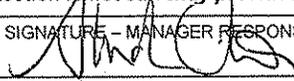
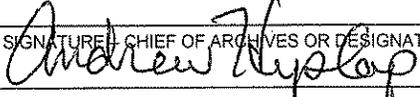
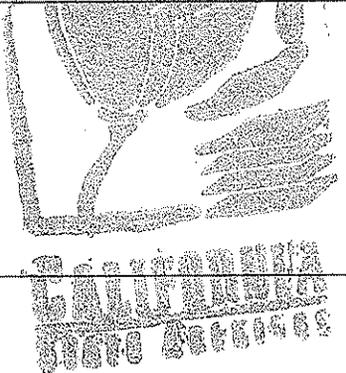


RECORDS RETENTION SCHEDULE

| | | | | | |
|---|--|---|--|-----------------------------------|--|
| (1) DEPARTMENT, BOARD OR COMMISSION DEPARTMENT OF MOTOR VEHICLES | | (2) AGENCY BILLING CODE 51805 | | (3) PAGE 1 OF 4 PAGES | |
| (4) DIVISION/ BRANCH/ SECTION Registration Operations Division/Reg Processing Unit III | | (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-183 | (10) SCHEDULE DATE 03-28-2013 | (11) NUMBER OF PAGES 4 | (12) CUBIC FEET (Total Schedule) 152 CF |
| PREVIOUS SCHEDULE INFORMATION (If applicable) | | (13) SCHEDULE NUMBER DMV-ROD-011 | (14) APPROVAL NUMBER 07-297 | (15) APPROVAL DATE(S) 11-29-07 | (16) PAGE NUMBER(S) REVISED |
| (17) MISSION/FUNCTIONAL STATEMENT The function of the Registration Processing Unit III is to provide courteous customer service and deliver quality products to its customers. This includes processing and titling applications referred by field offices, the public, dealers, and financial institutions. Staff also registers foreign vehicles and process complex and sensitive transactions. | | | | | |
| 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 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  | | (23) CLASSIFICATION AGPA | (24) NAME (Printed or Typed) Jennifer E. Garces | (25) PHONE NUMBER 916-657-7148 | (26) DATE SIGNED 3-20-14 |
| PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755) | | | | | |
| (27) SIGNATURE – CALRIM CONSULTANT  | | (28) APPROVAL NUMBER 2014 103 | | (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: | | | | | |
| (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  | | KEY 35457 ARCHIVIST II | | (34) DATE SIGNED 4/18/2014 | |
|  | | | | | |

RECORDS RETENTION SCHEDULE

| (35) CalRIM APPROVAL NUMBER | | | | | | | | | | | 2014 103 | | (36) PAGE 2 OF 4 | |
|-----------------------------|--------------|-----------------------------|---|-------|-------|---------------|-------|------|---------------|--------------------|---|-------|------------------|--|
| 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 | 11 | | ADM 311, Cashier's Transfer Receipt | P | | Active + 3 | | | 4 | X-1 | Active until revised or superseded. Protected by IPA 1798.34 Confid destruct per GC 6254c | | | |
| 2 | 2 | | ADM 518, Notice of Transfer of Accountable or Controlled items | P | | Active + 3 | | | 4 | X-1 | Active until revised or superseded. Recycled | | | |
| 3 | * | | Application Review List/Bundle Purge Report | P | | 60 days | | | 60 days | X-1 | Active until revised or superseded. Protected by IPA 1798.34 Confid destruct per GC 6254c | | | |
| 4 | * | | Bundle Reconciliation Report | P | | Active + 1 mo | | | Active + 1 mo | X-1 | Active until revised or superseded. Protected by IPA 1798.34 Confid destruct per GC 6254c | | | |
| 5 | * | | Correspondence, Involuntary Transfer Unit (VIN switches, Fraud, Forgery, Disputes) | P | | 1 yr | | | 1 yr | X-1 | Deleted-Involuntary Transfer Unit reports to Allied Processing Section | | | |
| 6 | 10 | | Electronic Lien & Transfer Program | P | | 1 yr | | | 1 yr | X-1 | Deleted-Involuntary Transfer Unit reports to Allied Processing Section | | | |
| 7 | 12 | | Enhanced Potential Records, Unclear (Type Transaction Code C19) report | P | | 1 yr | | | 1 yr | X | Active until revised or superseded. As appropriate-Recycled or confidentially destroyed. | | | |
| 8 | 18 | | Miscellaneous files, Control Cashier reports, Discrepancy Employees Files, ID, keys | P | | Active + 3 yr | | | 4 yr | X-1 | Active until revised or superseded. Protected by IPA 1798.34 Confid destruct per GC 6254c | | | |
| 9 | 3 | | Office Collections Reports | P | | Active + 3 yr | | | 4 yr | X | Active until revised or superseded. Protected by IPA 1798.34 Confid destruct per GC 6254c | | | |

* Provide total of office and departmental

RECORDS RETENTION SCHEDULE

| (35) CalRIM APPROVAL NUMBER | | | | | | | | | | 2014 103 | | (36) PAGE 3 OF 4 | |
|-----------------------------|--------------|-----------------------------|--|-------|-------|--------------|-------|------|---------|--------------------|---|------------------|--|
| 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) | | |
| 10 | 41 | | Parking, Abstract of Court Record, Parking Citations, Parking-Failure to Pay, Reports/Statistics | P | | Active +2 yr | | | 3 yr | X-1 | Deleted-Registration Abstract Section transferred to Vehicle Insurance Program Unit | | |
| 11 | 40 | | Physical Inventory | P/M | | Active | | | Active | X | Active until issued or expired. Confidential witness destruction. | | |
| 12 | 7 | | Physical Inventory Discrepancy Report | P | | Active +3 | | | 4 yr | X | Active until revised or superseded. As appropriate-Recycled or confidentially destroyed. | | |
| 13 | * | | Registration Release Adjudication | P | | Active +2 | | | 3 yr | X-1 | Active until revised or superseded. Protected by IPA 1798.34 Confid destruct per GC 6254c | | |
| 14 | * | | Refund/Credit (P35) Report | P | | 6 mo | | | 6 mo | X | Active until revised or superseded. Protected by IPA 1798.34 Confid destruct per GC 6254c | | |
| 15 | * | | Run Log | P | | 14 days | | | 14 days | X | Active until revised or superseded. Protected by IPA 1798.34 Confid destruct per GC 6254c | | |
| 16 | * | | Transaction Volume Report | P | | 30 days | | | 30 days | X | Active until revised or superseded. Protected by IPA 1798.34 Confid destruct per GC 6254c | | |
| 17 | * | | Production Reports | P | | 60 days | | | 60 days | X | Active until revised or superseded. Protected by IPA 1798.34 Confid destruct per GC 6254c | | |
| 18 | 3.5 | | Office Administrative Files/Budget Expenditures & related reports | P | | Active | | | Active | X | Active until revised or superseded. Protected by IPA 1798.34 Confid destruct per GC 6254c | | |

* Provide total of office and departmental

RECORDS RETENTION SCHEDULE

| (35) CalRIM APPROVAL NUMBER | | | | | | | | | | | (36) PAGE 4 OF 4 | |
|-----------------------------|--------------|-----------------------------|--|-------|-------|-----------|-------|------|--------|--------------------|---|-------|
| 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) | |
| 19 | 5 | | Personnel Files and related documents | P | | Active | | | Active | X-1 | Active until the employee separates, transfer, retires or until unit disbands per IPA 1798. Confidential destruction per GC 6254c | |
| 20 | * | | Procurement and Supply documents (Standard forms, standard agreements, space action requests | P | | 7 yr | | | 7 yr | X | Active until revised or superseded. As appropriate-Recycled or confidentially destroyed. | |
| 21 | * | | Records Retention Schedules/Records Inventory Worksheets-STD 70 | P | | Active | | | Active | X | Active until revised or superseded. As appropriate-Recycled or confidentially destroyed. | |
| Total | 152 CF | | | | | | | | | | | |

2014 103

* Provide total of office and departmental