

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 Services Branch		(5) ADDRESS 2415 First Ave, MS C-254, 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-RSB-109	(10) SCHEDULE DATE 03-11-2013	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 17
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER DMV-ROD-003	(14) APPROVAL NUMBER 07-256	(15) APPROVAL DATE(S) 10-13-07	(16) PAGE NUMBER(S) REVISED page 2
(17) MISSION/FUNCTIONAL STATEMENT The Registration Services Branch is responsible for overseeing the operational aspects of the Vehicle Registration program, collecting revenue and fees on behalf of state and local governments, protecting identity through the registering and titling of vehicles, vessels and trailers, and ensuring that its customers receive first class customer service.					
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>Shawn McLeary</i>		(19) TITLE Branch Chief		(20) PHONE NUMBER 916 657-5552	(21) DATE SIGNED 03-11-2013
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 E. Garces</i>		(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 – CHIEF CONSULTANT <i>Jenny Chakorova</i>		(28) APPROVAL NUMBER 2014 102		(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 <i>Andrew Hyslop</i>			(34) DATE SIGNED 4/21/2014		



RECORDS RETENTION SCHEDULE

(35) CalRIM APPROVAL NUMBER											2014 102		(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	14		Correspondence-Director's/Deputy Director, Controlled,Mail, General & Legislature	P		Active + 1			2 yrs	X-1	Active until revised or superseded. USC Title 18, Pt. 1, Ch. 123 2721, IPA 1798.1/PRA -			
2	3		Office 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*	GC 6250 et seq; exempt per CVC 1800 et seq. Confidential destruction. *Active until revised or superseded. Recycle			
3	*		Personnel and related documents	P		Active			Active	X-1	Active until employee separates, transfers, retires or until unit disbands per IPA 21798.1 & PRA GC 6250 et seq.; thereafter, forwarded to Adm Serv Div. or confidential destroyed.			
4	*		Vehicle Registration documents pertaining to sale, registration, titling of vehicles, vessels special equipment, placards established in the California Vehicle Code)	P		Active			Active	X-1	Deleted - working copies only			
5	*		"	S				10 yrs	10 yrs	X-1	Deleted-working copies only			
6	*		"	D			10 yrs		10 yrs	X-1	Deleted-working copies only			
Total	17 C.F.													

* Provide total of office and departmental