

(1) DEPARTMENT, BOARD OR COMMISSION Department of Motor Vehicles	(2) AGENCY BILLING CODE 51805	IMS CODE	(3) 1 of 3
(4) DIVISION / BRANCH / SECTION LICENSING OPERATIONS DIVISION/DRIVER LICENSING BRANCH	(5) ADDRESS 2570 24TH STREET, SACRAMENTO, CA 95818		

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 DMV-LOD-216	(10) SCHEDULE DATE 8/21/2013	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 41
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER DMV-LOD-051	(14) APPROVAL NUMBER 07-232	(15) APPROVAL DATE(S) 8/6/2008	(16) PAGE NUMBER(S) REVISED ALL

(17) FUNCTIONAL STATEMENT
 The Licensing Operations/Driver Licensing Branch consists of five Units providing the operational and administrative support necessary to perform full range of the Department's Licensing function.

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>M. Garcia</i>	(19) TITLE BRANCH CHIEF	NAME - (Printed or Typed) MARY L. GARCIA	(20) PHONE NUMBER 657-7464	(21) DATE SIGNED 9/9/13
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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 MANAGEMENT ANALYST <i>Jennifer Garcia</i>	(23) CLASSIFICATION AGPA	(24) NAME - (Printed or Typed) Jennifer Garcia	(25) PHONE NUMBER 916-657-7148	(26) DATE SIGNED 3.20.14
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PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE - CALIRM CONSULTANT <i>Jenny Chakonova</i>	NAME - (Printed or Typed) Jenny Chakonova	(28) APPROVAL NUMBER 2014 105	(29) APPROVAL DATE 4-14-2014	(30) EXPIRATION DATE 4-14-2019
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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 "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>	NAME - (Printed or Typed) ANDREW HYSLOP	(34) DATE SIGNED 4/21/2014
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FOR ARCHIVES' STAMP

CALIFORNIA
STATE ARCHIVES

PAGE 1 of 2 PAGES

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 4/2013)

(35) APPROVAL NUMBER											2014 105		(36)
											Page 2 of 3 Pages		
ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA & IPA (47)	REMARKS (48)		
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)				
1	1		RECORD MANAGEMENT Records Retention Schedules (STD 73)	P		Current			Current		Retain as current until superseded. Although revision is required every five years from the date approved by DGS, RRS that are not revised remain in effect but are considered non-current. Retain a current until next inventory. Confidential Records. Retain as active until employee leaves then sent to HRB or new Unit. IPA 1798.3 Confidential Destruction, GC6254(C) Active until rescinded or superseded. Retain for add'l 3 years, then destroy Active until rescinded or superseded. Retain for add'l 3 years, then destroy Active until rescinded or superseded. Retain for add'l 3 years, then destroy Current until rescinded or superseded, retain for add'l 3 years, then destroy.		
2	1		Records Inventory Worksheet STD 70	P		Current			Current				
3	9		ADMINISTRATIVE RECORDS Personnel Files, Informal Employee Files (Adverse Action, Employee Union Grievances, Workers Compensation, Reasonable Accommodation)	P		Active			Active	XI			
4	16		STATISTICAL FILES BUDGET	P		Active +3 years			Active +3 years	X			
5			Overtime Reports	P		Active +3 years			Active +3 years				
6			Telephone Reports	P		Active +3 years			Active +3 years				
7			Workload Reports	P		Current +3 years			Current +3 years				

