

**RECORDS RETENTION SCHEDULE**

(1) DEPARTMENT, BOARD OR COMMISSION CA Department of Public Health	IMS H-01	(2) AGENCY BILLING CODE 4265	(3) PAGE 1 OF 10 PAGES
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(4) DIVISION/ BRANCH/ SECTION Administration/Financial Management/Accounting	(5) ADDRESS 1501 Capitol Avenue MS 1601 Sacramento CA 95814
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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 (13) - (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 CDPH13-02	(10) SCHEDULE DATE	(11) NUMBER OF PAGES 11	(12) CUBIC FEET (Total Schedule) 919
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER CDPH08-01	(14) APPROVAL NUMBER 08 085	(15) APPROVAL DATE (S) 3/20/08	(16) PAGE NUMBER(S) REVISED All

(17) MISSION/FUNCTIONAL STATEMENT :

The Financial Management Branch (FMB) is responsible for fiscal and budgetary control and reporting of the Department's financial resources. Through its Accounting Section, FMB maintains the fiscal records of the Department including payment of claims, collection of certain obligation due to the State, and prepares the Department's financial statements reflecting the activities and status of the Department's fiscal affairs. This schedule covers the Accounting Section only and contains no vital 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 45, Remarks.

(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>[Signature]</i>	(19) TITLE Chief, Accounting	(20) PHONE NUMBER 445-5636	(21) DATE SIGNED 5/20/13
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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>[Signature]</i>	(23) CLASSIFICATION A670	(24) NAME (Printed or Typed) DANIEL A. DARRIZELL	(25) PHONE NUMBER 341-6168	(26) DATE SIGNED 6/5/13
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**PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)**

(27) SIGNATURE - CALRIM CONSULTANT <i>[Signature]</i>	(28) APPROVAL NUMBER 2013 144	(29) DATE SIGNED 7-1-2013	(30) EXPIRATION DATE 7-1-2018
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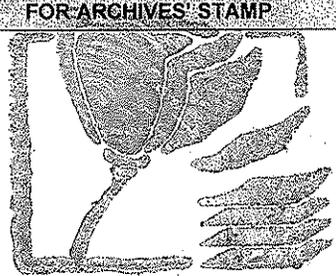
**PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)**

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 34161



(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>[Signature]</i>	(34) DATE SIGNED 7/23/2013
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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		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

**Abbreviations:**  
 PRA – Public Record Act (Government Code 6254)  
 IPA – Information Practices Act (Civil Code 1798.40)  
 CD – Confidential Destruction  
 CALSTARS-California State Accounting Reporting System  
 CDPH – California Department of Public Health  
 BCR – Budget Change Revision

**Retention Criteria:** Retention criteria and life cycle of the records in this schedule is determined and recommended by Section Chief as a policy, unless otherwise noted. For those records which have no governing law or authority for retention cited, the authority of the manager directly responsible for the records applies.

**Destruction Criteria:** All items are considered Non-confidential and recycled when retention period has expired, unless otherwise noted, specified and required as Confidential Destruction (CD).

**Vital Records:** This Record Retention Schedule does not contain vital records.

**ADMINISTRATION RECORDS**

1	5		Activity Reports Annual	P	2				2		Non-confidential destruction after maximum retention.
2	2		Monthly	P	2				2		
3	1		Weekly	P	2				2		
4	5		Work Plans	P	2				2		Non-confidential destruction after maximum retention.
5	5		Correspondence - Chron	P	2				2		Non-confidential destruction after maximum retention.
6	5		General (Fiscal Reports)	P	2				2		Non-confidential destruction after maximum retention.
7	2		Equipment and Supplies Inventory	P	Active				Active		Becomes inactive when superseded.
8	6		Purchase Requests	P	Active				Active		Becomes inactive when items are received. Non-confidential destruction after maximum retention.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
9	10		Service Order Requests	P		Active			Active		Becomes inactive when work is complete. Non-confidential destruction after maximum retention.
10	8		Financial Audits	P		4			4	XI	PRA/IPA/CD
11	3	<b>NOTIFY ARCHIVES</b>	General Information (Letters, Memos to State and Federal Agencies regarding Audits), Legislative Analysis	P		4			4		
12	2		Litigation and Legal Opinions	P		1			1	XI	PRA/IPA/CD
13	3	<b>NOTIFY ARCHIVES</b>	Organization Charts	P		Active			Active		Becomes inactive when superseded.
14	10		Delegation Orders	P		Active			Active		Becomes inactive when superseded. Non-confidential destruction after maximum retention.
15	5	<b>NOTIFY ARCHIVES</b>	General information (Letters and Memos regarding Changes to Charts and Delegations)	P		2			2		Non-confidential destruction after maximum retention.
16	2		Personnel Affirmative Action (Plans, Policy, General Information, etc.)	P		Active			Active		Becomes inactive when superseded.
17	2		Attendance (Copies)	P		Active			Active	XI	PRA/IPA/CD
18	2		Duty Statements	P		Active			Active		Becomes inactive when changes occur.
19	2		Supervisor Employee Documents and Records (Copies of Probation Reports, IPA Reviews, etc.) Interview Documents (Applications, Score Sheets, Ethnicity Reports)	P		2			2	XI	PRA/IPA/CD

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
20	1		Personnel Liaison General Correspondence (Memos And Letters Regarding Position Upgrades, Changes In Unit, etc.)	P		1			1	XI	PRA/IPA/CD
21	1		Employee Training	P		3			3	XI	PRA/IPA/CD Inactive when action is completed.
<b><u>PROGRAM RECORDS</u></b>											
22	2		Claims Payments Documents (Closed): Board of Control	P		Active			Active	XI	PRA/IPA/CD Inactive when action is completed.
23	1		Claims Filed (CD102)	P		1			1	XI	PRA/IPA/CD
24	50		Contracts	P		1		2	3		Non-confidential destruction after maximum retention.
25	10		Contract Delegations	P		1		2	3		Non-confidential destruction after maximum retention.
26	2		Purchase Estimates	P		1		2	3		
27	20		Purchase Orders	P		1		2	3		Non-confidential destruction after maximum retention.
28	5		Services Authorizations	P		1		2	3		Non-confidential destruction after maximum retention.
29	15		Service Orders	P		1		1	2		Non-confidential destruction after maximum retention.
30	10		Sub-Purchase Orders	P		1		2	3		Non-confidential destruction after maximum retention.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
31	2		Relocation (Employee Moves)	P		1		2	3	XI	PRA/IPA/CD
32	15		Quarterly Claims: Refunds, Adjustments and Misc. Correspondence	P		1		3	4	XI	PRA/IPA/CD
33	500		Claims Schedules All Types (i.e. Purchase Orders, Travel, Utilities, Leases, etc.)	P		2		5	7	XI	PRA/IPA/CD
34	4		General Services Transfers Prison Industry Authority, Off. State Printing, General Services, Printing, Property Ledger Transfers, etc.	P		1		2	3		Non-confidential destruction after maximum retention.
35	4		CDPH Employee Pay Data Account Receivable (A/R) Warrant Register To set up A/R's Closed A/R's only	P		1		3	4	XI	PRA/IPA/CD
36	3		Collection Correspondence (Form 422) Reconciliations With Backup Salary Offset Closed	P		1		3	4	XI	PRA/IPA/CD
37	3		Payroll Records: Salary Advance, Warrant Release, Overpayments and all files Closed	P		1		3	4	XI	PRA/IPA/CD
38	2		Payroll Warrant Register and Summary	C		3 mo.			3mo.	XI	PRA/IPA/CD
39	30		Calaters Transmittal Sheets/Travel Advances Closed	P		1		3	4	XI	PRA/IPA/CD
40	2		General Accounting Cash Receipts Airline Reconciliations	P		1		2	2		

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ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
41	2		Check Foils: Misc, Petty Cash, Salary & Travel	P		1		3	4	XI	PRA/IPA/CD
42	18		Dishonored Checks Closed	P		2		2	4	XI	PRA/IPA/CD
43	10		Photo Copies of Checks (Received and/or Disbursed)	P		2		4	6	XI	PRA/IPA/CD
44	3		Report of Deposits, Cash	P		2		4	6		
45	4		Revolving Fund Deposits	P		2		4	6		
46	30		Controller Documents: Controller Balances, Claims Filed, Journal Letters, Register, Controller's Remittance Transfers, Remittance Advices, Federal Grant and Associated Payments	P		1		3	4		Non-confidential destruction after maximum retention.
47	5		Routine Accounting Bank Reconciliations, Receipts, Daily Deposit Logs	P		1		3	4		Non-confidential destruction after maximum retention.
48	10		Cancelled Checks (Disbursed)	P		1		3	4	XI	PRA/IPA/CD
49	2		Capital Outlay	P		1		3	4	XI	PRA/IPA/CD
50	1		Check Disbursement Register/Summary	P		1			1		
51	5		Closed Receivables	P		1		3	4		Non-confidential destruction after maximum retention.
52	5		Misc. Items: Cash Advices, Shipper Forms, Receipts, State Register, Signature Authority Log	P		2		4	6		Non-confidential destruction after maximum retention.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
53	5		Reimbursement Reports	P		2		2	4		Non-confidential destruction after maximum retention.
54	5		Remittance to Treasurer	P		1		3	4		Non-confidential destruction after maximum retention.
55	2		Stop Payments	P		1		3	4		
56	1		Unclaimed Trust	P		1		3	4		
57	10		Year-End Reports	P		2		2	4		Non-confidential destruction after maximum retention.
58	2	<b>NOTIFY ARCHIVES</b>	Policy And Procedures General Information (Memos to Units, Supervisors, etc.)	P		Active			Active		Becomes inactive when superseded.
59	5	<b>NOTIFY ARCHIVES</b>	Procedure Manuals, (Masters and Background)	P		Active			Active		Becomes inactive when superseded.
60	6		Accounting Systems Calstars Control Files	C		1			1		Non-confidential destruction after maximum retention.
61	1		Calstars Labor Distribution Reports (Microfiche) Masters	S		4			4	XI	PRA/IPA/CD
62	3		Calstars Microfiche: (Daily Reports, Indexes, and BCRs)	S		4			4	XI	PRA/IPS/CD
63	2		Employee Roster Files (Hard Copy)	C		1			1	XI	PRA/IPA/CD

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64	4		Vendor Data Records, STD 204 (Required in-lieu of IRS W-9)	P		1		2	3	XI	PRA/IPA/CD
65	2		Period-end Reports	D		4			4		
<u>RECORDS MANAGEMENT</u>											
66	1		State Records Center Reference Requests	P		Active			Active		Active until records returned to storage.
67	1		Quarterly Records Destruction	P		4			4		Retain 2 years from destruction authorization. Then 2 more or until audited which ever comes first.
68	1		Records Retention Schedule	P		Active			Active		Active until updated. Required every 5 years.
69	1		Transfer Lists	P		Active			Active		Becomes inactive when records are destroyed. Transfer list is attached to the appropriate records Destruction memo in Item 67.
70	10		Federally Funded Monthly Reconciliations, Journal Entrées, Working Papers, Cash Analysis, HB5, Year End Reports	P		3		5	8		Non-confidential destruction after maximum retention.
71			<u>Electronic Mail (E-Mail)</u>								
			A. E-mail Records								*E-mail communications that have <i>official record status</i> are subject to the 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-mail communication in question. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the records retention schedule as a separate series of records.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
			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.								Destroy transitory E-mail communications when they have served their purpose.
Total	919										

\* Provide total of office and departmental

(35) APPROVAL NUMBER

*Summary of Changes*

**2013 144**

(36)

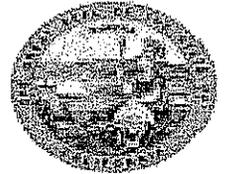
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	ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (40)	MEDIA (41)	VITAL (42)	RETENTION					REMARKS (48)
							OFFICE (43)	DEPT. (44)	SRC. (45)	TOTAL (46)	PRA & IPA (47)	
				<i>No changes</i>								

\* Provide total of office and departmental

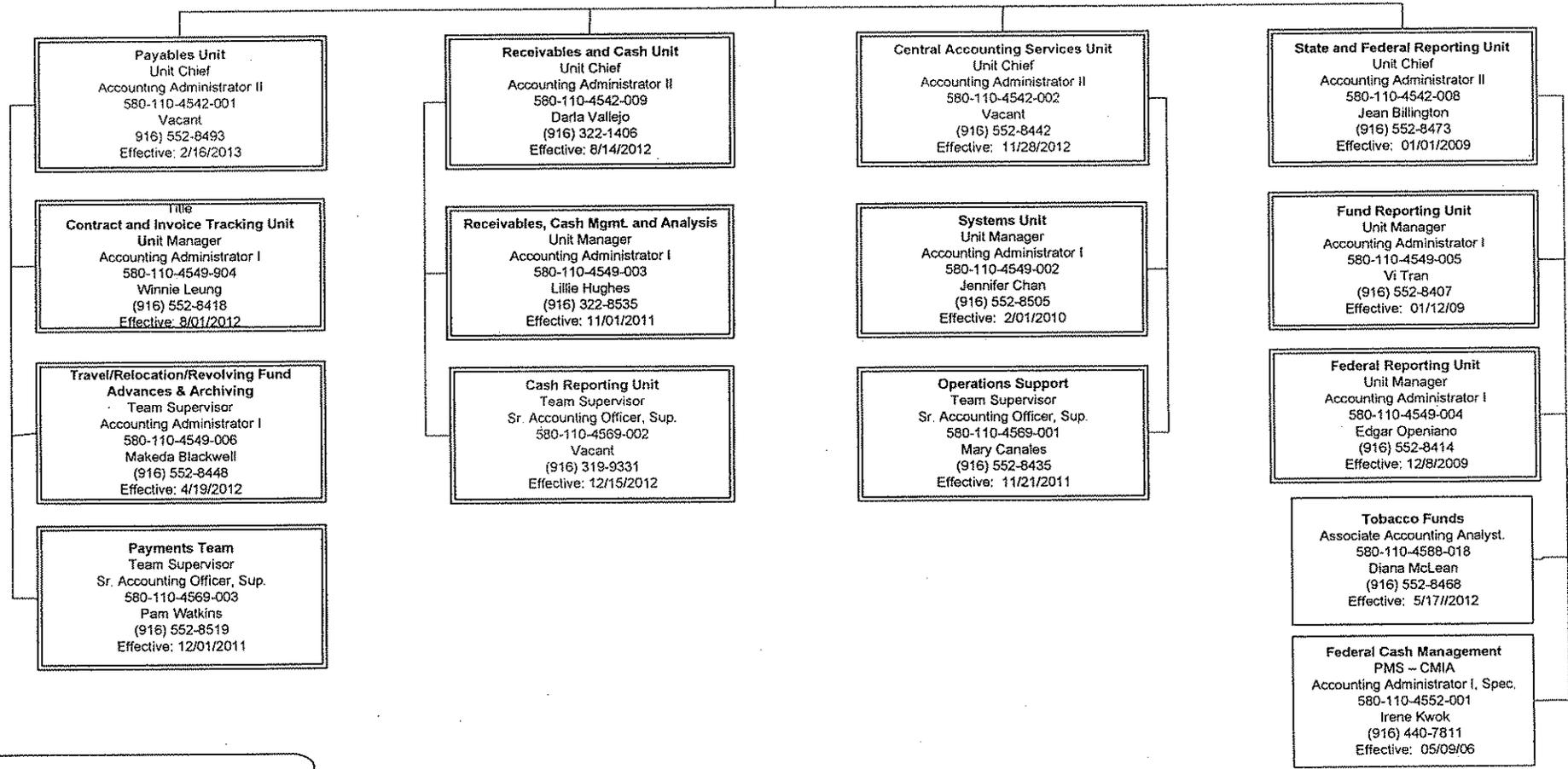


California Department of Public Health  
 Operations  
**Administration Division**  
**Financial Management Branch**  
**Accounting Section**



2013 144

**Section Chief**  
**Accounting Administrator III**  
**580-110-4545-002**  
**Annemarie Reno**  
**(916) 445-5636**  
**Effective: 01/16/2012**



Annemarie Reno  
 Chief, Accounting Section