7-3

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 IMS G-15	51805	PAGE 1 OF 2 PAGES

(4) DIVISION/ BRANCH/ SECTION	(5) ADDRESS
Registration Operations Division, Involuntary Transfer Section, Registration Services Branch	2415 1st Ave., MS D273 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-ROD-750	3/15/13	2	320
PREVIOUS SCHEDULE INFORMATION *(If applicable)*	(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE(S)	(16) PAGE NUMBER(S) REVISED

(17) MISSION/FUNCTIONAL STATEMENT

The function of the Involuntary Transfer Section is to resolve vehicle and vessel ownership disputes.

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
Ellen McCauley	Branch Chief	916-657-5552	3/18/13

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 MGMT. ANALYST	(23) CLASSIFICATION	(24) NAME *(Printed or Typed)*	(25) PHONE NUMBER	(26) DATE SIGNED
Jennifer Garces	AGPA	Jennifer Garces	916.657.7148	10.28.13

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

(27) SIGNATURE – CARM CONSULTANT	(28) APPROVAL NUMBER	(29) DATE SIGNED	(30) EXPIRATION DATE
Jenny Chakonova Jenny Chakonova	2013 155	7-9-2013	7-9-2018

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.)* GC 34172

(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE	(34) DATE SIGNED
Andrew Ruplop ARCHIVIST II	8/02/2013

FOR ARCHIVES' STAMP

CALIFORNIA STATE ARCHIVES

LJ

(35) CalRIM APPROVAL NUMBER 2013 155

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)
			PROGRAM MANAGEMENT								
1	75 Cu Ft		Correspondence (VIN Switches, Fraud & Forgery, Civil Disputes)	P		Active			Active		Active until revised or superseded. Protected by IPA 1798.34. Confidential Destruction per 6254 (c).
2	75 Cu Ft		Correspondence (Legal, Law Enforcement, IRS)	P		Active			Active		Purged upon request of reporting agency.
			ADMINISTRATIVE MANAGEMENT								
3	5 Cu Ft		Personnel Files and Related Documents	P		Active			Active	XI	Active until employee separates, transfers, retires, or until unit disband per IPA 1798.34; thereafter, confidential destruction per GC 6254(c).
4	5 Cu Ft		Procurement and Supply Documents (Standard forms for leases standard agreements, space action request, purchase estimate or orders)	P		7 yrs			7 yrs		Cut off at the end of FY and hold for an additional seven years.
Total	160 Cu Ft										

* Provide total of office and departmental