

RECORDS RETENTION SCHEDULE

(1) DEPARTMENT, BOARD OR COMMISSION DEPARTMENT OF MOTOR VEHICLES		(2) AGENCY BILLING CODE 51805	(3) PAGE 1 OF 3 PAGES	
(4) DIVISION/ BRANCH/ SECTION Registration Operations Div/Registration Processing Unit II		(5) ADDRESS 2415 First Ave, MS C-272, 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-179	(10) SCHEDULE DATE 03-07-2013	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 75 CF
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER DMV-ROD-008	(14) APPROVAL NUMBER 08-042	(15) APPROVAL DATE(S) 2-17-08	(16) PAGE NUMBER(S) REVISED
(17) MISSION/FUNCTIONAL STATEMENT The function of the Registration Processing Unit II is to provide courteous customer service and deliver quality products to its customers. This includes processing vehicle registration 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 <i>[Signature]</i>		(19) TITLE PROGRAM MANAGER	(20) PHONE NUMBER 916 657-8751	(21) DATE SIGNED 03-28-2013
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>[Signature]</i>		(23) CLASSIFICATION A6P/A	(24) NAME (Printed or Typed) Jennifer E Graves	(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 – CAIRM CONSULTANT <i>[Signature]</i>		(28) APPROVAL NUMBER 2014 101	(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.)			 CALIFORNIA STATE ARCHIVES	
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>[Signature]</i> ANDREW HYSLOP			(34) DATE SIGNED 4/21/2014	

KEY 35463

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(35) CalRIM APPROVAL NUMBER											(36) PAGE 2 OF 3	
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/superseded. Protected by IPA 1798.34. Confid destruct per GC 6254 (c)	
2	1		ADM 518, Notice of Transfer of Accountable or Controlled items	P		Active +3			4	X-1	Active until revised/superseded. Protected by IPA 1798.34. Confid destruct per GC 6254 (c)	
3	1		Application Review List	P		60 days			60 days	X-1	Active until revised/superseded. Protected by IPA 1798.34. Confid destruct per GC 6254 (c)	
4	4		Boat 120, Vessel Tax Disposition	P		5 mos			5 mos	X-1	Active until revised/superseded. Protected by IPA 1798.34. Confid destruct per GC 6254 (c)	
5	10		Bundle Master File Receipts/Bundle Reconciliation Reports	P		Active +1 mo			Active +1 mo	X-1	Active until revised/superseded. Protected by IPA 1798.34. Confid destruct per GC 6254 (c)	
6	3		Office Collection Reports	P		30 days			30 days	X-1	Active until revised/superseded. Protected by IPA 1798.34. Confid destruct per GC 6254 (c)	
7	40		Physical Inventory	P		Active			Active	X	Current until issues or expired. USC Title 18, PT 1 CH 123, 2721 and PRA. Confid witness destruction	
8	*		Physical Inventory/Discrepancy. Office Report (daily)	P		Active + 3 yrs			4 years	X	Active until revised/superseded. Protected by IPA 1798.34. Confid destruct per GC 6254 (c)	
9	*		Run Log	P		14 Days			14 Days	X	Active until revised/superseded. Protected by IPA 1798.34. Confid destruct per GC 6254 (c)	

* Provide total of office and departmental

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						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
10	*		Vessel, Delinquent Tax Reports	P		Active			Active	X-1	Active until revised/superseded. Protected by IPA 1798.34. Confid destruct per GC 6254 (c).	
11	5		Administrative Files-Records accumulated related to the internal administration or housekeeping activities of the office rather than the function for which the office exists.	P		Active			Active	X-1	Active until revised/superseded. Protected by IPA 1798.34. Confid destruct per GC 6254 (c).	
12	*		Personnel Files and related documents	P		Active			Active	X-1	Active until employee separates, transfers, retires or until unit disbands per IPA 1798.34	
13			Records Retention Schedules/Records Inventory Worksheets	M		Active			Active	X-1	thereafter, confidential destruction per GC 6254 (c)	
Total	75 CF										Destroy when superseded	

* Provide total of office and departmental