

REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE

STD. 72 (REV. 3-84)

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

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 and that each retention period is necessary and correct as scheduled.

DEPARTMENT, BOARD OR COMMISSION	Department of Rehabilitation	BILLING CODE	78000
DIVISION, BUREAU OR OTHER UNIT	Community Resources Development Section		
ADDRESS	830 K Street Mall, 2nd Floor, Sacramento, CA 95814		
SCHEDULE NUMBER	A-0019	PAGE NUMBER(S)	3
		SCHEDULE DATE	1-15-88
IF THIS IS A REVISION OF AN EXISTING SCHEDULE (including addition or deletion of pages), enter the following information from the EXISTING schedule.			
SCHEDULE NUMBER		PAGE NUMBER(S)	
APPROVAL NUMBER		APPROVAL DATE	
		SCHEDULE DATE	

SIGNATURE *Person Directly Responsible for the Records* TITLE Chief, Community Resources DATE 1-15-88

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 examination 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 records. (Per Section 1611 of the State Administrative Manual.)

SIGNATURE *Records Management Coordinator* TITLE RECORDS MANAGEMENT COORDINATOR DATE 1-15-88

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 14 of STD. Form Columns 1-13 and 15 only.

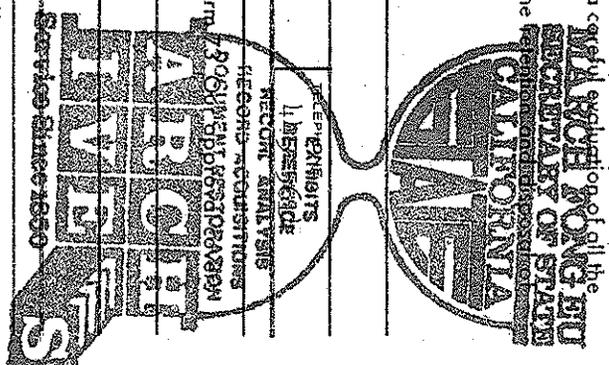
SIGNATURE	APPROVAL NUMBER	DATE	DATE	DATE
<i>[Signature]</i>	89-413	1-27-88		
PART III—ARCHIVAL SELECTION (Per Government Code Section 14755)				

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 *John F. Bunn* DATE MAR 1 1988



RECORDS RETENTION SCHEDULE

STD. 73 (REV. 8-85)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Department of Rehabilitation		SCHEDULE NUMBER (2) A-0019	DATE (3) 1-15-88
ORGANIZATIONAL UNIT Community Resources Development Section		PAGE 1	OF PAGES (4) 3
ADDRESS (number, street, city) 830 K Street Mall, Sacramento, CA 95814		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)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			Community Resources Development Section provides Services statewide and administers Department Establishment, Title VIII-Part A & B, and Independent Living Center grants and contracts program; administrative support in planning, organization and direction of staff resources; assists in development and maintenance of diversified independent rehabilitation, habilitation, and independent living programs and services; maximizes rehabilitation placements by effective utilization of available community based rehabilitation and supported employment agency programs; improves efficiency and effectiveness of Section's planning, budgeting, and utilization of Section resources.								Prepared by: <i>Ruth Clevenger</i> Ruth Clevenger, Office Technician I have reviewed this schedule and agree that it accurately describes the records and associated policies of the Business Services Section. <i>Joseph Klier, Jr.</i> JOSEPH KLIER, JR., Chief Community Resources Development Sec.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 8-88)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Department of Rehabilitation		SCHEDULE NUMBER (2) A-0019	DATE (3) 1-15-88
ORGANIZATIONAL UNIT Community Resources Development Section		PAGE 2	OF 3
ADDRESS (number, street, city) 830 K St. Mall, Sacramento, CA 95814		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (3)	

ITEM NUMBER (4)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
1.	.75		Personnel Includes attendance, evaluations, etc. (Office copies only, official folders in Personnel Section)	P	Active +2			+2	Active		<p><u>Active Criterion:</u> Active during term of employment</p> <p><u>Exemption from Disclosure:</u> Gov. Code Sec. 6254(c). Access to data subject I.P.A. 1798.5</p> <p><u>Retention Criterion:</u> Two years after termination as reference for inquiries, re-employment, or other personnel action.</p> <p><u>Destruction Criterion:</u> Confidential</p>
2.	.75		Travel Claims (a) Travel Advances (a) Authorization to Use Privately Owned Vehicles on State Business (b)	P	Active +4			+4	Active		<p><u>Active Criterion:</u> Active during term of employment</p> <p><u>Retention Criterion:</u> (a) SAM 1671.5, Rev. 5-87. Retain four years or after which ever comes first. (b) Active during term of employment, renewed on an as needed basis and retained four years as reference for inquiries.</p> <p><u>Destruction Criterion:</u> Confidential per decision of Section Chief</p>

RECORDS RETENTION SCHEDULE

BTD. 73 (REV. 8-88)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Department of Rehabilitation		SCHEDULE NUMBER (2) A-0019	DATE (3) 1-15-88
ORGANIZATIONAL UNIT Community Resources Development Section		PAGE 2	OF 3
ADDRESS (number, street, city) 830 K St. Mall, Sacramento, CA 95814		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (8)	

ITEM NUMBER (6)	CUBIC FEET (Triple-space between items) (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
3.	4.125	Media/Video Archives	Facilities Files General Information Files Individual Folders for Each Facility	P		Active +3		+3	Active +3		Active Criterion: Active during life of facility Retention Criterion: Three years following active life as reference and/or inquiries Destruction Criterion: Confidential per decision of Section Chief
4.	1.5	Media/Video Archives	Independent Living Centers General Information Files Individual Folders for Each Center	P		Active +3		+3	Active +3		Active Criterion: Active during life of center Retention Criterion: Three years Following Active Life of center Destruction Criterion: Confidential per decision of Section Chief
5.	.375		Program Management and Support Division Division Office file Monthly Reports Division Section	P		3			3		Retention Criterion: Three retention for inquiries and/or reference Destruction Criterion: Non- confidential