

RECORDS RETENTION SCHEDULE

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|--|-------------------------------------|---|---|---|
| (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/Field Office Support Unit | | (5) ADDRESS 2415 First Ave, MS C-250, 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-138 | (10) SCHEDULE DATE 03-11-2013 | (11) NUMBER OF PAGES 2 | (12) CUBIC FEET (Total Schedule) 96 C.F. |
| PREVIOUS SCHEDULE INFORMATION (If applicable) | (13) SCHEDULE NUMBER DMV-ROD-005 | (14) APPROVAL NUMBER 07-212 | (15) APPROVAL DATE(S) 8-13-2007 | (16) PAGE NUMBER(S) REVISED All |
| (17) MISSION/FUNCTIONAL STATEMENT The function of Field Office Support Unit is to render quality service to the departments field offices and the public by utilizing the latest telephone technology. Through the efforts of our dedicated staff, we are committed to providing our customers with quality service in an efficient manner. Our customer goal is to provide "One stop shopping" by offering quality service in a prompt and courteous manner in a variety of languages. We endeavor to provide the most accurate information to callers from California and beyond. | | | | |
| 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 03-07-2013 |
| 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 AGPA | (24) NAME (Printed or Typed) Jennifer E Garces | (25) PHONE NUMBER 916-657-7148 | (26) DATE SIGNED 3-11-2014 |
| PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755) <i>Callin Recd. 6-27-14</i> | | | | |
| (27) SIGNATURE - CALRIM CONSULTANT <i>[Signature]</i> | (28) APPROVAL NUMBER 2014 242 | (29) DATE SIGNED 8-8-2014 | (30) EXPIRATION DATE 8-8-2019 | |
| PART III - ARCHIVAL SELECTION (Per Government Code Section 14755) | | | FOR ARCHIVES' STAMP | |
| THE ATTACHED RECORDS RETENTION SCHEDULE: | | | <i>Keep 36244</i> | |
| (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>[Signature]</i> | | (34) DATE SIGNED <i>[Signature]</i> | | |

RECORDS RETENTION SCHEDULE

| (35) CalRIM APPROVAL NUMBER | | | | | | | | | | | 2014 242 | | (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 | 32 | | 022 Cashed (Z96 transaction code) Suspense or Report of Deposit of fees (live money) | P/M | | Active + 3 | | | 4 yrs | X-1 | Active until revised/superseded. USC Title 18, Pt 1, Ch.123,2721 and PRA GC 6250 et seq; exempt CVC 1800 et seq. Confidential dest | | | |
| | | | 3'x5". ADM 311 Cashier's Transfer Receipt, ADM 518, Notice of Transfer of Accountable or Controlled items. | | | | | | | | | | | |
| 2 | 30 | | Correspondence files-External Customer Inquiries. Deposit Listings | P | | Active + 4 | | | 5 yrs | X-1 | " " | | | |
| 3 | - | | Headquarters Refund Listing | C | | Active + 3 | | | 4 yrs | X-1 | Deleted-working copies only | | | |
| 4 | 14 | | Physical Inventory Report/Discrepancy Report /Office Inventory Report (Daily) | P | | Active + 3 | | | 4 yrs | X | Current until revised or superseded. Recycle | | | |
| 5 | 3 | | Administrative Management-Office Administrative Files | P | | Active | | | Active | | Current until revised or superseded. Recycle | | | |
| 6 | 2 | | Personnel Files and Related documents | P | | Active | | | Active | X-1 | Active until employee separates, transfers, retires or until unit disbands per IPA 1798.1 and PRA GC 6250 et. seq;thereafter, files | | | |
| 7 | 1 | | Program Management-Office Collection Reports (office collection, uncleared collection, Phase II clearance) | P | | Active + 1 mo | | | 13 mos. | X | forwarded to Administrative Services Division or confidentially destroyed. " " | | | |
| 8 | 14 | | Physical Inventory (metal license plates, metal-backed registration stickers, plastic disabled parking placards) | P | | Active | | | Active | X | Active until issued or expired. Confidential witness destruction. | | | |
| Total | 96 C.F. | | | | | | | | | | | | | |

* Provide total of office and departmental