

(1) DEPARTMENT, BOARD OR COMMISSION Department of General Services	(2) AGENCY BILLING CODE 30100	IMS CODE 201	(3)
(4) DIVISION / BRANCH / SECTION Procurement Division, Food Acquisition Unit	(5) ADDRESS 707 Third Street, 2nd Floor, West Sacramento, CA 95605		

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.)

<b>NEW SCHEDULE INFORMATION</b> (If applicable)	(9) SCHEDULE NUMBER DGS-PD-07-16	(10) SCHEDULE DATE October 31, 2013	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 128
<b>PREVIOUS SCHEDULE INFORMATION</b> (If applicable)	(13) SCHEDULE NUMBER DGS/PD-01-16	(14) APPROVAL NUMBER 07-153	(15) APPROVAL DATE(S) 6/12/2007	(16) PAGE NUMBER(S) REVISED 2

(17) FUNCTIONAL STATEMENT

The Food Acquisitions Unit is responsible for establishing and maintaining food purchasing contracts for the State of California agencies.

**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 Acquisitions Manager	NAME - (Printed or Typed) Robert Ullrey	(20) PHONE NUMBER (916) 375-4465	(21) DATE SIGNED 12/12/13
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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 SSA	(24) NAME - (Printed or Typed) Nicole A. Nash	(25) PHONE NUMBER 916 3754471	(26) DATE SIGNED 12/18/13
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**PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)**

(27) SIGNATURE - CALIRM CONSULTANT 	NAME - (Printed or Typed) Ramona M. Gutierrez	(28) APPROVAL NUMBER 2014-005	(29) APPROVAL DATE 1/6/2014	(30) EXPIRATION DATE 1/6/2019
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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 *Key # 34964*
- 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 	NAME - (Printed or Typed) Sydney Bailey	(34) DATE SIGNED Jan 10, 2014
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(35) APPROVAL NUMBER

2014-005

(36)

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)	
1	1		Records Retention Schedules (Std. 73)	P		Current			Current		Retain as current until superseded or when no longer needed for reference or analysis, whichever is later.
2	1		Records Inventory Worksheet (Std.70)	p		Current			Current		Retain as current until next inventory
3	1		Records Transfer List	P		Current			Current		Current until all records listed have been either destroyed, retired permanently, transferred to the State Archives, or are no longer needed.
4	125		Statewide Food Contracts	P		Active		7 years	active +7 )		Retention: Per Attorney General's memo dated 08/22/01 maintain contract files for a period seven (7) years from end of contract.

\* Provide total of office and departmental