency		BILLING CODE	72000
DIVISION, BUREAU OR OTHER UNIT			CUBIC FEET (Total Schedule)	173
ADDRESS	1120 N Street Suite 2101			
SCHEDULE NUMBER	Agency #5	PAGE NUMBER(S)	12-11-89	
IF THIS IS A REVISION OF AN EXISTING SCHEDULE (including addition or deletion of pages), enter the following information from the EXISTING schedule:				
SCHEDULE NUMBER		PAGE NUMBER(S)	SCHEDULE DATE	
APPROVAL NUMBER		APPROVAL DATE		

- TO: (1) DEPARTMENT OF GENERAL SERVICES
 OFFICE OF RECORDS MANAGEMENT
- (2) CHIEF, STATE ARCHIVES
 1020 "O" Street, Room 130
 Sacramento, CA 95814
 445-4293 or ATSS 485-4293

- Check this box to indicate ALL items in the schedule have been reviewed. (A new approval number will be assigned.)
- Check this box to indicate only certain items in this schedule have been reviewed for revision, addition, or deletion. (The original approval number will remain in effect.)

PART I — AGENCY STATEMENTS

As the program manager directly responsible for the records listed on the attached schedule, I certify that I have reviewed the need for the records, 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.

SIGNATURE—MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS
Conrad Redell

TITLE
 Office Assistant

MARCO PONG HIT
 SECRETARY OF STATE

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 for the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

SIGNATURE—RECORDS MANAGEMENT COORDINATOR

[Signature]

TITLE
 Management Services Technician

DATE
 12-11-89

RECORD ACQUISITIONS
 REFERENCE
 DOCUMENT RESTORATION

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

The Department of General Services has no jurisdiction over entries made in Column 16 of STD. 73 or approval covers Columns 1 — 15 and 17 only.

SIGNATURE

Tina B. Jbara

APPROVAL NUMBER
 90-009

TITLE
Records Management Budget

DATE
 Jan. 29, 1990

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

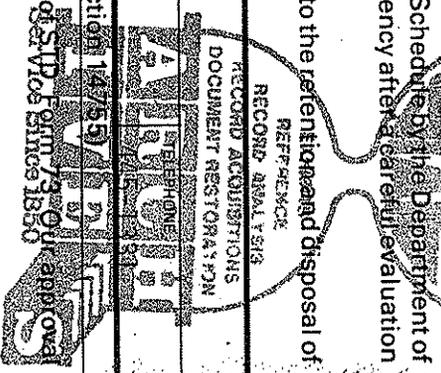
THE ATTACHED RECORDS RETENTION SCHEDULE:

Contains no material subject to further review by the California State Archives.

Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (State Administrative Manual Section 1614.)

SIGNATURE—CHIEF OF ARCHIVES
John F. Burns

DATE
 APR 4 1990



RECORDS DISPOSITION SCHEDULE

STD. 73 (REV. 6/77)

See instructions on reverse
and in SAM 1646-1646.7

DEPARTMENT (1) Business, Transportation & Housing Agency	SCHEDULE NUMBER (2) Agency #5	DATE (3) 12-11-89
ORGANIZATIONAL UNIT	PAGE 1	OF 1
ADDRESS (number, street, city) 1120 N Street Suite 2101	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (6)	

ITEM NUMBER (6)	CUBIC FEET (7)	TITLE AND DESCRIPTION OF RECORDS (8)	RETENTION (Number of years in addition to current year)				REMARKS (14)	
			OFFICE (9)	STORAGE				EXEMPT (13)
				DEPT. (10)	SRC (11)	TOTAL (12)		
1	119	AGENCY CORRESPONDENCE: <i>Hold / Notify Archives</i> (A) Departmental Correspondence and Correspondence with individuals regarding Departmental policy and Departmental Issues (B) Correspondence with both Departments and individuals regarding Departmental Issues and Governor's Office Correspondence (Goldenrods)	2			2		The Department Correspondence is sorted: The correspondence which is duplicated (in which the Agency's Departments also have and retain copies) is discarded and the remaining correspondence is sent to the State Records Storage Center X The Department Correspondence is sorted: The correspondence which is duplicated (in which the Agency's Departemtns also have and retain copies) is discarded and the remaining correspondence is sent to the State Records Storage Center <i>G.C. 6254</i>
2	46	LEGISLATION <i>Hold / Notify Archives</i> Senate and Assembly Bills we are following; Analyses and Additional background information	2	2	2	6		We retain these in the Office for the Legislative Session (2years), 2 years in the office, then 2 years State Storage Center
3	8	AGENCY ACCOUNT DOCUMENTS <i>CONTROLLERS INVOICES, AGENCY AGREEMENTS, CONTRACTS, with outside vendors & TRAVEL EXPENSE CLAIMS.</i>	2		4	6		
TOTAL	173	cu. ft.						