6-2

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES

RECORDS RETENTION SCHEDULE

STD.73 (REV. 4/2013)

STATE RECORDS PROGRAM

(1) DEPARTMENT, BOARD OR COMMISSION	(2) AGENCY BILLING CODE	IMS CODE	(3)
California Department of Human Resources	54055	D-22	PAGE 1 of 3 PAGES

(4) DIVISION / BRANCH / SECTION	(5) ADDRESS
Selection/Psychological Screening Program	1515 S Street, Sacramento, CA 95814

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)	Selection/PSP (Cal HR)	6/20/2013	3	
	(13) SCHEDULE NUMBER	**(14) APPROVAL NUMBER**	**(15) APPROVAL DATE(S)**	**(16) PAGE NUMBER(S) REVISED**
PREVIOUS SCHEDULE INFORMATION (If applicable)	MOD/PSU 06-114 (SPB)	11-165	10/19/2011	

(17) FUNCTIONAL STATEMENT

Cal HR's Psychological Screening Program conducts psychological evaluations of peace officer candidates applying with the State of California in accordance with Government Code section 1031(f).

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 protectio s 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	NAME - *(Printed or Typed)*	(20) PHONE NUMBER	(21) DATE SIGNED
	Manager, Psychological Screening Program	Steve Caldwell	(916) 322-5718	6/24/13

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 MANAGEMENT ANALYST	(23) CLASSIFICATION	(24) NAME - *(Printed or Typed)*	(25) PHONE NUMBER	(26) DATE SIGNED
	BSO	Steve Iwata	(916) 324-9410	6-21-13

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

(27) SIGNATURE - CalRIM CONSULTANT	NAME - *(Printed or Typed)*	(28) APPROVAL NUMBER	(29) APPROVAL DATE	(30) EXPIRATION DATE
	JAVIER C. SANCHEZ	2013-149	6/28/2013	6/28/2018

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 "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. *(Per Section 1671 of the State Administrative Manual.)* KEY 34048

(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE	NAME - *(Printed or Typed)*	(34) DATE SIGNED
	ANDREW HYSLOP	7/03/2013

FOR ARCHIVES' STAMP

CALIFORNIA STATE ARCHIVES

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES

RECORDS RETENTION SCHEDULE

STD.73 (REV. 4/2013)

STATE RECORDS PROGRAM

(35) APPROVAL NUMBER 2013-149

(36) PAGE 2 of 3 PAGES

	ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (40)	MEDIA (41)	VITAL (42)	RETENTION OFFICE (43)	RETENTION DEPT. (44)	RETENTION SRC. (45)	RETENTION TOTAL (46)	PRA & IPA (47)	REMARKS (48)
	1	208		Peace Officer Application Files	Paper		5 years			5 years		Program policy requirement consistent with Calif. Code of Regs section 172.11, Title 22, section 73543(a), Civil Code 56-56.16 and Civil Code section 1798.
	2	0		Database records of peace officer, psychological case tracking information (CDCR, CHP, others*)	System		5 years			5 years		Program policy requirement consistent with Calif. Code of Regs section 172.11, Title 22, section 73543(a), Civil Code 56-56.16 and Civil Code section 1798.
	3	1		Contractor and subcontractor files containing letters of reprimand and direction.	Paper		2 years			2 years		Program Policy Requirement
	4	3		Contractor and subcontractor schedules	Paper		1 year			1 year		Program Policy Requirement
	5	1		Original copies of proctor certification forms and sign in sheets	Paper		1 year			1 year		Program Policy Requirement

* Provide total of office and departmental

(35) CalRIM APPROVAL NUMBER 2013-149

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)
			Records Management								
6.			STD Form 70, Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later.
7.	1		STD Form 73, Records Retention Schedule	P		Current			Current		Retain as current until revised. NOTE: Although revision is required every five years from date approved by CalRIM, records retention schedules that are not revised remain in effect but are considered non-current.
			Electronic Mail								
8.			**A.** E-mail that are categorized as official records are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the schedule as a separate series (separate item number).	M		*	*	*	*		*E-mail communications that have *"official records status"* are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter of the e-communication in question.
			B. Transitory e-Mail consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge.	M		90 days			90 days		Destroy transitory e-communications when they have served their purpose.