

STATE OF CALIFORNIA  
**RECORDS RETENTION SCHEDULE**  
**APPROVAL REQUEST**  
 STD. 72 (REV. 7-92)

6/14/97

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)

(9) SCHEDULE NUMBER	(9) SCHEDULE NUMBER(S)	(10) APPROVAL DATE(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED
NEW SCHEDULE INFORMATION (If applicable)	17000TRAN	March 1, 1997	3	300
PREVIOUS SCHEDULE INFORMATION (If applicable)				

**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 DIRECTLY RESPONSIBLE FOR THE RECORDS	(14) TITLE	(15) DATE SIGNED
	Chief, TRANSPORTATION	

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	(17) TITLE
	Departmental Records Coordinator
(18) NAME (Printed or Typed)	(19) TELEPHONE
Kristine Estes	323-4095
(20) TITLE	(21) DATE SIGNED
Records Management Consultant	6/10/97

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

(21) SIGNATURE - CIS CONSULTANT	(22) APPROVAL NUMBER
	97-1108
(23) TITLE	(24) DATE SIGNED
Records Management Consultant	6/10/97

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. (Per Section 1614 of the State Administrative Manual.)

(25) SIGNATURE - CHIEF OF ARCHIVES	(26) DATE SIGNED
	JUL 14 1997

**RECORDS RETENTION SCHEDULE**

STD. 73 (REV. 5-92)

*See instructions on reverse  
and in SAM 1600*

DEPARTMENT (1) Corrections		SCHEDULE NUMBER (2) 17000TRAN	DATE (3) March 1, 1997
ORGANIZATIONAL UNIT FAC: Transportation		Page 1 of 3 Pages (4)	
ADDRESS (number, street, city) All Institutions		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 97-108	

ITEM NUMBER (Triple between (6))	CUBIC FEET (space items) (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	M e d i a (10)	V i t a l (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
FAC			<p><u>Transportation</u></p> <p>This Records Retention Schedule defines the retention, disclosure and destruction requirement for all institution transportation records.</p>								<p><u>Retention:</u></p> <p>Columns 12 through 16 are clarified in Column 17, Remarks.</p> <p>Media (Column 10): P=Paper, X=Mixed (cassettes, videos, etc.), M=Magnetic or Electronic.</p> <p>Vital Records (Column 11): Critical to perform the Department's basic functions (e.g., Inmate/parolee Central and Medical Files and Records) after a disaster.</p> <p>Department Storage (Local Archives): Used by institutions or non-Sacramento offices.</p> <p><u>Disclosure Restrictions:</u> (Column 16)</p> <p>X: Exempt from public review per the Public Records Act, Government Code Section 6254.</p> <p>XI: Subject individual may have the right to review per the Information Practices Act, Civil Code Section 1798.24, unless exempt under Section 1798.40.</p> <p><u>Destruction:</u></p> <p>Nonconfidential: recycle.</p> <p>Confidential or exempt (Column 16): shred.</p> <p>Historical (Column 8): Transfer to the State Archives. Do not destroy.</p>

## RECORDS RETENTION SCHEDULE

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ORGANIZATIONAL UNIT FAC: Transportation	Page 2 of 3 Pages (4)	
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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
0010			Administrative and General Records:								
0010A			<ul style="list-style-type: none"> <li>Administrative Records: Copies of general administrative records such as correspondence, supervisor employee files, budgets, procurement, reports, etc.. Originals are maintained in Headquarters offices.</li> </ul>	P		*			*		*Retain per RRS 16000.
0010B			<ul style="list-style-type: none"> <li>General Institution Records: Includes copies of institution records such as Count Sheets, Fair Labor Standards Act Sign-in Sheets, Incident Reports, Inmate Counts, Timekeeping, Operations, Toxic Reports, etc.</li> </ul>	P		*			*		*Retain per RRS 17000.
0020			Transportation Records								
0020A			<ul style="list-style-type: none"> <li>Body Receipt: CDC 123</li> </ul>	P		1M			1M		Retain one month (office). Note: Official record retained in the Records Office.
0020B			<ul style="list-style-type: none"> <li>Property Transfer Receipts: CDC 143</li> </ul>	P		1M			1M	XI	Retain one month (office). Note: Official record retained in the Receiving and Release Office.
0020C			<ul style="list-style-type: none"> <li>Temporary Medical Release Order: CDC 7252</li> </ul>	P		1M			1M	XI	Retain one month (office). Note: Official record retained in the Records Office.

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ITEM NUMBER (6) <small>(Triple space between items)</small>	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9) <small>(Triple-space between items)</small>	M e d  i a l (10)	V i t  a l (11)	RETENTION				PRA (Exempt)  & IPA (16)	REMARKS  (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
0020D			• Wardens Checkout Order: CDC 161	P		1M			1M		Retain one month (office). Note: Official record retained in the Records Office.