

**REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE**  
 STD. 72 (REV. 3-84)

Submit three copies with three copies of the Records Retention Schedule, STD. 73.

DEPARTMENT, BOARD OR COMMISSION	Health Services	BILLING CODE	85464
DIVISION, BUREAU OR OTHER UNIT	Records Management and Administrative Support		27
ADDRESS	744 P Street, Room 360		cu ft.
SCHEDULE NUMBER	165	PAGE NUMBER(S)	9
		SCHEDULE DATE	

IF THIS IS A REVISION OF AN EXISTING SCHEDULE (including addition or deletion of pages), enter the following information from the EXISTING schedule:

SCHEDULE NUMBER	PAGE NUMBER(S)	SCHEDULE DATE
APPROVAL NUMBER	APPROVAL DATE	

TO: (1) DEPARTMENT OF GENERAL SERVICES  
 OFFICE OF RECORDS MANAGEMENT  
 (2) CHIEF, STATE ARCHIVES  
 1020 O Street, Room 130  
 Sacramento, CA 95814  
 445-4293 or ATSS 485-4293

**PART I—AGENCY STATEMENTS**

As the person directly responsible for maintenance of the records listed on the attached schedule, I certify that I have reviewed the need for the records and that each retention period is necessary and correct as scheduled.

SIGNATURE—PERSON DIRECTLY RESPONSIBLE FOR THE RECORDS	<i>Patricia J. Johnson</i>	TITLE	Records Management & Administrative Support	DATE	Nov. 9, 1989
---	----------------------------	-------	---	------	--------------

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administration Manual.

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

SIGNATURE—RECORDS MANAGEMENT COORDINATOR	<i>Patricia J. Johnson</i>	TITLE	Chief, Records Management & Administrative Support	DATE	November 9, 1989	TELEPHONE	2-6587
--	----------------------------	-------	--	------	------------------	-----------	--------

**PART II—DEPARTMENT OF GENERAL SERVICES APPROVAL** (Per Government Code Section 14755)  
 The Department of General Services has no jurisdiction over entries made in Column 14 of STD. Form 73. Our approval covers Columns 1-13 and 15 only.

SIGNATURE	<i>India Starks</i>	APPROVAL NUMBER	89-169
TITLE	RMA	DATE	11-22-89

**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 "Hold/Notify: Archives" may not be destroyed without clearance by the Secretary of State. (State Administrative Manual Section 1614)

SIGNATURE—CHIEF OF ARCHIVES	<i>John F. Burns</i>	DATE	DEC 7 1989
-----------------------------	----------------------	------	------------

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 9-82)

See instructions on reverse  
and in SAM 1600

DEPARTMENT (1) HEALTH SERVICES		CS# 85464	SCHEDULE NUMBER (2) 165	DATE (3)
ORGANIZATIONAL UNIT Records Management & Administrative Services			PAGE	OF PAGES (4)
ADDRESS (number, street, city) 744 P Street, Room 360 Sacramento			DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	RETENTION				PRA (Exempt) & IPA (14)	REMARKS (15)
				OFFICE (10)	DEPT. (11)	SRC (12)	TOTAL (13)		
			MISSION STATEMENT  The Records Management and Administrative Support Section is responsible for planning, organizing, and controlling the Department's records, forms, and micrographic services programs. In addition, this Section is responsible for administering the oversight of departmental reorganization implementation; development and maintenance of the Department's Delegation Authority; maintenance of the Health Administrative Manual; and review and recommendations regarding Merit Award suggestions affecting the Department's responsibilities.						

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

DEPARTMENT (1) HEALTH SERVICES	GS# 85464	SCHEDULE NUMBER (2) 165	DATE (3)
ORGANIZATIONAL UNIT Records Management & Administrative Services		PAGE 1	OF 9 PAGES (4)
ADDRESS (number, street, city) 744 P Street, Room 360 Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (Triple-space between items) (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>ADMINISTRATIVE RECORDS</u>								
1.	.25		<u>Activity Reports</u> Monthly Annual Work Plans	P		2			2		
2.	↓		<u>Associations</u>	P		2			2		
3.			<u>Conferences, Committees and Meetings</u>	P		2			2		
				<u>Correspondence</u>							
4.	.25		Chron	P		2			2		
5.	↓		General A-Z, includes subjects dealing with forms and records management	P		2			2		



## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

DEPARTMENT (1) <b>HEALTH SERVICES</b>	GS# <b>85464</b>	SCHEDULE NUMBER (2) <b>165</b>	DATE (3)
ORGANIZATIONAL UNIT <b>Records Management &amp; Administrative Services</b>		PAGE <b>4</b>	OF <b>9</b>
ADDRESS (number, street, city) <b>744 P Street, Room 360 Sacramento</b>		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
20.	↓		General Information -- supporting documents regarding Department reorganization	P		2			2		
			<u>Personnel</u>								
21.	.5		Affirmative Action (plans, policy, general information, etc.)	P		Active			Active		Becomes inactive when superseded.
22.			Attendance Reports	P		Active			Active	XI	Becomes inactive when superseded. PRA 6254; IPA 1798.
23.			Duty Statements	P		Active			Active		Becomes inactive when superseded.
24.			Employee Records (Includes probs, reviews, etc.)	P		Active			Active	XI	Becomes inactive when employee transfers or terminates. PRA 6254; IPA 1798.40.
25.	↓		General Correspondence  Section correspondence requesting employee action	P		2			2		

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

DEPARTMENT (1) HEALTH SERVICES		GS# 85464	SCHEDULE NUMBER (2) 165	DATE (3)
ORGANIZATIONAL UNIT Records Management & Administrative Services			PAGE 3	OF PAGES (4) 9
ADDRESS (number, street, city) 744 P Street, Room 360 Sacramento			DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (Triple-space between items) (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>Legal</u>								
12.	.25		Bill Analysis	P		2			2	X	PRA 6254L.
13.	↓		Confidential Correspondence	P		2			2	X	PRA 6254.
14.	↓		Legal Opinions	P		2			2	X	PRA 6254B.
			<u>Legislation</u>								
15.	.25		Federal	P		2			2		
16.	↓		State	P		2			2	X	PRA 6254L.
17.	↓		Litigation	P		Active +2		5	7	X	Becomes inactive two years from filing date and an additional five years at State Records Center (SRC). PRA 6554B.
			<u>Organization</u>								
18.	.25		Chart	P		Active			Active		Becomes inactive when superseded.
19.	↓		Work Plans	P		Active			Active		Becomes inactive when superseded.

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

DEPARTMENT (1) HEALTH SERVICES		GS# 85464	SCHEDULE NUMBER (2) 165	DATE (3)
ORGANIZATIONAL UNIT Records Management & Administrative Services			PAGE 5	OF PAGES (4) 9
ADDRESS (number, street, city) 744 P Street, Room 360 Sacramento			DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (Triple-space between items) (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)	
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)			
26.	↓		Interview Documents (applications, score sheets, ethnicity reports, etc.)	P		2			2	XI	Government Code 12946; PRA 6254; IPA 1798.40.	
27.			Training, employee	P		2			2	XI	PRA 6254; IPA 1798.40.	
28.			Travel	P		2			2	XI	PRA 6254; IPA 1798.40.	
29.		.25		<u>Policy and Procedures</u> General Information (Includes section guidelines)	P		Active +2			Active +2		Becomes inactive two years when superseded.
30.				Labor Relations and Civil Rights material	P		Active			Active		Becomes inactive when superseded.
31.				Procedure Manual	P		Active +2			Active +2		Becomes inactive for two years when superseded.

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

DEPARTMENT (1) HEALTH SERVICES		SCHEDULE NUMBER (2) 165		DATE (3)
ORGANIZATIONAL UNIT Records Management & Administrative Services		PAGE 6		OF 9 PAGES (4)
ADDRESS (number, street, city) 744 P Street, Room 360 Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)		

ITEM NUMBER (6)	CUBIC FEET (Triple-space between items) (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>Records Management</u>								
32.	.25		Annual Reports (Information Practices Act and Department Record Holdings)	P		2			2		
33.	↓		Forms	P		Active			Active		Becomes obsolete when superseded.
34.			Quarterly Records Destruction	P		2			2		
35.			Records Retention Schedule	P		Active			Active		Becomes inactive when superseded or five years, whichever occurs first.
36.		✓		Transfer Lists	P		Active			Active	Becomes inactive when records are destroyed. Transfer list is attached to the appropriate records destruction memo. Item 34.
			<u>Regulations</u>								
37.	.25		State	P		Active +2		3	Active +5	X	Becomes inactive when revised. PRA 6254L.

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

DEPARTMENT (1) HEALTH SERVICES		GS# 85464	SCHEDULE NUMBER (2) 165	DATE (3)
ORGANIZATIONAL UNIT Records Management & Administrative Services			PAGE 7	OF PAGES (4) 9
ADDRESS (number, street, city) 744 P Street, Room 360 Sacramento			DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
37.	.25		<u>Reports and Studies</u>  Surveys	P		2			2		
39.	↓		Feasibility, automation of forms, records, micrographics	P		Active +2			Active +2		Becomes inactive two years after study has been completed.
40.	1.0		<u>PROGRAM RECORDS</u>  Administrative Manual working papers and masters	P		Active +2			Active +2		Working papers become inactive two years after masters are printed. Masters become obsolete when superseded.
41.	.5		Reorganization, past and present, pending of entire Department	P		Active +2			Active +2		Becomes inactive two years when superseded.
42.			Merit Award Suggestions	P		Active +2			Active +2		Becomes inactive two years after suggestion analysis completed.
43.	↓		Sustained Superior Accomplishment Award	P		2			2		

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse  
and in SAM 1600

DEPARTMENT (1) HEALTH SERVICES		GS# 85464	SCHEDULE NUMBER (2) 165	DATE (3)
ORGANIZATIONAL UNIT Records Management & Administrative Services			PAGE 8	OF PAGES (4) 9
ADDRESS (number, street, city) 744 P Street, Room 360 Sacramento			DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
44.	1.0		Delegation Orders (Includes memo requesting action)	P		Active +2			Active +2		Becomes inactive when superseded.
			<u>Forms and Records Management</u>								
45.	15.25		Current -- form masters and related processing records	P		Active			Active		Becomes obsolete when master revised.
46.	↓		Obsolete -- form masters and related processing records	P		2			2		
47.	.5		Index forms, card file current	P		Active			Active		Becomes obsolete when declared with review (about every two years).
48.	↓		Index forms, card file obsolete	P		2			2		
49.	↓		Transport requests, to ship records for storage/destruction	P		2			2		

