

AS 11/14/94

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.

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: *[Signature]* TITLE: Assistant Deputy Exec. Dir. DATE: 12/2/93

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

TITLE: Associate Business Mgt. Analyst DATE: 12/2/93 TELEPHONE: 323-3436

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 Form 73. Our approval covers Columns 1 — 15 and 17 only.

SIGNATURE: *[Signature]* APPROVAL NUMBER: 89-002 DATE: 11/10/94

TITLE: *[Signature]* 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

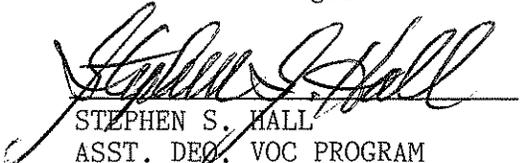
DATE

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) State Board of Control		SCHEDULE NUMBER (2) 102-Amendment	DATE (3) 12/1/93
ORGANIZATIONAL UNIT Victims of Crime Programs		PAGE 1	OF 2 PAGES (4)
ADDRESS (number, street, city) 630 "K" Street, Sacramento, CA 95814		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 89-002	

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)		
1	1427		<p>VICTIMS OF CRIME CLAIMS FILES File folder containing appli- cation and all info pertaining to victims claims.</p> <p>Established in 1965, the Victims of Crime Program provides comp- ensation to Victims of Violent Crimes.</p>	P		1 yr		10 yr	11 yr		<p>Destroy after eleven (11) years if claim is not activated. Per Pro- gram manager decision.</p> <p>I have reviewed this schedule and agree it accurately describes the records and retention policy of the Victims of Crime Program.</p> <p> STEPHEN S. HALL ASST. DEO, VOC PROGRAM</p>

RECORDS RETENTION SCHEDULE

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2	6		VICTIMS OF CRIME HEARING TAPES Tapes contain minutes from Board of Control Discuss Agenda Hearings.	T		6 yr.			6 yr.		Retention period allows Board Personnel access to tape to possibly resolve disputed claims by victims or their representative.

Post-It™ brand fax transmittal memo 7671 # of pages 1

To Joe Samera	From Cindy Ameglin
Co. State Recs. Ctr.	Co. Board of Control
Dept.	Phone # 323-3436
Fax # 773-8249	Fax # 327-2933