

(1) DEPARTMENT, BOARD OR COMMISSION Employment Development Department	(2) AGENCY BILLING CODE 23381	(3) PAGE 1 OF 3 PAGES
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(4) DIVISION/ BRANCH/ SECTION Director's Office (DO)	(5) ADDRESS 722 Capitol Mall, MIC 83, Sacramento, CA 95814
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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 (13)-(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 101	(10) SCHEDULE DATE 3/10/14	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 15
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 101	(14) APPROVAL NUMBER 07-284	(15) APPROVAL DATE(S) 11/06/2007	(16) PAGE NUMBER(S) REVISED 2 & 3

(17) MISSION/FUNCTIONAL STATEMENT

The DO office sets the direction for the department to successfully carry out its mission to enhance California's economic growth and prosperity by collaboratively delivering valuable and innovative services to employers, job seekers in Unemployment Insurance, Disability Insurance, Workforce Services and Employment Tax Collection programs.

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 45, Remarks.*

(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Theresa Snowden</i>	(19) TITLE SSMI	(20) PHONE NUMBER 916-654-8212	(21) DATE SIGNED 04/21/2014
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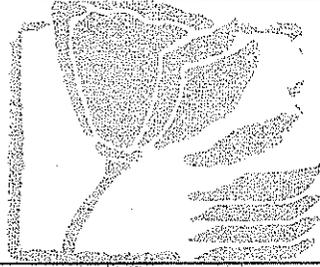
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.

(22) SIGNATURE - RECORDS MGMT. ANALYST <i>Tammy Turner</i>	(23) CLASSIFICATION AGPA	(24) NAME (Printed or Typed) Tammy Turner	(25) PHONE NUMBER 916 928-5963	(26) DATE SIGNED 4/23/14
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PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE - CONSULTANT <i>Ramon M. Gutierrez</i>	(28) APPROVAL NUMBER 2014-176	(29) DATE SIGNED 5/2/2014	(30) EXPIRATION DATE 5/2/2019
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PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)

<p>THE ATTACHED RECORDS RETENTION SCHEDULE:</p> <p>(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives</p> <p>(32) <input checked="" 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.)</p> <p>(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bailey, Archivist</i></p>	<p>Key# 35794</p> <p>(34) DATE SIGNED May 19, 2014</p>	<p>FOR ARCHIVES' STAMP</p> 
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RECORDS RETENTION SCHEDULE											(36)
(35) APPROVAL NUMBER											PAGE 2 OF 3 PAGES
ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
			THIS SCHEDULE TO BE USED IN ADDITION TO SEDD GENERAL RETENTION SCHEDULE #1.								
			ADMINISTRATIVE RECORDS								
1	1		Secretary Action Requests (SOARS)	P/E		4			4		Reference copies: Correspondence prepared for Director's signature. Copy retained in originating Branch, or Office. Purge after 4 years.
2	1		Governors' Office Action Request (GOAR's)	P/E		4			4		Reference copies: SOAR must be prepared prior to completing the GOAR. As of 2008 GOAR's are no longer prepared by Department. Retain for 4 years and purge.
3	1.5		Miscellaneous Documents include: Department of Labor Reports and Grant Requests Contracts Correspondence and Reports from Bureau of State Audits DE 9112's Requests to schedule conference l	P		4			4		Reference copies: retain for 4 years and purge
4	.5		Out of State Travel-Requests and Approvals	P		5			5		Reference copies: Purge after 5 years
5	.5		Miscellaneous Budget Documents- may include: Budget Change Proposals (BCP's)	P/E		3			3		Reference copies: Purge after 3 years
6	7		Correspondence received from the public via the Governor's Office. (Controlled Correspondence	P/E		3			3		Reference copies: Correspondence is forwarded to appropriate branch for action. Electronic tracking records are retained for 3 years
7		NOTIFY ARCHIVES	Executive Notices Management Memos	P/E		C			C		Current until superseded.

*Provide total of office and departmental

2014-176

(35) APPROVAL NUMBER										(36)	
SUMMARY OF CHANGES										PAGE 3 OF 3 PAGES	
ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
8	2		Workforce Planning Project	E		3			3		Hard copies retained for 3 years until conclusion of the project
9	.5		Director's Calendar	P/E		A+4			A+4		
10	1	NOTIFY ARCHIVES	Director's Speeches/Speech Topics, Presentations, Speaking Events.	P/E		A+4			A+4		Retain 4 years after completion.