

**REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE**

STD. 72 (REV. 4-87)

Submit three copies with three copies of the Records Retention Schedule, STD. 73.

DEPARTMENT, BOARD OR COMMISSION General Services	BILLING CODE 30116	
DIVISION, BUREAU OR OTHER UNIT Procurement, Surplus Property		
ADDRESS 140 Commerce Cr., Sacramento, CA 95815		
SCHEDULE NUMBER 522-1	PAGE NUMBER(S) 4	
	SCHEDULE DATE 1/19/88	
<p><b>IF THIS IS A REVISION OF AN EXISTING SCHEDULE (including addition or deletion of pages), enter the following information from the EXISTING schedule:</b></p>		
SCHEDULE NUMBER	PAGE NUMBER(S)	SCHEDULE DATE
APPROVAL NUMBER	APPROVAL DATE	

**TO: (1) DEPARTMENT OF GENERAL SERVICES  
OFFICE OF RECORDS MANAGEMENT**

(2) CHIEF, STATE ARCHIVES  
1020 O Street, Room 130  
Sacramento, CA 95814  
445-4293 or ATSS 485-4293

**PART I—AGENCY STATEMENTS**

As the person directly responsible for maintenance of the records listed on the attached schedule, I certify that I have reviewed the need for the records, that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

SIGNATURE—MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS  
*Michelle R. Thompson*

TITLE Deputy, Chief Surplus Property Officer

DATE 1/19/88

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administration Manual.

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

SIGNATURE—RECORDS MANAGEMENT COORDINATOR

TITLE Shirley Vogel Hooper

DATE 1-19-88

TELEPHONE 973-3731

**PART II—DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)**

The Department of General Services has no jurisdiction over entries made in Column 16 of STD. Form 73. Our approval covers Columns 1 — 15 and 17 only.

SIGNATURE *Rebecca G. Ashman*

APPROVAL NUMBER 88-33

TITLE RMA #

DATE 1-21-88

**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 "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (State Administrative Manual Section 1614)

SIGNATURE—CHIEF OF ARCHIVES *John F. Burns*

DATE MAR 1 1988

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 9-82)

See instructions on reverse  
and in SAM 1600

DEPARTMENT (1) General Services	SCHEDULE NUMBER (2) 522-1	DATE (3) 1/19/88
ORGANIZATIONAL UNIT Surplus Property	PAGE 1	OF 4 PAGES (4)
ADDRESS (number, street, city) 140 Commerce Circle Sacramento, Calif.	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	RETENTION				PRA (Exempt) & IPA (14)	REMARKS (15)
				OFFICE (10)	DEPT. (11)	SRC (12)	TOTAL (13)		
			RECEIVING REPORTS						
1	51		Receiving Reports (Form 123 & 103) (Completed listing of Federal property allocated to this Agency from Federal Government)	5 Yrs			5 Yrs	Active Records-We are required to retain all records for 5 years. Requirement of the Federal Govern. As specified in Public Law 95-519	
2	24.64		Stock Record Cards (card contains property I.D.#, Description, Qty. received, etc. Used to post off property issued on Distribution Documents and other property documents)	5 Yrs			5 Yrs	Required to retain for 5 years.	
3	69		Donee Files (File for every eligible donee who has participated in the program within the last 5 years, contains Distribution Documents, Invoices Resolutions, Correspondence, and Applications for Eligibility)	5 Yrs			5 Yrs	Required to retain for 5 years.	

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DEPARTMENT (1) <b>General Services</b>	SCHEDULE NUMBER (2) 522-1	DATE (3) 1/19/88
ORGANIZATIONAL UNIT <b>Surplus Property</b>	PAGE 2	OF 4
ADDRESS (number, street, city) 140 Commerce Circle Sacramento, California		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	RETENTION				PRA (Exempt) & IPA (14)	REMARKS (15)
				OFFICE (10)	DEPT. (11)	SRC (12)	TOTAL (13)		
4	23.98		MISCELLANEOUS  Redlines D.D.'s-contains property issued to donees with Govt. Acq. cost of 3000.00 or more.  Billings to out of state Agencies.  Aircraft- Record of all issuances of aircraft to donees.  Haulback-listing of all property reported for return back to Federal Government.  Request & approval listing of all property removed from stock & used by Agency. (Approved by GSA)  Receiving Reports & Stock Record cards of all Federal property being used by Agency.  Price Change-Listing of every price change made on each piece of property issued.	5 Yrs			5 Yrs		ALL ACTIVE RECORDS (Required to retain for 5 years)          Records retained for five years as specified in Public Law 95-519

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ORGANIZATIONAL UNIT Surplus Property	PAGE 3	OF 4
ADDRESS (number, street, city) 140 Commerce Circle Sacramento, California	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	RETENTION				PRA (Exempt) & IPA (14)	REMARKS (15)
				OFFICE (10)	DEPT. (11)	SRC (12)	TOTAL (13)		
			MISCELLANEOUS CON'T						Retain records for five years as specified in Public Law 95-519
			Request Cards: Donee completes card when they have a need for any major or special item of equipment that is in great demand but short supply.	2 Yrs			2 Yrs		
			Completed Allocation Cards: Card showing description of item and donee receiving property.	2 Yrs			2 Yrs		
			Vehicle Registration Data	5 Yrs			5 Yrs		
			State Agency for Surplus Property (SASP NO. 207) In Use Letters-Property with Acq. cost of 3000.00 or more donee must complete date first placed in use, how property is used and the location.	5 Yrs			5 Yrs		
			Credit memos, Numerical copies or Invoices, Distribution Report.	5 Yrs			5 Yrs		
			Distribution Documents: completed by donee, show description, 10#, Quantity issued & S&H charge.	5 Yrs			5 Yrs		
			Miscellaneous: insurance forms, Report of accident forms.	Current Year			1 Yr		

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ORGANIZATIONAL UNIT Surplus Property	PAGE 4	OF PAGES (4) 4
ADDRESS (number, street, city) 140 Commerce Circle Sacramento, Calif		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	RETENTION				PRA (Exempt) & IPA (14)	REMARKS (15)
				OFFICE (10)	DEPT. (11)	SRC (12)	TOTAL (13)		
5	13.50		<p>SUBJECT FILE</p> <p>These files contain all incoming &amp; outgoing memos, letters, outlines, procedures, etc. pertinent to agency operation.</p>	5 Yrs			5 Yrs	Active Records- Retained for 5 years As specified in Public Law 95-519	