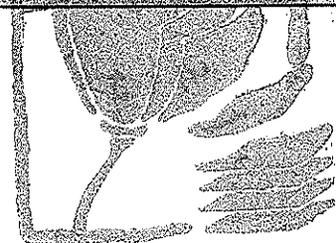


RECORDS RETENTION SCHEDULE

(1) DEPARTMENT- BOARD OR COMMISSION Department of Toxic Substances Control - Admin		(2) AGENCY BILLING CODE 082000	(3) PAGE 1 OF 24 PAGES	
(4) DIVISION/BRANCH/SECTION Human Resources		(5) ADDRESS 1001 I street, 21st floor Sacramento, CA 95814		
CHECK THE APPROPRIATE BOX				
(6) <input type="checkbox"/> New schedule of records that have never been schedules. [Complete boxes (9)-(12)]				
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (9)-(16)] (A new approval number will be assigned.)				
(8) <input type="checkbox"/> 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 DTSC 13-08	(10) SCHEDULE DATE 8/28/2013	(11) NUMBER OF PAGES 24	(12) CUBIC FEET (Total Schedule) 334.9
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER DTSC 08-04	(14) APPROVAL NUMBER 08-275	(15) APPROVAL DATE(S) 10/23/08	(16) PAGE NUMBER(S) REVISED entire schedule
(17) MISSION/FUNCTIONAL STATEMENT Please 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 the 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 <i>Joanne Haas</i>		(19) TITLE Joanne Haas Staff Services Manager II, Human Resources	(20) PHONE NUMBER (916) 322-0276	(21) DATE SIGNED 11/19/13
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Andrew Collada</i>		(19) TITLE Andrew Collada Deputy Director, Administrative Services	(20) PHONE NUMBER (916) 327-1192	(21) DATE SIGNED 11/19/13
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 <i>Chris Burgess</i>	(23) CLASSIFICATION Staff Services Analyst	(24) NAME (Printed or Typed) Chris Burgess	(25) PHONE NUMBER (916) 323-3423	(26) DATE SIGNED 11/21/13
PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)				
(27) SIGNATURE CalRIM CONSULTANT <i>Ramona M. Gutierrez</i>		(28) APPROVAL NUMBER 2013-286	(29) DATE SIGNED 12/4/2013	(30) EXPIRATION DATE 12/4/2018
PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)				FOR ARCHIVES STAMP
THE ATTACHED RECORDS RETENTION SCHEDULE				 CALIFORNIA STATE ARCHIVES
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives				
(32) <input type="checkbox"/> 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 Bailey</i>		(34) DATE SIGNED Dec. 9, 2013		

Key # 34820

ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double space between items)	MEDIA	VITAL	Retention				PRA (EXEMPT) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

MISSION STATEMENT

The Human Resources Branch is responsible for providing personnel services to employees and management which includes processing all documentation relating to appointments, separations, miscellaneous employment history changes, classification and pay, performance evaluation and standards, relating to the State Civil Service System.

Retention Authority:

For those records which have no reference as to a governing law or authority for the Retention cited, the manager's authority applies (manager directly responsible for the records).

Confidential Records:

All records flagged in Column 47 must be shredded at the time Retention has expired. If the records are sent to the State Archives, the State Archives must maintain records flagged in Column 47 as confidential and shred at the time of disposal.

Retentions During a Litigation Hold:

A litigation hold record preservation obligation supersedes any existing statutory or regulatory document retention period or destruction schedule. If a litigation hold is implemented for records that are part of this Records Retention Schedule, destruction will be suspended for those records (in any and all formats), and those records will be managed pursuant to the litigation hold protocol while the litigation hold is in place. Records released from a litigation hold protocol will return to their respective Records Retention Schedule for management/Retention destruction as set forth in the Records Retention Schedule.

Vital Records:

There are some records flagged in Column 42 as "vital" records. At the present time, a

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
											<p>Disaster Protection Plan (DPP) has not been developed. The department felt a need to identify the vital record series even though the records are not all protected. As time and money allows, a DPP will be developed in the future.</p> <p>Acronyms identified throughout schedule: C: Computer printout IPA: Information Practices Act M: Magnetic, electronic or optical storage including e-mails that meet the definition of a record., etc. Does not include records serving as a backup or temporary storage used for data recovery/business continuity/disaster planning purposes. P: Paper PRA: Public Records Act QAP: Qualification and Appraisal SRC: State Records Center</p>
1	20		<u>ADMINISTRATIVE RECORDS</u> Absence Requests (DTSC 1043)	M		1			1		Retain for 1 year.
2			Authorization to use Privately Owned Vehicle on State Business (STD. 261)	P		*			*	XI	*Retain until superseded or cancelled. PRA 6254; IPA 1798.40
3			Board of Control Claims/Correspondence	P	X	4		2	6		Retain for 4 years in-house and 2 years at SRC.
4			Chronological Files	P		2		3	5	XI	Retain for 2 years in-house and 3 years at SRC. Could contain confidential information. PRA 6254; IPA 1798.40

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
5			Interview Documents	P		3			3	X	Includes applications, interview documents, answers, scores, etc. that are for positions applying in Human Resources. Each DTSC program would maintain their own Interview Document file. PRA 6254; IPA 1798.40
6			Policies	P/M		*			* +19		*Retain until superseded or no longer needed for reference purposes. Send to the State Record Center for an additional 19 years. Includes policies developed by Human Resources.
7			Procedures (Includes Guidance Documents)	P/M		* +2			* +2		* Retain until superseded plus an additional 2 years in-house.
8	↓		Subject Files	P		*			*		* Retain until no longer needed for reference purposes.
9	n/a		Weekly Report of Program Activities	M		*			*		* Retain until no longer needed for reference purposes.
10	95		CLASSIFICATION AND PAY UNIT Adverse Action Files - Termination by Disciplinary Action (Resignation with Fault, AWOL)	P	X	*			*	XI	* Retain all cases involving termination by disciplinary action until after employee reaches age 70. PRA 6254; IPA 1798.40
11			Adverse Action Files - All other Adverse Actions & Corrective Actions not included above.	P	X	* +5		* +10	15	XI	*Retain until action or litigation is resolved and when the employer leaves the Department. Retain for an additional 5 years in-house and 10 years at the State Records Center.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
											Note: Adverse Action involving Legal are maintained in Legal, under their Records Retention Schedule. PRA 6254; IPA 1798.40
12			Class Specifications	P		*			*		* Retain until superseded.
13			Classification Histories	P		*			*	XI	* Retain until no longer needed for operation histories. Includes data on utilization, reallocation background, studies, etc. PRA 6254; IPA 1798.40
14			Family & Medical Leave (FMLA)	P		3			3		Retain for 3 years.
15			Grievances	P	X	* +3			* +3	XI	* Retain until grievance is resolved. Retain for an additional 3 years in-house from date of resolution. Includes employee contracts & merit issues. PRA 6254; IPA 1798.40
16			Layoff Material	P		* +5			* +5	XI	* Retain until layoff is completed. Retain for an additional 5 years in-house. Includes official seniority list, layoffs and Notice of Transfer. PRA 6254; IPA 1798.40
17			Memorandums of Understanding (Bargaining Unit Contracts)	P		* +5			* +5		* Retain until superseded, plus an additional 5 years.
18			Report of Personnel Action (RPA) (DTSC 1058)	P	X	* +4		6	* +10	XI	* Retain as long as position exists and as needed for history purposes. Retain for an

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
19			Staffing Report	P		*			*		additional 4 years in-house and 6 years at SRC. Includes but is not limited to Duty Statements/Position Justification, Freeze Exemptions, Std. 625-Classification and/or Certification, Std. 651-Employee's Job Description. PRA 6254; IPA 1798.40
						+5			+5		* Retain until superseded. Retain an additional 5 years in-house for position history.
20	↓		Workers Compensation	P		*			*	XI	* Retain until settlement of the claim or closure of the case occurs. Retain for an additional 2 years in-house. PRA 6254; IPA 1798.40
						+2			+2		
21	39.9		EXAMINATION UNIT Appeals	P		*			*	XI	*Retain until inactive after a particular examination list expires. Plus an additional 1 year. PRA 6254; IPA 1798.40
						+1			+1		
22			Applications (Rejected, successful and unsuccessful)	P		*			*	XI	*Retain until inactive after a particular examination list expires, plus 2 additional years in-house. PRA 6254; IPA 1798.40
						+2			+2		
23			Certification of Eligibles	C		*			*	XI	*Retain until inactive after a particular examination list expires, plus 2 additional years in-house. Retained in individual file examination files PRA 6254; IPA 1798.40
						+2			+2		

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
24			Conditions of Employment	P		*			*	X	*Retain until inactive after a particular examination list expires, plus 2 additional years in-house. PRA 6254; IPA 1798.40
						+2			+2		
25			Correspondence File	P		*			*	X	*Retain until the next examination, plus 2 additional years in-house. PRA 6254; IPA 1798.40
						+2			+2		
26			Disqualification Sheets	P		*			*	X	*Retain until inactive after a particular examination list expires, plus 2 additional years in-house. PRA 6254; IPA 1798.40
						+2			+2		
27			Employment Inquiries and Applications	P		2			2	XI	Retain for 2 years. PRA 6254; IPA 1798.40
28			Ethnic Information QAP and PRE Panel Members	P		*			*	X	*Retain until inactive after a particular examination list expires, plus 2 additional years in-house. PRA 6254; IPA 1798.40
						+2			+2		
29			History	P/C		*			*	X	*Retain until after a particular examination list expires (4-6 years). Exam documents including background, establishment, planning, recruitment, etc. Plus 2 additional years. PRA 6254; IPA 1798.40
						+2			+2		
30			Job Analysis/Validation Reports and Miscellaneous Files	P		5			5		Contains Job Analysis/Validation Reports and other miscellaneous related files. Retain for 5 years.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
31			Qualification and Appraisal (QAP) Committee Members Rating Sheet	P		*			*	X	*Retain until inactive after a particular examination list expires, plus 2 additional years in-house. PRA 6254; IPA 1798.40
32			Reemployment List/Cards	P		*			*	X	*Retain until inactive after layoff plus an additional 3 years in-house. Government code 19997.11. PRA 6254; IPA 1798.40
33			State Personnel Board Employment Lists	P		*			*		*Retain until inactive after a particular examination list expires plus an additional 4 years in-house
34			Veteran's Preference	P		*			*	X	*Retain until inactive after a particular examination list expires, plus 2 additional years in-house. PRA 6254; IPA 1798.40
35			Written Test Answer Sheets	P		*			*	X	*Retain until inactive after a particular examination list expires, plus 2 additional years in-house. PRA 6254; IPA 1798.40
36			Written Test Booklets and Interview Questions	P		*			*	X	*Retain until inactive after a particular examination list expires, plus 2 additional years in-house. PRA 6254; IPA 1798.40

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
	100		OFFICIAL PERSONNEL FILE (Documents found within the Office Personnel File are listed below.)								Types of employee separations are listed below: a. Resignation without fault, Voluntary Retirement, Rejection on Probation: Retain for 5 years from effective date of separation. b. Layoff: Retain for 5 years from effective date of separation. c. Disability Retirement, Terminal by Disciplinary Action, Resignation with Fault, AWOL. Retain until person reaches age 70.
37			Certification of Correction-Member Contribution and Collections Due (CalPERS-283)	P		*			*	XI	* Retain until employee separates from State service. Retain according to type of separation. PRA 6254; IPA 1798.40
38			Correspondence Relating to a Specific Employee	P		3			3		Retain no longer than 3 years from date of issue, giving due consideration to timeliness, relevance, and necessity.
39			Declaration of Health Coverage (HBD 12A) (Filed with the Health Benefits Plan Enrollment Form - HBD 12)	P		*			*	XI	* Retain until superseded or cancelled. PRA 6254; IPA 1798.40
40			Dental Enrollment Plan Authorization (Std. 691)	P		*			*	XI	* Retain until superseded or cancelled. PRA 6254; IPA 1798.40

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						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
41			Dental Plan Direct Payment Authorization (Std. 696)	P		*			*	XI	* Retain until superseded or cancelled. PRA 6254; IPA 1798.40
42			Designation of Persons Authorized to Receive Warrants (Std. 243)	P	X	*			*	XI	* Retain until superseded or cancelled. PRA 6254; IPA 1798.40
43			Emergency Notification & Physicians Designation Form (DTSC 1224)	P		*			*	XI	* Retain until superseded or cancelled. PRA 6254; IPA 1798.40
44			Employee Action Request (copy) (Std. 686)	P		*			*	XI	* Retain until superseded. Then retain according to the type of separation. PRA 6254; IPA 1798.40
						plus the years required for each type of separation as noted above.			plus the years required for each type of separation as noted above.		
45			Employee Record (Std. 611)	P	X	*			*	XI	* Retain until employee separates from State service. Retain according to type of separation. PRA 6254; IPA 1798.40
						plus the years required for each type of separation as noted above.			plus the years required for each type of separation as noted above.		

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
46			Employee Transfer Data (Std. 612)	P	X	*			*	XI	* Retain until employee separates from State service. Retain according to type of separation. PRA 6254; IPA 1798.40
						plus the years required for each type of separation as noted above.			plus the years required for each type of separation as noted above.		
47			Examination and/or Employment Application (Std. 678)	P		*			*	XI	* Retain until employee separates from State service. Retain according to type of separation. PRA 6254; IPA 1798.40
						plus the years required for each type of separation as noted above.			plus the years required for each type of separation as noted above.		
48			Health Benefits Plan Enrollment Form (HBD 12)	P		*			*	XI	* Retain until superseded or cancelled. PRA 6254; IPA 1798.40
49			Health Benefits Plan for Direct Payment While on Nonpay Status (HBD 21)	P		*			*	XI	* Retain until superseded or cancelled. PRA 6254; IPA 1798.40
50			Health Benefit Plan Health Statement Enrollment (HBD 38)	P		*			*	XI	* Retain until superseded or cancelled. PRA 6254; IPA 1798.40
51			Health Questionnaire/Medical Report (Std. 610 HQ)	P	X	*			*	XI	* Retain until employee separates from State service. Retain for an additional 5 years in-house after separation. Medical Report must be kept in a sealed envelope. PRA 6254; IPA 1798.40
						+5			+5		

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
52			Health Questionnaire (Std. 610)	P	X	*			*	XI	* Retain until employee separates from State service. Retain for an additional 5 years in-house after separation. Medical Report must be kept in a sealed envelope. PRA 6254; IPA 1798.40
						+5			+5		
53			Life Insurance Enrollment Authorization (Std. 698)	P		*			*	XI	* Retain until superseded or cancelled. After June 1990, enrollment became automatic for all non-represented employees who are eligible. PRA 6254; IPA 1798.40
54			Merit Salary Adjustment (PSD 609)	P		5			5	XI	Retain for 5 years. PRA 6254; IPA 1798.40
55			Military Service Declaration (Std. 912)	P		*			*	XI	* Retain until employee separates from State service. Retain according to type of separation. PRA 6254; IPA 1798.40
						plus the years required for each type of separation as noted above.			plus the years required for each type of separation as noted above.		
56			Notice of Change and/or Certification of Contribution Rate (PERS-155)	P		*			*	XI	* Retain until employee separates from State service. Retain according to type of separation. PRA 6254; IPA 1798.40
						plus the years required for each type of separation as noted above.			plus the years required for each type of separation as noted above.		

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						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
57			Notice of Personnel Action (NOPA)	P		*			*	XI	* Retain until superseded or cancelled. PRA 6254; IPA 1798.40
58			Oath of Allegiance/Permission To Work (Std. 689)	P	X	*			*	XI	* Retain until employee separates from State service. Retain according to type of separation. PRA 6254; IPA 1798.40
59			Oath of Office (Std. 688)	P	X	*			*	XI	* Retain until employee separates from State service. Retain according to type of separation. PRA 6254; IPA 1798.40
60			Performance Appraisal/Individual Development Plan (Std. 637)	P	X	*			*	XI	* Retain until superseded. Exception: If there is evidence of possible adverse action, then retain for 3 years. PRA 6254; IPA 1798.40
61			PERS Beneficiary Designation (Std. 241 or PERS-BSD-241)	P	X	*			*	XI	* Retain until superseded or cancelled. PRA 6254; IPA 1798.40

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
62			Personnel Action Request (PAR) (Std. 680 & Std. 680A)	P		*			*	XI	* Retain until employee separates from State service. Retain according to type of separation. PRA 6254; IPA 1798.40
						plus years required for each type of separation as noted above			plus the years required for each type of separation as noted above.		
63			Physician Designation Form (DTSC 1224A)	P		*			*	XI	* Retain until superseded or cancelled. PRA 6254; IPA 1798.40
64			Report of Performance for Probationary Employee (Std. 636)	P	X	*			*	XI	* Retain first, second and final report until superseded by first Individual Development Plan (Std. 637). Exception: If there is evidence of possible adverse action, retain all 3 reports for 3 years plus current report. (Government Code 19365 permits adverse action within 3 years of cause.) PRA 6254; IPA 1798.40
65			Salary Range Justification (Same as Deep Class Substantiation - SPB 300-903)	P	X	3			3	XI	* Retain for 3 years or until audited by the State Personnel Board, whichever occurs first. PRA 6254; IPA 1798.40
66			State Service Reconciliation Forms/Cards	P	X	*			*	XI	* Retain until employee separates from state service. Then retain according to type of separation. PRA 6254; IPA 1798.40
						plus the years required for each type of separation as noted above.			plus the years required for each type of separation as noted above.		

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
67	↓		Subject to Proper Placement Letter	P	X	*			*	XI	* Retain until employee separates from State service. Exception: If the State Personnel Board Medical Officer or his/her designee determines that employment restrictions no longer apply, the letter shall be destroyed. Note: Medical records must be kept in a sealed envelope. PRA 6254; IPA 1798.40
			<u>TRANSACTIONS UNIT</u>								
68	80		Accident Report (Std. 268) (other than motor vehicles)	P	X	*			*	XI	* Retain until settlement of the claim or closure of the case is completed. PRA 6254; IPA 1798.40
69			Annual Leave (DTSC 1383)	P		*			*		*Retain until superseded or cancelled.
70			Attendance Report (Payroll & Leave Usage) (Std. 672)	P		5			5	XI	Retain for 5 years or until audited, whichever occurs first. PRA 6254; IPA 1798.40
71			Authorization for Extra Hours Cash Overtime (Std. 682)	P		5			5	XI	Retain for 5 years or until audited, whichever occurs first. PRA 6254; IPA 1798.40
72			Catastrophic Leave (Includes Catastrophic Leave Donation Request-DTSC 1062B and Catastrophic Leave Request-DTSC 1062A)	P		2			2		Retain for 2 years from the end of the pay period involved.
73			Certification for Advancement to Alternate Ranges (DTSC 1038)	P		5			5	XI	Retain for 5 years in the office (to coincide with MSA) PRA 6254; IPA 1798.40

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
74			Certification of Eligibles - No Names Certified (Std. 664)	P		3			3		Retain for 3 years or until audited by the State Personnel Board, whichever occurs first.
75			Certification of Eligibles - Names Certified (Std. 664)	P		3			3	XI	Retain for 3 years for audit/legal/court purposes. PRA 6254; IPA 1798.40
76			Change in Established Position (Std. 607)	P		4			4		Retain for 4 years or until audited, whichever occurs first.
77			Change in Payroll Header (Std. 407)	P	X	4			4		Retain for 4 years or until audited, whichever occurs first.
78			Direct Deposit Enrollment Authorization Form (Std.699)	P		*			*	XI	* Retain until superseded or cancelled. PRA 6254; IPA 1798.40
79			Employee Action Request (Std. 686)	P		6 mo.			6 mo.	XI	Retain for a period of no less than 6 months following the close of the fiscal year in which the data was key entered to the State controller's Employment History Data Base. PRA 6254; IPA 1798.40
80			Established Position Record - Permanent (Std. 608)	P	* +2				* +2		* Retain until permanent position is abolished or reclassified. Retain for an additional 2 years in-house from end of fiscal year involved.
81			Established Position Record - Temp (Std. 608A)	P		* +2			* +2		* Retain until record (temporary) position is abolished or reclassified. Retain for an additional 2 years in-house from end of fiscal year involved.

ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double space between items)	MEDIA	VITAL	Retention				PRA (EXEMPT) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
82			Group Legal Services Insurance Form	P		*			*	XI	*Retain until cancelled PRA 6254; IPA 1798.40
83			Industrial Disability Leave (IDL) Files - Non Toxic	P		* +2			* +2	XI	* Retain until case is settled or case is closed. Then retain for an additional 2 years in-house. Retention of files is d1 on a case by case basis. PRA 6254; IPA 1798.40
84			Industrial Disability Leave (IDL) Files - Toxic	P	X	* +2			* +2	XI	* Retain until case is settled or closed. PRA 6254; IPA 1798.40
85			Industrial Disability Benefits Information (Std. 619)	P	X	* +2			* +2	XI	* Retain until superseded. PRA 6254; IPA 1798.40
86			Industrial /Non Industrial Disability Pay/Adjustment Request (Std.674 D)	P		5			5	XI	Retain for 5 years from the end of the pay period involved. PRA 6254; IPA 1798.40
87			Injury & Illness Report	P		5			5		Retain for 5 years.
88			Miscellaneous Deduction Change Report (Std. 650)	P		2			2	XI	Retain for 2 years from end of pay period involved. PRA 6254; IPA 1798.40
89			Miscellaneous Payroll/Leave Actions (Std. 671)	P		5			5	XI	Retain for 5 years. PRA 6254; IPA 1798.40

ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double space between items)	MEDIA	V I T A L	Retention				PRA EXEMPT & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
90			Non-Industrial Disability (DE 8501)	P	X	*			*	XI	* Retain until case is settled or closed. Retain for an additional 5 years in-house. PRA 6254; IPA 1798.40
91			Notice of Payroll Accounts Receivable	P		+5			+5		Retain for 10 years following the end of the fiscal year involved.
92			Occupational Safety & Health Administration (OSHA)	P		5			5	XI	Retain for 5 years following the year involved. Includes the following: Log of Work Related Injuries & Illness (300) Summary of Work Related Injuries & Illness Injury & Illness Incident Report (301) PRA 6254; IPA 1798.40
93			Payroll Adjustment Notice (Std. 674)	P	X	5			5	XI	Retain for 5 years from pay period involved. PRA 6254; IPA 1798.40
94			Payroll Adjustment Notice-Accounts Receivable (Std. 674 AR)	P	X	5			5	XI	Retain for 5 years from pay period involved. PRA 6254; IPA 1798.40
95			Payroll Warrant Register (CD 38)*	P	X	4			4	XI	Retain 2 years from end of pay period involved. Retain 2 more years in-house or until audited. PRA 6254; IPA 1798.40
96			Personnel Action Request (Std. 680 & 680A) (Specialist drawer)	P	X	*			*	XI	* Retain until status changes and new turnaround is received. PRA 6254; IPA 1798.40

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
97			Personnel Action Request (Std. 680 & 680A) (Original keyed on-line)	P		6 mo			6 mo	XI	Retain for a period of no less than 6 months following the close of the fiscal year in which the data was entered on the employment History Data Base. PRA 6254; IPA 1798.40
98			Report of Absence Without Pay (Std. 603)	P		5			5	XI	Retain for 5 years from pay period involved. PRA 6254; IPA 1798.40
99			Report of Exceptions (CD 66)	P		5			5	XI	* Retain for 2 years from end of pay period involved. Retain 2 more years or until audited. PRA 6254; IPA 1798.40
100			Report of Extra Hours To Be Paid (Std. 673)	P		5			5	XI	Retain for 5 years from pay period involved. PRA 6254; IPA 1798.40
101			Report of Occupational Injury or Illness (SCIF 3067)	P	X	* +2			* +2	XI	* Retain until settlement of claim or closing. Retain for 2 additional years. PRA 6254; IPA 1798.40
102			Request for Voluntary Personal Leave Program	P		*			*		*Retain until superseded or cancelled
103			Salary Advance (DTSC 1028)	P	X	5			5	XI	Retain for 5 years from pay period involved PRA 6254; IPA 1798.40
104			Salary Garnishment (Std 639)	P	X	* +4			* +4	XI	* Retain until garnishment is satisfied. Retain for 4 years from end of pay period involved or until audited, whichever occurs first. PRA 6254; IPA 1798.40

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
105			Separation, Disposition of CalPERS Contributions (Std. 687)	P		6 mo.			6 mo.	XI	Retain for a period of no less than 6 months following the close of the fiscal year in which the data was key entered to the State Controller's Employment History Data Base. PRA 6254; IPA 1798.40
106			Standard Clearance and Waiver (Std. 616) (Filed with Certification of Eligibles - Std.	P	X	3			3	XI	* Retain for 3 years or until audited by the State Personnel Board, whichever occurs first. PRA 6254; IPA 1798.40
107			Subpoenaed Records Request Files	P		3			3	XI	PRA 6254; IPA 1798.40
108			Timesheets	P		3			3		Retain hard copy for 3 years in the office after pay period involved.
			<u>ELECTRONIC MAIL (E-MAIL)</u>								
109	n/a		E-Mail Records (classified as official records.	M							E-mail records that are classified as official records are subject to the individual department's records Retention schedules 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-mail message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the appropriate 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)
110	n/a		E-Mail Records (transitory)	M							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-mails when they have served their purpose.
Total cubic feet:			334.9								

NOTE:
RECORDS MANAGEMENT
Records Management type records such as Records Retention Schedules, Records Transfer Lists, State Record Center Reference Requests, Reports on Records Management, Authorization for Records Destruction, etc., are maintained in Contracts and Business Management Branch as the official file copy. Copies that the program maintains on these types of records are considered "reference material" and are not identified on this schedule. Reference materials fall into the "non-record" category.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

**SUMMARY OF RECORDS Retention SCHEDULE (RRS) CHANGES
FOR
HUMAN RESOURCES**

Previous RRS#	New RRS #
DTSC 08-04	DTSC 13-08
Item #1	Item #1
Item #2	Item #3
Item #3	Item #4
Item #4	DGS no longer issues charge cards, so function is invalid.
Item #5	Item #5
Item #6	Item #6,7
Item #7	Item #8
Item #8	Item #9
Item #9	Item #10
Item #10	Item #11
Item #11	Item #12
Item #12	Item #13
Item #13	Item #14
Item #14	Item #15
Item #15	Item #16
Item #16	Item #17
Item #17	Item #18
Item #18	Item #19
Item #19	Item #20
Item #20	Item #2
Item #21	Item #37
Item #22	Item #38
Item #23	Item #39
Item #24	Item #40
Item #25	Item #41
Item #26	Item #42
Item #27	Item #43
Item #28	Item #44
Item #29	Item #45
Item #30	Item #46
Item #31	Item #47

