

RECORDS RETENTION SCHEDULE

(1) DEPARTMENT, BOARD OR COMMISSION Motor Vehicles	(2) AGENCY BILLING CODE 51805	(3) PAGE 1 OF 2 PAGES
(4) DIVISION/ BRANCH/ SECTION ASD / Admin. Support Branch / Management Support Section / <i>Printing Services</i>	(5) ADDRESS 2415 First Ave., Sacramento, CA 95818	

CHECK THE APPROPRIATE BOX

- (6) New schedule of records that have never been scheduled. [Complete boxes (9) - (12)]
- (7) Revising a previous schedule. [Complete boxes (9) - (16)] (A new approval number will be assigned.)
- (8) Amending some pages of a previous schedule. [Complete boxes (13) - (16)] (The original approval number will remain in effect.)

NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER DMV-ASD-027	(10) SCHEDULE DATE 10-31-12	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 1,209
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER DMV-ASD-004	(14) APPROVAL NUMBER 07-321	(15) APPROVAL DATE (S) 12-7-2007	(16) PAGE NUMBER(S) REVISED -

(17) MISSION/FUNCTIONAL STATEMENT :

Performs administrative tasks for Administrative Services Division including Printing Services, Graphic Arts, and Incoming and Outgoing Mail Operations units.

PART I - AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.

(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Tom Soule</i>	(19) TITLE Staff Services Manager II	(20) PHONE NUMBER 916-657-8757	(21) DATE SIGNED 31 Oct 12
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In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.

(22) SIGNATURE - RECORDS MGMT. ANALYST <i>Jennifer Garces</i>	(23) CLASSIFICATION AGPA	(24) NAME (Printed or Typed) Jennifer Garces	(25) PHONE NUMBER 916-657-7148	(26) DATE SIGNED 11.2.12
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PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE - PRIM CONSULTANT <i>Jenny Chakonova</i>	(28) APPROVAL NUMBER 12-225 jc	(29) DATE SIGNED 12-17-12	(30) EXPIRATION DATE 12-17-2017
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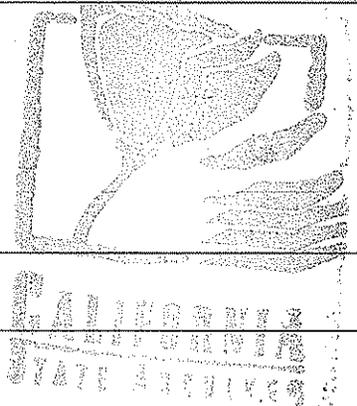
PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (31) Contains no material subject to further review by the California State Archives
- (32) Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)

Key # 33280

(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bailey, Archivist</i>	(34) DATE SIGNED Dec 27, 2012
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12-225

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		

1	2		Adm. 1211 Printing Services work orders	P		Active + 1 year			Active + 1 year		Retain current year plus one year.
2	2		Personnel Files	P		Active + 3 years			Active + 3 years		Original documents kept in Human Resources Branch
3	1		Correspondence	P		Active + 1 year			Active + 1 year		At management discretion
4	995		Map/Case/Art Masters	P		Active			Active		These active materials are used frequently to produce new posters.
5	208		CLIPPI Records	P		Active + 2 years			Active + 2 years		Per management discretion.
6	1		STD Form 73, Records Retention Schedule	P		Current			Current		Retain as current until revised.

Provide total of office and departmental