STD 73 (REV 9/2010)

RECORDS RETENTION SCHEDULE

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES
STATE RECORDS PROGRAM

(1) DEPARTMENT, BOARD OR COMMISSION	(2) AGENCY BILLING CODE	(3)
Department of Motor Vehicles G-15	51	PAGE 1 OF 2 PAGES

(4) DIVISION/ BRANCH/ SECTION	(5) ADDRESS
LOD. Driver License Branch, Mandatory Actions Unit RU255	2570 24th Street, 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.)*

	(9) SCHEDULE NUMBER	(10) SCHEDULE DATE	(11) NUMBER OF PAGES	(12) CUBIC FEET *(Total Schedule)*
NEW SCHEDULE INFORMATION *(If applicable)*	DMV-LOD-255			93
PREVIOUS SCHEDULE INFORMATION *(If applicable)*	(13) SCHEDULE NUMBER: DMV-LOD-053	(14) APPROVAL NUMBER: 07-246	(15) APPROVAL DATE(S): 10/15/2007	(16) PAGE NUMBER(S) REVISED: 1

(17) MISSION/FUNCTIONAL STATEMENT

The Driver Licensing Branch is responsible for the accurate and timely update of court abstracts to driver records, the recording of driver insurance and accident information to driver records, issuing all of the State of California's driver licenses and identification cards, and initiating, correcting, and updating various actions to driver license and identification card records.

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 48, Remarks.***

(18) SIGNATURE – MANAGER RESPONSIBLE FOR THE RECORDS	(19) TITLE	(20) PHONE NUMBER	(21) DATE SIGNED
	Manager V	916-657-6591	10/23/12

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	(23) CLASSIFICATION	(24) NAME *(Printed or Typed)*	(25) PHONE NUMBER	(26) DATE SIGNED
	AGPA	Jennifer E Garces	916-657-7148	12-14-12

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

(27) SIGNATURE – CalRM CONSULTANT	(28) APPROVAL NUMBER	(29) DATE SIGNED	(30) EXPIRATION DATE
Jenny Chakonova Jenny Chakonova	13/014	1/9/2013	1/9/2018

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 33344

(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE	(34) DATE SIGNED
Andrew Hyslop ARCHIVIST I	1/16/2013

FOR ARCHIVES' STAMP

CALIFORNIA STATE ARCHIVES

STD 73 (REV 9/2010)

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(35) CalRIM APPROVAL NUMBER **13/014**

(36) PAGE 2 OF 2 PAGES

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION OFFICE (43)	RETENTION DEPT. (44)	RETENTION SRC (45)	RETENTION TOTAL (46)	PRA (Exempt) & IPA (47)	REMARKS (48)
1	1		RECORDS MANAGEMENT Records Retention Schedule Approval Request and Records Retention Schedules	P		Current			Current		Retain as current until supersedes. Although revision is required every five years from the date approved by DGS, RRS that are not. revised remain in effect but are considered non-current.
2			STD 70 - Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory
3	66		ADMINISTRATIVE RECORDS Administrative Files (office records related to internal administration)	P		Current +3			Current +3	X	Current until revised or superseded. Hold for additional 3 years, then destroy.
4	14		Personnel Files, informal	P		Active +3			Active +3	X1	Retain as active for term of employee. When employee leaves, file will be transferred to employee's new unit or HRB. IPA 1798.3 Confidential destruction, GC 6254(c) supersedes 88-490, item #26 and #30
5	5		Court Subpoenas (litigation involving DMV)	P		Active +5			Active +5	X	Active until case is resolved or heard, hold for additional 5 years, then destroy. Supersedes 88-490, item #46, Schedule #DMV 9A(rev 1) page 10 of 10
6	7		CONTROLS Administrative file employee production sheets, inventory worksheets, attendance records, timesheets, etc	P		Active +2			Active +2	X	Confidential destruction, GC 6254(c), after 2 years.
TOTAL	93										

* Provide item of office and department