

(1) DEPARTMENT, BOARD OR COMMISSION DEPARTMENT OF MOTOR VEHICLES		(2) AGENCY BILLING CODE 51805	IMS CODE 6-15	(3) 1097
(4) DIVISION / BRANCH / SECTION LOD, DRIVER LICENSING BRANCH, ISSUANCE 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-231	(10) SCHEDULE DATE AUGUST 21, 2013	(11) NUMBER OF PAGES 6	(12) CUBIC FEET (Total Schedule) 214
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER DMV-LOD-052	(14) APPROVAL NUMBER 08-183	(15) APPROVAL DATE(S) AUGUST 6, 2008	(16) PAGE NUMBER(S) REVISED ALL

(17) FUNCTIONAL STATEMENT

MISSION/FUNCTIONAL STATEMENT: ISSUANCE IS RESPONSIBLE FOR THE TIMELY PRODUCTION OF QUALITY DRIVER LICENSES, IDENTIFICATION CARDS AND SPECIAL CERTIFICATES THIS REQUIRES AN EQUAL COMMITMENT TO PUBLIC SAFETY AND CUSTOMER SATISFACTION

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 Chief	NAME - (Printed or Typed) Mary Garcia	(20) PHONE NUMBER 916-657-7464	(21) DATE SIGNED 9/9/13
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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 MANAGEMENT ANALYST 	(23) CLASSIFICATION AGPA	(24) NAME - (Printed or Typed) Jennifer E Garces	(25) PHONE NUMBER 916-657-7148	(26) DATE SIGNED 10-4-13
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PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE - CALRIM CONSULTANT 	NAME - (Printed or Typed) Jenny Chakonova	(28) APPROVAL NUMBER 2013 237	(29) APPROVAL DATE 11/20/2013	(30) EXPIRATION DATE 11/20/2018
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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 # 34745

(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE 	NAME - (Printed or Typed) Sydney Bailey	(34) DATE SIGNED 12/7/13
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RECORDS RETENTION SCHEDULE

STD. 73 (REV. 4/2013)

(35) APPROVAL NUMBER											(36)
											Page 2 of 6 Pages
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
<u>Record Management</u>											
1	1		Records Retention Schedules (Std. 73)	P		Current			Current		Retain as current until superseded. Although revision is required every 5 years from the date approval by DGS, RRS that are not revised remain in effect but are considered non-current.
2	1		Std. 70 - Records inventory Worksheet	P		Current			Current		Retain as Current until next inventory.
3	13		Personnel Files, Informal	P		Active			Active	XI	Retain as active for term of employee. When employee leaves, file will be transferred to employee's new unit or HRB. IPA 1798.3
4	5		Personnel related documents (includes employee accident reports, overtime/temporary report, training requests, travel expense claims, Doctor's notes, staffing needs/reports, employee awards, time sheets, summer youth employment program, statement of incompatible activities).	P		Active +3			Active +3		Confidential Destruction. GC 6254(C) IPA 1798.3
5	2		Housekeeping records (includes Security and Disclosure Statements, space requirements, threatening calls, daily mail report, Mission Statement, Memorandums, Correspondence on behalf of the Director, Deputy Director, Deputy Director Branch Chief and Program Manager to customers)	P		3			3		Destroy after 3 years, or when no longer needed, which ever occurs first.

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RECORDS RETENTION SCHEDULE

STD. 73 (REV. 4/2013)

(35) APPROVAL NUMBER											(36)
											2013 237
											Page 3 of 6 Pages
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
			<u>Program Files</u>								
6	2		Incoming DL/ID Report	P		Current +2			Current +2		Current until superseded. Hold for additional two years and then destroy.
7	1		DL Operations Weekly Inventory Summary	P		Current +3			Current +3		Current until revised or superseded. Hold for additional three years and then destroy.
8	2		Monthly Workload Report (Departmental hourly workload report)	P		Current +3			Current +3		Current until superseded. Hold for additional three years and then destroy.
9	2		Weekly Workload Inventory	P		Current +1			Current +1		Current until superseded. Hold for additional year and then destroy.
10	2		Program Information Report (Report of program changes and procedures)	P		Current +2			Current +2		Current until revised or superseded. Hold for additional two years and then destroy.
11	2		CDL Reports - Weekly Report	P		Current +2			Current +2		Current until revised or superseded. Hold for additional two years and then destroy.
12	2		EDP Requests (Requests for changes to DMV software programs).	P		Active +3			Active +3		Active until program modified, then destroy three years after implementation.
13	1		EDP Status Report	P		Current +2			Current +2		Current until superseded. Hold for additional two years and then destroy.

RECORDS RETENTION SCHEDULE

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
14	2		INS and EPS Phone Report	P		Current +3			Current +3		EPS DL/ID requires exception handling/non-standard processing, then destroy.
15	2		INS Status Report (Legal Presence verification status of DL/ID).	P		Current +3			Current +3		Current until revised. Hold for additional three years and then destroy.
16	2		Processing Unit Status Report	P		Current +3			Current +3		Current until superseded. Hold for additional three years and then destroy.
17	2		Workload Production Worksheet	P		Current +2			Current +2		Current until superseded. Hold for additional two years and then destroy.
18	2		Surrendered Licenses Information	P		Current +2			Current +2		Current until revised. Hold for additional two years then purge.
19	1		DL Unclaimed/Surrendered Driver Licenses Record	P	5				5	XI	Hold for five years from date of issuance and then destroy. Confidential Destruction. IPA 1798.3 GC 6254 ©
20	1		Subpoenas (Litigation involving unit)	P		Active			Active	XI	Active until case resolved. Confidential destruction. GC6254 ©
<u>Error Processing Section</u>											
21	10		Exception Processing Refund File (refund applications - refunded and denied)	P		Current +1			Current +1		Current until application processed.

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RECORDS RETENTION SCHEDULE

STD. 73 (REV. 4/2013)

(35) APPROVAL NUMBER											(36)	
											2013-237	Page 5 of 6 Pages
(37)	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)		
22	1		Exception Processing Renewal by Internet P+M	P		Current + 6 Months			Current + 6 Months	Current +6 months confidential purge Confidential destruction GC 6254 ©		
<u>Inventory Management Section</u>												
23	3		DL/ID Correction/Reissue Billing (Ventor billing for corrected or reissued DL/ID)	P		Current +1		2 Years	Current +3	Current until new DL/ID issued to customer. Confidential destruction. GC 6254 ©		
<u>Immigation and Naturalization Service Section</u>												
24	15		Legal Presence Verification / EASE, MICRO									
25	103		Social Security (SS4) /DIG	P		Current +3			Current +3	Branch Chief's Policy. Retain until superseded.		
26	2		Canadian visa and passports	P		Current +2			Current +2	Branch Chief's Policy. Retain until superseded.		
27	6		Legal Presence / DIB	P		Current +90 days			Current +90 days	Current until superseded. Confidential destruction. GC 6254 ©		
28	10		DMV errors special project	P		Current			Current	Branch Chief's Policy. Retain until superseded.		
<u>Commercial Driver Lincense and Problem Driver Pointer System Sections</u>												
29	2		CDL controlled medicals	P		Current			Current	Branch Chief's Policy. Retain until		

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 4/2013)

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											2013-237	Page 6 of 6 Pages																																
(37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA & IPA (47)	REMARKS (48)																																	
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)																																			
30	4		Special Certificates (holds) - includes bus, special vans, ambulance, firefighters, etc.	P		Active +1			Active +1		Active pending "hold" removal. Hold for additional year and then destroy. Confidential destruction. GC 6254 ©																																	
31	8		Special Certificates - Includes bus, special vans, ambulance, firefighters, etc.			Active +1			Active +1		Active until certificate issued. Hold for 1 month, the forward to microfilm Unit for Mircofilming. Confidential destruction. GC 6254 ©																																	
32	2		Live Scan - Report of application fingerprint submission	P		Current +13 months			Current +13 months		Current until superseded. Confidential Destruction. GC6254 ©																																	
Total Cubic Feet	214																																											
			<p style="text-align: center;">Summary of Changes - <i>All changes to # of Cubic Feet</i></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">Previous RSS</td> <td style="width: 10%;">Item #</td> <td></td> </tr> <tr> <td>08-183</td> <td>22</td> <td></td> </tr> <tr> <td>08-183</td> <td>24</td> <td></td> </tr> <tr> <td>08-183</td> <td>25</td> <td></td> </tr> <tr> <td>08-183</td> <td>26</td> <td></td> </tr> <tr> <td>08-183</td> <td>27</td> <td></td> </tr> <tr> <td>08-183</td> <td>28</td> <td></td> </tr> <tr> <td>08-183</td> <td>29</td> <td></td> </tr> <tr> <td>08-183</td> <td>30</td> <td></td> </tr> <tr> <td>08-183</td> <td>31</td> <td></td> </tr> <tr> <td>08-183</td> <td>32</td> <td></td> </tr> </table>									Previous RSS	Item #		08-183	22		08-183	24		08-183	25		08-183	26		08-183	27		08-183	28		08-183	29		08-183	30		08-183	31		08-183	32	
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