

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 CORRECTIONS	BILLING CODE 16830
DIVISION, BUREAU OR OTHER UNIT INSTITUTIONS DIVISION, Investigative Services Unit	
ADDRESS 630 K Street, Sacramento, CA	Total Cubic Feet 8
SCHEDULE NUMBER 312	PAGE NUMBER(S) 2
	SCHEDULE DATE 1/23/89
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	SCHEDULE DATE
APPROVAL NUMBER	APPROVAL DATE

PART I—AGENCY STATEMENTS

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>[Signature]</i>	TITLE Chief, Investigative Services	DATE 1/24/89
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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 Forms and Records Management	DATE 1/26/89	TELEPHONE (916) 445-8766
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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>[Signature]</i>	TITLE RMA	APPROVAL NUMBER 89-029
	DATE 2-27-89	

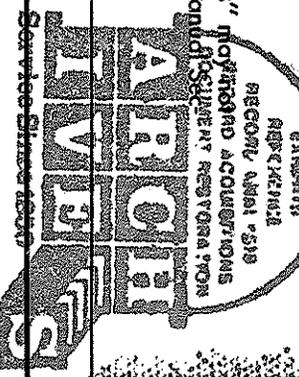
PART III—ARCHIVAL SELECTION (Per Government Code Section 14755)

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" not to be destroyed without clearance by the Secretary of State. (State Administrative Manual, Section 1614)

SIGNATURE—CHIEF OF ARCHIVES <i>[Signature]</i>	DATE MAR 21 1989
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RECORDS RETENTION SCHEDULE

CDC 73 (REV. 5/85)

See instructions
in SAM 1600

DEPARTMENT (1) CORRECTIONS	SCHEDULE NUMBER (2) 312	DATE (3) 01/23/89
ORGANIZATIONAL UNIT INSTITUTIONS DIVISION, INVESTIGATIVE SERVICES UNIT	PAGE 1	OF 2
ADDRESS (Number, Street, City) 630 K STREET, SACRAMENTO, CA	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

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 (10)	V i t a l (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
1.	.5		Employee file. Supervisor's copy of attendance, travel claims, interviews, appli- cations, duty statements, injury reports, and employee develop- ment plan.	P		Active			Active	*XI	Files are purged when staff leave unit or in accordance with DPA rules. *Exempt from public inspection per Government Code 6254(c). Access to individual per Civil Code 1798.34(a)
2.	.5	Monthly Archives	Individual Institution Activity Reports (monthly reports, training programs)	P		2	0	0	2		Purge Annually
3.	.5	Monthly Archives	Institution Division memos/ correspondence, suggested replies, bill analyses	P		3	0	0	3		Purge Annually
4.	.5		Chrono files	P		2	0	0	2		Purge Annually
5.	.5	Monthly Archives	Conferences/Meetings (Chief Investigator meetings/ Division meetings/agenda, min- utes, background.)	P		2	0	0	2		Purge Annually

RECORDS RETENTION SCHEDULE

CDC 73 (REV. 5/85)

See instructions
in SAM 1600

DEPARTMENT (1) CORRECTIONS	SCHEDULE NUMBER (2) 312	DATE (3) 01/23/89
ORGANIZATIONAL UNIT INSTITUTIONS DIVISION, INVESTIGATIVE SERVICES UNIT	PAGE 2	OF PAGES (4) 2
ADDRESS (Number, Street, City) 630 K STREET, SACRAMENTO, CA	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

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 (10)	V i t a l (11)	RETENTION				PRA (Exempt & IPA) (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
6.	.5		Training Conducted (Requests, training plans, record of participant attendance)	P		1	0	0	1		Purge Annually
7.	5.5		Quarterly/Annual Statistical Reports (Annual Reports to Governor, Legislature)	P		5	0	0	5		Purge Bi-annually
8.	10.0		Monthly Institution Investigation P Sstatus Reports	P		3	0	0	3		Purge Annually
9.	5.5		Incident Reports (Shooting and major crime incident reports)	P		3	0	0	3		Purge Annually
10.	1.0		Institution Investigation Reports (Reports/information on investigation conducted at the institutions)	P		Active +5	0	0	Active +5	X	Active until case referred for prosecution, charges dropped or investigation closed + 5 years, then shred. Exempt per Civil Code 1798.40 (a through h)
11.	2.0		Investigation files. (Investigations conducted by Unit Investigators)	P		Active +5	0	0	Active +5	X	Active until case referred for prosecution, charges dropped, or investigation closed + 5 years, then shred. Exempt per Civil Code 1798.40 (a through h)