

(1) DEPARTMENT* Department of Motor Vehicles/Licensing Operations Division		(2) AGENCY BILLING CODE ST 51805	IMS CODE	(3) PAGE <u>1</u> OF <u>5</u> PAGES
(4) DIVISION / BRANCH / SECTION Driver Licensing Branch/Record Security & Identification Unit		(5) ADDRESS 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.)

NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER DMV-LOD-235-A1	(10) SCHEDULE DATE	(11) NUMBER OF PAGES	(12) CUBIC FEET (Total Schedule)
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER DMV-LOD-235	(14) APPROVAL NUMBER 2013 240	(15) APPROVAL DATE(S) 11/20/2013	(16) PAGE NUMBER(S) REVISED P.5

(17) FUNCTIONAL STATEMENT

See attached.

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>Suzie Wagner</i>	(19) TITLE <i>Manager</i>	NAME - (Printed or Typed) SUZIE WAGNER	(20) PHONE NUMBER 657-7930	(21) DATE SIGNED 10/16/15
---	------------------------------	---	-------------------------------	------------------------------

In accordance with Government Code 12274, approval of this Records Retention Schedule by the Secretary of State 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 <i>Jennifer E. Gouces</i>	(23) CLASSIFICATION AGPFA	(24) NAME - (Printed or Typed) Jennifer E Gouces	(25) PHONE NUMBER 657-7148	(26) DATE SIGNED 10.26.15
--	------------------------------	---	-------------------------------	------------------------------

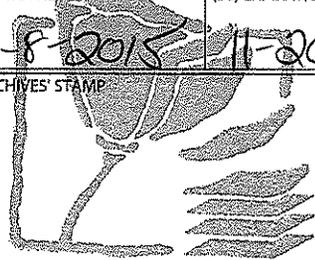
PART II A – SECRETARY OF STATE APPROVAL (Per Government Code Section 12272)

(27) SIGNATURE - CALRIM CONSULTANT <i>Jenny Chakonova</i>	NAME - (Printed or Typed) Jenny Chakonova	(28) APPROVAL NUMBER 2013-240	(29) APPROVAL DATE 12-8-2015	(30) EXPIRATION DATE 11-20-2018
--	--	----------------------------------	---------------------------------	------------------------------------

PART II B – ARCHIVAL SELECTION (Per Government Code Section 12223)

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (31) Contains no material subject to further review by the California State Archives **Key # 34743**
 (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.)

(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bartley</i>	NAME - (Printed or Typed) Sydney Bartley	(34) DATE SIGNED 12/15/15	FOR ARCHIVES' STAMP  CALIFORNIA STATE ARCHIVES
--	---	------------------------------	--

*Department refers to any Agency, Department, Board, Commission, Office or Other

In that the level of service our customers receive may be the principal basis by which the Department is judged, our mission is to provide our diverse clientele with the most courteous, complete and prompt service we can offer. We recognize that this can and must be accomplished while fulfilling our goals of protection of the public and assuring the integrity, accuracy, and security of the DL Database.

2013-240

285

STATE OF CALIFORNIA - SECRETARY OF STATE
RECORDS RETENTION SCHEDULE

STD. 73 (REV. 2/2015)

(35) APPROVAL NUMBER											(36)
ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (40) <i>(Double spaces between items)</i>	MEDIA (41)	VITAL (42)	RETENTION				PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
2013-240											Page 3 of 5 Pages
1			Records Management Retention Schedule (STD 73)	P		Current			Current		Retain as current until superseded. 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 Worksheets	P		Current			Current		Retain as current until next inventory.
3	12		Administrative Records Personnel Files (Informal) Includes employees memo reports, Travel expense claims	P		Active			Active	XI	Retain active for term of employee. When employee leaves, file will be transferred to employee's new unit or HRB. IPA 1798.3
4	12		Housekeeping Records -Includes Security and Disclosure Statements	P		Current +3 yrs			Current +3 yrs		Current until filing date. Hold for additional four years, then destroy.
5	10		Statistical Files - Includes volume of record corrections; weekly, monthly reports for DL/ID corrections, employees temporary/overtime, vacancy report, weekly phone report.	P		Current + 4 yrs			Current + 4 yrs		Current until filing date. Hold for additional four years, then destroy.

(35) APPROVAL NUMBER											(36)
ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (40) <i>(Double spaces between items)</i>	MEDIA (41)	VITAL (42)	RETENTION				PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
2013-240											
Page 4 of 5 pages											
6	3		Program Files Phone Report - Includes breakdown of unit and employee calls, hour phone is available/unavailable.	P		Current +1 yr			Current +1 yr		Current until superseded. Hold for additional one year, then confidential purge.
7	3		R.A.C.F Files	P		Current			Current	XI	Current until superseded or canceled. Confidential Destruction.
8	3		Correspondence - Internal/External (records that relate to the internal administration or housekeeping activities of the office).	P		3 Yrs			3 Yrs		Destroy after three years or when no longer needed, whichever comes first.
9	86		New Number Assignment-Records with previous numbers receiving a new number.	P		Active			Active		Active until canceled, then forward to Micrographics. Micrographics. Microfilm cartridges are retained and under the control of the Communication Program Division, Information Services Branch.
10	25		Overflows- Hard copy files of DL Records too large to be stored on the master database	P		Active + 5 Yrs			Active + 5 Yrs	XI	Active for five yrs from date of last activity. Hold for additional five yrs, then destroy. Records are required to conduct day to day business. Confidential Destruction IPA 1798.3 GC 6254 (c).

(35) APPROVAL NUMBER											(36)
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				PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
11	3		Daily Abstracts Deletion (report of deleted abstract dismissals)	C		Current +1 Yr			Current +1 Yr	XI	Hold for one year, then destroy. Confidential Destruction
12	8		Daily Extended Master File Correction Report (report of corrections updated in the Unit).	C		Current +3 Yrs			Current +3 Yrs		Hold for three years, then destroy. Confidential Destruction
13	86		R-Codes - DL/ID records with same name and birth date (doubles)	P		Active +5 Yrs			Active +5 Yrs	XI	Active for five years from date of last activity. Hold for additional five years, then destroy. Records are required to conduct day to day business. Confidential destruction IPA 1798.3 GC 6254 (c), CVC 1808
14	25		Gender Files	P		Current +4 Yrs		15 yrs	Current +19 Yrs	XI	Hold for 5 years, then transfer to State Records Center for an additional 15 years. Confidential Destruction.
TOTAL	276		<i>Summary of changes: Item #14 has been added to the schedule for</i>								

2013-240

Page 5 of 5 pages