

RECORDS RETENTION SCHEDULE

(1) DEPARTMENT, BOARD OR COMMISSION DEPARTMENT OF MOTOR VEHICLES		(2) AGENCY BILLING CODE 51805		(3) PAGE 1 OF 2 PAGES	
(4) DIVISION/ BRANCH/ SECTION Registration Operations Division/Registration Processing Sect.		(5) ADDRESS 2415 First Ave, MS C-169, Sacramento, CA 95818			
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 DMV-ROD-RPS-101	(10) SCHEDULE DATE 03-07-2013	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 16
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER DMV-ROD-007	(14) APPROVAL NUMBER 07-320	(15) APPROVAL DATE(S) 12-17-07	(16) PAGE NUMBER(S) REVISED
(17) MISSION/FUNCTIONAL STATEMENT The function of the Registration Processing Section is to provide first class customer service and actively seek innovative ideas and new technological changes that will further enhance the Vehicle Registration Program in the Processing Units, Central Control Section, and Field Office Support Unit.					
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>Ami Chao</i>		(19) TITLE PROGRAM MANAGER		(20) PHONE NUMBER 916 657-8751	(21) DATE SIGNED 03-07-2013
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>Jennifer Graves</i>		(23) CLASSIFICATION AGPA	(24) NAME (Printed or Typed) Jennifer Graves	(25) PHONE NUMBER 916-657-7446	(26) DATE SIGNED 3-20-14
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE – CALRIM CONSULTANT <i>Jenny Chakonova</i>		(28) APPROVAL NUMBER 2014 100		(29) DATE SIGNED 4-14-2014	(30) EXPIRATION DATE 4-14-2019
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:				FOR ARCHIVES STAMP	
(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>Andrew Hyslop</i> ANDREW HYSLOP		(34) DATE SIGNED 4/18/2014			

KEY 35455



RECORDS RETENTION SCHEDULE

(35) CalRIM APPROVAL NUMBER											2014 100		(36) 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	5		Program Management Reports-Statistical (paper-monthly) Inventory (e-mail-daily), and Overtime (e-mail-periodic). Reports concerning reporting units under the Section's direction.	P/ M		Active +2			3	X	Active until revised or superseded. Recycled			
2	3		Administrative Management Personnel and related documents	P		Active			Active	X-I	Active until employee separates, transfers, retires, or until unit disbands per IPA 1798 and PRA GC 6250 et seq; thereafter, files forwarded to Adm. Services Div. or confidentially destroyed.			
3	8		Office administrative files (files accumulated related to internal administration or housekeeping activities)	P		Active + 3 yrs			4 yrs	X-I	Active until revised or superseded. As appropriate-Recycled or confidentially destroyed.			
4			Records Retention Schedules/Records Inventory Worksheets-STD 70	P/ M		Active			Active		Active until revised or superseded. Recycled.			
Total	16 C.F.													

* Provide total of office and departmental