

**REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE**

STD. 72 (REV. 3-84)

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

DEPARTMENT, BOARD OR COMMISSION	Prison Industry Authority	BILLING CODE	16033
DIVISION, BUREAU OR OTHER UNIT	Central Office Accounting		
ADDRESS	560 East Natoma Street		
SCHEDULE NUMBER	PIA-1	PAGE NUMBER(S)	1-12
		SCHEDULE DATE	3-9-90
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	PIA-1	PAGE NUMBER(S)	12
APPROVAL NUMBER	85-308	APPROVAL DATE	6-10-85

**PART I—AGENCY STATEMENTS**

- 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

As the person directly responsible for maintenance of the records listed on the attached schedule, I certify that I have reviewed the need for the records and that each retention period is necessary and correct as scheduled.

SIGNATURE—PERSON DIRECTLY RESPONSIBLE FOR THE RECORDS	<i>Benjamin Kelly</i>	TITLE	Accounting Administrator II	DATE	3/9/90
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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 Administration 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	<i>[Signature]</i>	TITLE	Business Service Officer I	DATE	3-9-90	TELEPHONE	355-0147
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**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 14 of STD. Form 73. Our approval covers Columns 1-13 and 15 only.

SIGNATURE	<i>Steve B. Jace</i>	APPROVAL NUMBER	90-025
TITLE	Records Management Analyst	DATE	April 13, 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	<i>John F. Burns</i>	DATE	MAY 21 1990
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**RECORDS RETENTION SCHEDULE**

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

DEPARTMENT (1) <b>Prison Industry Authority (PIA)</b>		SCHEDULE NUMBER (2) <b>PIA- 1</b>	DATE (3) <b>3/09/90</b>
ORGANIZATIONAL UNIT <b>Accounting</b>		PAGE <b>1</b>	OF PAGES (4) <b>12</b>
ADDRESS (number, street, city) <b>560 East Natoma Street, Folsom, CA 95630-2200</b>		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
1	10.0		<u>Reports &amp; Reconciliation</u> Quarterly Financial Statements Annual Financial Statements	P P		2 2	2 8		4 10		PIA is audited every year by an independent CPA Firm - this audit is required by Penal Code 2808(c).  Departmental storage refers to PIA Warehouse at Folsom Prison.

**RECORDS RETENTION SCHEDULE**

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See instructions on reverse  
and in SAM 1600

DEPARTMENT (1) Prison Industry Authority (PIA)		SCHEDULE NUMBER (2) PIA- 1	DATE (3) 3/ 09/90
ORGANIZATIONAL UNIT Accounting		PAGE 2	OF PAGES (4) 12
ADDRESS (number, street, city) 560 East Natoma Street, Folsom CA 95630-2200		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
2	20		<u>Ledgers and Journals</u>								
			General Ledgers	C		1	4		5		
			General Journals	P		1	4		5		
			Revolving Fund Ledgers	P		1	4		5		
			Allotment Expenditure Ledger	P		1	4		5		

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and in SAM 1600

DEPARTMENT (1) Prison Industry Authority (PIA)	SCHEDULE NUMBER (2) PIA-1	DATE (3) 3/09/90
ORGANIZATIONAL UNIT Accounting	PAGE 3	OF PAGES (4) 12
ADDRESS (number, street, city) 560 East Natoma Street, Folsom CA 95630-2200	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
3	24		<u>Registers</u>								Items with 7 years retention period are to satisfy requirements of "special funds"; i.e., bond funding which may be subject to compliance audits by State internal auditors.
			Revenue Register	P		1	2			3	
			Accounts Receivable Register	P		1	2			3	
			Revolving Fund Cash Book	P		1	2			3	
			Claims Paid Register	C		1	2			3	
			Claims Filed Register	C		1	6			7	
			Controller's Transfer Register	P		1	2			3	
			Cash Receipt Register	P		1	6			7	
			IIT Register	P		1	2			3	
			Payroll Register	C		1	2			3	
			Warrant Registers	C		1	2			3	
			Cash Disbursements Register	P		1	6			7	
			Form 7 Registers (Stock Received Reports)	P		1	2			3	

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DEPARTMENT (1) Prison Industry Authority (PIA)	SCHEDULE NUMBER (2) PIA- 1	DATE (3) 3 /09 /90
ORGANIZATIONAL UNIT Accounting	PAGE 4	OF 12 PAGES (4)
ADDRESS (number, street, city) 560 East Natoma Street, Folsom CA 95630-2200		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
3			<u>Registers (Cont.)</u>								
			Form 8 Register (Stock Requisition Reports)	P		1	2		3		
			Form 11 Register (WIP to Finished Goods)	P		1	2		3		
			Form 12 Register (Finished Goods to COGS)	P		1	2		3		
			Inmate Pay Register	P		1	2		3		
			General Services Transfers	P		1	2		3		

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DEPARTMENT (1) Prison Industry Authority (PIA)	SCHEDULE NUMBER (2) PIA-1	DATE (3) 3/09/90
ORGANIZATIONAL UNIT Accounting	PAGE 5	OF 12 PAGES (4)
ADDRESS (number, street, city) 560 East Natoma Street, Folsom CA 95630-2200	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
4	10		<u>Cash</u>								
			Std. Form 432 - Stop Payment	P		1	4		5		
			Std. Form 440 - Transfer Receipt	P		1	4		5		
			Std. Form 441 - Report of Deposit	P		1	4		5		
			Std. Form 805 - Check Replacement (Inside California)	P		1	4		5		
			Std Form 805B - Check Replacement (Outside California)	P		1	4		5		
			Std. Form CS-1 - Report of Remittance to Treasury	P		1	4		5		
			Cash State Checks	P		1	4		5		
			Revolving Fund Checks	P		1	4		5		
			Daily Cash Packets	P		1	4		5		

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ORGANIZATIONAL UNIT Accounting	PAGE 6	OF 12 PAGES (4)
ADDRESS (number, street, city) 560 East Natoma Street, Folsom CA 95630-2200	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
5	130.0		<u>Disbursements</u>								
			Std. Form 107-Notice of Correction of Invoice	P		1	2		3		
			Std. Form 210-Schedule of Bills Filed	P		2	5		7		
			Std. 218-Claim Schedule	P		2	5		7		
			Std. Form 253-Report of Reimbursement of Employee Moving Expenses	P		1	2		3		
			Std. Form 262-Travel Expense Claim	P		1	2		3		
			Std. Form 404-Remittance Advise	P		2	5		7		
			Std. Form 438-Revolving Fund Disbursement Voucher	P		1	2		3		
			Std. Form 439-Disbursement Voucher	P		1	2		3		
			Notice of Claim Corrections	P		1	2		3		

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DEPARTMENT (1) Prison Industry Authority (PIA)	SCHEDULE NUMBER (2) PIA-1	DATE (3) 3/09/90
ORGANIZATIONAL UNIT Accounting	PAGE 7	OF 12 PAGES (4)
ADDRESS (number, street, city) 560 East Natoma Street, Folsom CA 95630-2200		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
6	10.0		<u>Controllers Documents</u>								
			Controllers Authorization to Treasurer to Receive Funds	P		1	2		3		
			Controllers Transfers	P		1	2		3		
			Controllers Journals Entries	P		1	2		3		
			Notice of Cancellation of Warrants	P		1	2		3		
			Notice of Transfer from Special Funds	P		1	2		3		
			Controller Report of Agency Balances	P		1	2		3		
			Correction of Direct Revenue Transfer	P		1	2		3		
			Notice of Claims Paid	P		1	2		3		

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DEPARTMENT (1) Prison Industry Authority (PIA)	SCHEDULE NUMBER (2) PIA-1	DATE (3) 3/09/90
ORGANIZATIONAL UNIT Accounting	PAGE 8	OF 12 PAGES (4)
ADDRESS (number, street, city) 560 East Natoma Street, Folsom CA 95630-2200	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
7	50.0		<u>Procurement and Supply</u>								Procurement documents with references to payment schedules.
			Std. Form 1 - Standard Lease Form	P		1	2		3		
			Std. Form 2 - Standard Agreement	P		1	2		3		
			Std. Form 5 - Intra Office Requisition	P		1	0		1		
			Std. Form 13 - Inter Agency Agreement	P		1	2		3		
			Std. Form 65 - Contract/ Delegation Purchase Order	P		1	2		3		
			Std. Form 60 - Final Reconciliation	P		1	2		3		
			Std. Form 66 - Purchase Estimates	P		1	2		3		
			Std. Form 67 - Printing Requisitions	P		1	2		3		
			Std. Form 68 - Reproduction Center	P		1	2		3		
			Std. Form 96 - Request for Purchase Order	P		1	2		3		
			Std. Form 116 - Supply Order	P		1	2		3		

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DEPARTMENT (1) <b>Prison Industry Authority (PIA)</b>		SCHEDULE NUMBER (2) <b>PIA- 1</b>	DATE (3) <b>3/09/90</b>
ORGANIZATIONAL UNIT <b>Accounting</b>		PAGE <b>9</b>	OF <b>12</b>
ADDRESS (number, street, city) <b>560 East Natoma Street, Folsom CA 95630-2200</b>		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
8	15.0		<u>Stores and Operations</u>								
			PIA Form 7 - Stock Received Report	P		1	2		3		
			PIA Form 8 - Stock Requisition	P		1	2		3		
			PIA Form 11 - Finished Goods	P		1	2		3		
			PIA Form 12 - Shipping	P		1	2		3		
			Inter Institution Transfers	P		1	2		3		
			Inventory Worksheets	P		1	2		3		

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DEPARTMENT (1) Prison Industry Authority	SCHEDULE NUMBER (2) PIA-1	DATE (3) 3/09/90
ORGANIZATIONAL UNIT Accounting	PAGE 10	OF 12 PAGES (4)
ADDRESS (number, street, city) 560 East Natoma Street, Folsom CA 95630-2200	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
9	6.0		<u>Property</u> (Property (Land, Buildings & Improvements Other Than Buildings))  Records needed to support total costs of acquisition of improvements, including, but not necessarily limited to: Purchase Orders, Claim Schedules, Invoices, Contracts, Deeds, Checks and Statements  Std. Form 103 - Work Order  Std. Form 153A - Property Card  Std. Form 157 - Property Inventory  Listing Adjustment & Projection Sheet  EDP Property Accounting Reports  Records Dealing with Disposition or Transfer of Such Property Including Form Std. 158	P		(Active) +1	2		(Active) +3		Records are active for the life the buildings and/or while the property belongs to the State, then retain until audited or a maximum of 5 years from disposition whichever comes first. Exception if the property is disposed of by transfer to another State Agency these records will be sent to the other State Agency.
			Std. Form 103 - Work Order	P		(Active) +1	2		(Active) +3		
			Std. Form 153A - Property Card	P		(Active) +1	2		(Active) +3		
			Std. Form 157 - Property Inventory	P		(Active) +1	2		(Active) +3		
			Listing Adjustment & Projection Sheet	P		(Active) +1	2		(Active) +3		
			EDP Property Accounting Reports	C		(Active) +1	4		(Active) +5		
			Records Dealing with Disposition or Transfer of Such Property Including Form Std. 158	P		(Active) +1	2		(Active) +3		

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DEPARTMENT (1) Prison Industry Authority (PIA)		SCHEDULE NUMBER (2) PIA-1	DATE (3) 3/09/90
ORGANIZATIONAL UNIT Accounting		PAGE 11	OF 12 PAGES (4)
ADDRESS (number, street, city) 560 East Natoma Street, Folsom CA. 95630-2200		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
10	10.0		<u>Property (Equipment)</u>								
			Std. Form 103 - Work Order	P	(Active)	+1	2		(Active) +3		
			Std. Form 152 - Property Survey Report	P	(Active)	+1	2		(Active) +3		
			Std. Form 153A - Property Card ( Original)	P	(Active)	+1	2		(Active) +3		
			Std. Form 153A - Property Card (**Duplicate)	P	(Active)	+1	2		(Active) +3		
			Std. Form 153A - Property Card (***)Triplicate)	P	(Active)	+1	2		(Active) +3		
			Std. Form 157 - Property Inventory Listing-Adjustment & Projection Sheet	P	(Active)	+1	2		(Active) +3		
			Std. Form 158 - Transfer of Location of Equipment	P	(Active)	+1	2		(Active) +3		
			EDP Property Accounting Equipment Ledgers	C	(Active)	+1	4		(Active) +5		

