

(1) DEPARTMENT, BOARD OR COMMISSION Food and Agriculture		(2) AGENCY BILLING CODE 03208		(3) PAGE 1 OF 2	
(4) DIVISION/ BRANCH/ SECTION Plant Health & Pest Prevention Services/Pest Exclusion /ACIT		(5) ADDRESS 5871 Rickenbacker Road, City of Commerce, CA 90040			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [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 976	(10) SCHEDULE DATE January 3, 2013	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 8
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER 976	(14) APPROVAL NUMBER 98-187	(15) APPROVAL DATE(S) 6-12-98	(16) PAGE NUMBER(S) REVISED ALL
(17) MISSION/FUNCTIONAL STATEMENT To serve the citizens of California by preventing the entry and spread of harmful exotic pests by investigating alleged violations of the Food and Agricultural Code and taking appropriate enforcement actions.					
PART II – 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>Dominic Dardanel</i>		(19) TITLE Acting Branch Chief		(20) PHONE NUMBER	(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>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
PART III – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE – CALRIM CONSULTANT <i>Ramona M. Gutierrez</i>		(28) APPROVAL NUMBER 2014-020		(29) DATE SIGNED 11/8/2014	(30) EXPIRATION DATE 1/8/2019
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives		Key 34995			
(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 Jan 17, 2014		



RECORDS RETENTION SCHEDULE

(35) CalRIM APPROVAL NUMBER											(36)	
2014-020											PAGE 2 OF 2	
ITEM # (37)	CUBIC FEET * (38)	CAL. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)	PAGES
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)			
1	6		Criminal, Civil and Administrative Case Records	P		5			5	X	ACIT – Agricultural Commodity Investigative Team ** Program policy is to keep information Confidential. Retention Criterion: retain records for five years after case has been adjudicated. Exempt from disclosure per program Policy** Confidential Destruction	
2	2		General correspondence, industry Resources, equipment files	P		3			3		Retention Criterion: retain for three years Non-Confidential recycle.	
Total	8											

9999

* 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](#)

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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 \(PDF\)](#)

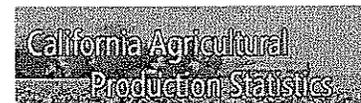
[Bringing Plants and Animals into California](#)

[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](#)

[Agricultural Resource Directory](#)

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