

RECORDS RETENTION SCHEDULE

(1) DEPARTMENT, BOARD OR COMMISSION Food and Agriculture	(2) AGENCY BILLING CODE 03208	(3) PAGE 1 OF 2
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(4) DIVISION/ BRANCH/ SECTION Plant Health & Pest Prevention Services/Pest Exclusion /Emergency Quar Reponse	(5) ADDRESS 6819 E. Gage Avenue, City of Commerce, CA 90040	PAGES
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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 976 A	(10) SCHEDULE DATE 11/19/13	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 4
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE(S)	(16) PAGE NUMBER(S) REVISED

(17) MISSION/FUNCTIONAL STATEMENT
To serve the citizens of California by preventing the entry and spread of harmful pests and ensuring the availability of high-quality commodities for consumers worldwide.

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 <i>Debra DeLeon</i>	(19) TITLE Acting Branch Chief	(20) PHONE NUMBER	(21) DATE SIGNED 11/19/13
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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 MGMT. ANALYST <i>A Palacios</i>	(23) CLASSIFICATION Business Service Officer	(24) NAME (Printed or Typed) Agustin Palacios	(25) PHONE NUMBER (916) 654-1243	(26) DATE SIGNED 11-21-13
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PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE – CalRIM CONSULTANT <i>Kamora M. Gutierrez</i>	(28) APPROVAL NUMBER 2014-021	(29) DATE SIGNED 1/8/2014	(30) EXPIRATION DATE 1/8/2019
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PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)

<p>THE ATTACHED RECORDS RETENTION SCHEDULE:</p> <p>(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives <i>Key 34994</i></p> <p>(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.)</p>	<p>(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Spencer Bailey, Archivist</i></p> <p>(34) DATE SIGNED Jan. 17, 2014</p>	<p>FOR ARCHIVES' STAMP</p>  <p>CALIFORNIA STATE ARCHIVES</p>
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RECORDS RETENTION SCHEDULE

(35) CalRIM APPROVAL NUMBER											(36)	
2014-021											PAGE 2 OF 2	
ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS	PAGES
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
1	4		Matson & Horizon monthly manifest & shipping docs	P		5			5	X	Vessels manifest paperwork/confidential must be retained for at least 5 years	

* Provide total of office and departmental



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PEST EXCLUSION BRANCH

- 1220 "N" Street, Sacramento, CA 95814
- 916-654-0312 • peinfo@cdfa.ca.gov
- Pest Hotline: 1-800-491-1899

The mission of Pest Exclusion is to keep exotic agricultural and environmental pests out of the state of California and to prevent or limit the spread of newly discovered pests within the state. To accomplish this mission, the Branch has two roles: (1) quarantine regulatory compliance and enforcement and (2) service to the agriculture industry and the public.

ABOUT

Exterior Pest Exclusion oversees border station inspections of all commercial and private vehicles entering the state;

Interior Pest Exclusion oversees enforcement of quarantines, inspection of packages at parcel carrier terminals and phytosanitary certification of exports; and

Nursery, Seed and Quality Cotton oversees licensing, pest cleanliness, registration and certification, truth in labeling and quality cotton.

HOT TOPICS

[State Export Certification Fee - Questions and Answers \(PDF\)](#)

[State Export Certification Fee \(PDF\)](#)

[Exterior Pest Exclusion](#) [Interior Pest Exclusion](#) [NurserySeedQualityCotton](#)

[Border Protection Stations \(BPS\)](#)

[Map of Border Protection Stations](#)

[Frequently Asked Questions](#)

[Contact Information](#)

[Border Protection Stations Interactive Map](#)

[Working for Border Protection Stations](#)

PEST EXCLUSION

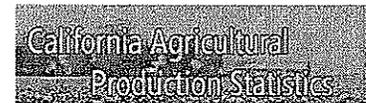
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RESOURCES

[Agricultural Commodity Identification Aid Manual](#)
[Bee and Beehive Information Links](#)
[County Agriculture Departments](#)
[Export Status of California Specialty Crops](#)
[Invasive Pests and Diseases](#)
[PEST FACT SHEETS: Entomology Lab](#)
[USDA/APHIS Plant Pest Information Manuals](#)

MOST REQUESTED

[Bringing Pine or Fir Items \(such as trees, wreaths, etc.\) into California \(PDF\)](#)
[Bringing Plants into California \(PDF\)](#)
[Bringing Plants and Animals into California](#)
[California Dog Teams](#)
[Current Exotic Fruit Fly Quarantines](#)
[Phytophthora Ramorum \(Sudden Oak Death\)](#)
[Quarantine Information and Maps](#)



[Report a Pest](#)
[Annual Report](#)
[Invasive Species Council of California](#)
[California Firewood Task Force](#)
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