

REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE

Form 72 (REV. 5-84)

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
1070 O Street, Room 130
Sacramento, CA 95814
445-4293 or ATSS 485-4293

DEPARTMENT, BOARD OR COMMISSION	State Treasurer's Office		BILLING CODE	71000
DIVISION BUREAU OR OTHER UNIT	Trust Division - Deposit Section			
ADDRESS	915 Capitol Mall, Sacramento, CA			
SCHEDULE NUMBER	STO-TD	PAGE NUMBER(S)	10	SCHEDULE DATE
			10	March 1, 1988
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	STO-TD	PAGE NUMBER(S)	10	SCHEDULE DATE
			10	10/26/84
APPROVAL NUMBER	85-264	APPROVAL DATE	5/8/85	

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.

SIGNATURE—PERSON DIRECTLY RESPONSIBLE FOR THE RECORDS: *George Curtis* TITLE: Chief, Trust Services Division DATE: 3/8/88

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

Mindy Mearns TITLE: Business Services Officer DATE: 3/7/88 TELEPHONE: 323-1474

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 73. Our approval covers Columns 1-13 and 15 only.

SIGNATURE: *Abner R. Ford* APPROVAL NUMBER: 88-142
TITLE: RMA DATE: 3-21-88

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 30 1988

RECORDS RETENTION SCHEDULE

STD 73 (REV. 9-82)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) OFFICE OF THE STATE TREASURER	SCHEDULE NUMBER (2) STO-TD	DATE (3) MARCH 1, 1988
ORGANIZATIONAL UNIT TRUST DIVISION - DEPOSIT SECTION	PAGE 1	OF 10
ADDRESS (number, street, city) 915 CAPITOL 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)	RETENTION				PRA (Exempt) & IPA (14)	REMARKS (15)
				OFFICE (10)	DEPT. (11)	SRC (12)	TOTAL (13)		
			***** DETAILED SCHEDULE *****						
1	105.5		STO 4: Ledger Card 10X12 Control	Act.	2	0	Act. +2	Note: All ledger cards, agreements, applications, certificates, and resolutions are maintained as long as the participants have a live account. "STO" in column (8) denotes Treasury form	
2	with #1		STO 4A: Ledger Card J&J	Act.	2	0	Act. +2		
3	with #1		STO 4B: Ledger Card F&A	Act.	2	0	Act. +2		
4	with #1		STO 4C: Ledger Card M&S	Act.	2	0	Act. +2		
5	with #1		STO 4D: Ledger Card A&O	Act.	2	0	Act. +2		
6	with #1		STO 4E: Ledger Card M&N	Act.	2	0	Act. +2		
7	with #1		STO 4F: Ledger Card J&D	Act.	2	0	Act. +2		
8	with #1		STO 4G: Ledger Card Misc.	Act.	2	0	Act. +2		

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 9-82)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) OFFICE OF THE STATE TREASURER		SCHEDULE NUMBER (2) STO-TD	DATE (3) MARCH 1, 1988
ORGANIZATIONAL UNIT TRUST DIVISION - DEPOSIT SECTION		PAGE 2	OF 10
ADDRESS (number, street, city) 915 CAPITOL 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 (Triple-space between items) (9)	RETENTION				PRA (Exempt) & IPA (14)	REMARKS (15)
				OFFICE (10)	DEPT. (11)	SRC (12)	TOTAL (13)		
9	with	#1	STO 4Y: Ledger Card Stock 10X12	Perm.	0	0	Perm.		
10	w/#29		STO 17: Advice of Collection	2	0	0	2		
11	with	#29	STO 19A: Safekeeping Agreement With the Treasurer of the State of California	2	3	0	5		
12	17.0 w/#29	and 	STO 20: Vault Receipt	2	3	0	5		
13	with	#20, #29	STO 21: Vault Release	2	3	0	5		
14	w/#12		STO 27: Coupon Release	2	3	0	5		
15	with	#20, #29	STO 28: Release for Maturing Securities VM's	2	3	0	5		

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 9-82)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1)	OFFICE OF THE STATE TREASURER	SCHEDULE NUMBER (2)	STO-10	DATE (3)	MARCH 1, 1988
ORGANIZATIONAL UNIT	TRUST DIVISION - DEPOSIT SECTION	PAGE	3	OF	10
ADDRESS (number, street, city)	915 CAPITOL 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)	RETENTION				PRA (Exempt) & IPA (14)	REMARKS (15)
				OFFICE (10)	DEPT. (11)	SRC (12)	TOTAL (13)		
16	with #29	#12, & #30	STO 28A: Depository Release Maturing Securities DM's	2	3	0	5		
17	1.0		STO 49: Adjustment Advice	2	3	0	5		
18	1.0		STO 52: Departmental Signature Letter to Treasurer	Perm.	0	0	Perm.		
19	with #29	#12, & #30	STO 60: Depository Investment Receipt	2	3	0	5		
20	w/ #12	& #30	STO 60A: Depository Stock Receipt	2	3	0	5		
21	with #29	#12, & #30	STO 61: Depository Investment Release	2	3	0	5		
22	with #31		STO 120: Item Count Worksheet	2	3	0	5		
23	with #31		STO 120A: Deposit Div. Report of Workload, Etc.	2	3	0	5		

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 9-82)

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DEPARTMENT (1) OFFICE OF THE STATE TREASURER	SCHEDULE NUMBER (2) STO-TD	DATE (3) MARCH 1, 1988
ORGANIZATIONAL UNIT TRUST DIVISION - DEPOSIT SECTION	PAGE 4	OF 10
ADDRESS (number, street, city) 915 CAPITOL 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)	RETENTION				PRA (Exempt) & IPA (14)	REMARKS (15)
				OFFICE (10)	DEPT. (11)	SRC (12)	TOTAL (13)		
24	with	#31	STO 120B: Deposit Div. Report of Workload, Etc.	2	3	0	5		
25	with	#31	STO 120C: Deposit Div. Report of Workload, Etc.	2	3	0	5		
26	.50		STO 144: Test Word Cards	2	3	0	5		
27	w/#29		STD 404: Remittance Advice	2	3	0	5		
28	w/#29		Controller's Journal Entry (Computer Printout)	2	3	0	5		
29	160.0		File Folders - Safekeeping & Pledges	2	3	0	5		
30	90.0		File Folders - Investments	2	3	0	5		
31	5.0		Misc. Documents; notes, messages procedures statements	2	3	0	5		

RECORDS RETENTION SCHEDULE

STO 73 (REV. 9-82)

See instructions on reverse
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DEPARTMENT (1) OFFICE OF THE STATE TREASURER	SCHEDULE NUMBER (2) STO-TD	DATE (3) MARCH 1, 1988
ORGANIZATIONAL UNIT TRUST DIVISION - DEPOSIT SECTION	PAGE 5	OF 10
ADDRESS (number, street, city) 915 CAPITOL 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 (Triple-space between items) (9)	RETENTION				PRA (Exempt) & IPA (14)	REMARKS (15)
				OFFICE (10)	DEPT. (11)	SRC (12)	TOTAL (13)		
1	18.0		STO 4: Ledger Card 10X12 Control	Act.	2	0	Act. +2	See Note on page #1	
2	with	#1	STO 4A: Ledger Card J&J	Act.	2	0	Act. +2		
3	with	#1	STO 4B: Ledger Card F&A	Act.	2	0	Act. +2		
4	with	#1	STO 4C: Ledger Card M&S	Act.	2	0	Act. +2		
5	with	#1	STO 4D: Ledger Card A&O	Act.	2	0	Act. +2		
6	with	#1	STO 4E: Ledger Card M&N	Act.	2	0	Act. +2		
7	with	#1	STO 4F: Ledger Card J&D	Act.	2	0	Act. +2		
8	with	#1	STO 4G: Ledger Card Misc.	Act.	2	0	Act. +2		

RECORDS RETENTION SCHEDULE

STD. 73 REV. 9-82

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) OFFICE OF THE STATE TREASURER		SCHEDULE NUMBER (2) STO-TD	DATE (3) MARCH 1, 1988
ORGANIZATIONAL UNIT TRUST DIVISION - DEPOSIT SECTION		PAGE 6	OF 10
ADDRESS (number, street, city) 915 CAPITOL 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)	RETENTION				PRA (Exempt) & IPA (14)	REMARKS (15)
				OFFICE (10)	DEPT. (11)	SRC (12)	TOTAL (13)		
9	with	#1	STO 4Y: Ledger Card - Stock 10X12	Act.	2	0	Act. +2	See Note on page #1	
10	with	#1	STO 4Z: Ledger Card Time Deposit 12X12	Act.	2	0	Act. +2		
11	25.5		STO 11A: Agreement for Time Deposits	Act.	5	0	Act. +5		
12	with	#11	STO 11B: Application for Deposit, Substitu- tion or Withdrawal of Bonds to Secure State Deposit	Act.	5	0	Act. +5		
13	with	#11	STO 11C: Agreement for Demand Deposit	Act.	5	0	Act. +5		
14	2.0 with	and #11	STO 11E: Certificate of Deposit of State Funds	Act.	5	0	Act. +5		
15	with	#11	STO 11H: Resolution of Bank Designating Person Authorized to sign Agreements with Treasurer	Act.	5	0	Act. +5		

RECORDS RETENTION SCHEDULE

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DEPARTMENT (1) OFFICE OF THE STATE TREASURER	SCHEDULE NUMBER (2) STO-TD	DATE (3) MARCH 1, 1988
ORGANIZATIONAL UNIT TRUST DIVISION - DEPOSIT SECTION	PAGE 7	OF 10
ADDRESS (number, street, city) 915 CAPITOL MALL, SACRAMENTO, CA 95814	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

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)	RETENTION				PRA (Exempt) & IPA (14)	REMARKS (15)
				OFFICE (10)	DEPT. (11)	SRC (12)	TOTAL (13)		
16	with	#11	STO 19A: Safekeeping Agreement With the Treasurer of the State of California	Act.	5	0	Act. +5	See Note on page #1	
17	with	#11	STO 19B: Agreement With the Treasurer of the State of California for Safekeeping of State-owned Securities	Act.	5	0	Act. +5		
18	with	#11	STO 19C: Agreement for Safe- keeping of Securities to Secure Deposits	Act.	5	0	Act. +5		
19	with	#11	STO 20: Vault Receipt	2	3	0	5		
20	with	#11	STO 20C: Depository Instruction Letter	2	3	0	5		
21	with	#11	STO 21: Vault Release	2	3	0	5		
22	with	#11	STO 27: Coupon Release	2	3	0	5		

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DEPARTMENT (1)	SCHEDULE NUMBER (2)	DATE (3)
OFFICE OF THE STATE TREASURER	STO-TD	MARCH 1, 1988
ORGANIZATIONAL UNIT	PAGE	OF
TRUST DIVISION - DEPOSIT SECTION	8	10
ADDRESS (number, street, city)	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	
915 CAPITOL MALL, SACRAMENTO, CA 95814		

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)		
23	with	#11	STO 28: Release for Maturing Securities VM's	2	3	0	5		
24	with	#11	STO 49: Adjustment Advice	2	3	0	5		
25	with	#11	STO 71: Interest Statements for Bank Execution	2	3	0	5		
26	with	#11	STO 142C: Deposit Transfer Check Requisition	2	3	0	5		
27	5.0		STO 203: Quarterly Reports	2	3	0	5		
28	with	#11	STD 404: Remittance Advice	2	3	0	5		
29	2.0		STD 634: Absence Request	1	2	0	3		
30	with	#29	STD 636: Report of Performance for Probationary Employees	1	2	0	3	4 years if possibility of punitive action.	
31	with	#29	STD 681: Attendance Report	1	2	0	3	Total time begins after audit by Department of Finance.	

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DEPARTMENT (1)	SCHEDULE NUMBER (2)	DATE (3)
OFFICE OF THE STATE TREASURER	STO-TD	MARCH 1, 1988
ORGANIZATIONAL UNIT	PAGE	OF
TRUST DIVISION - DEPOSIT SECTION	9	10
ADDRESS (number, street, city)	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	
915 CAPITOL MALL, SACRAMENTO, CA 95814		

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)		
32	3.8		CA 21: Controller's Remittance Advice	2	3	0	5		
33	1.0		Accounts Receivable/Payable Ledger Cards	2	3	0	5		
34	2.0		Collateral Accountability Worksheets	1	1	0	2		
35	10.5		Correspondence and Misc. Reports	1	1	0	2		
36	with #32		Deposit of State Funds Worksheets	2	3	0	5		
37	with #32		Interest Worksheets	2	3	0	5		
38	3.8		Registered Interest Worksheets	2	3	0	5		

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DEPARTMENT (1) OFFICE OF THE STATE TREASURER	SCHEDULE NUMBER (2) STO-TD	DATE (3) MARCH 1, 1988
ORGANIZATIONAL UNIT TRUST DIVISION - DEPOSIT SECTION	PAGE 10	OF 10
ADDRESS (number, street, city) 915 CAPITOL 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 (Triple-space between items) (9)	RETENTION				PRA (Exempt) & IPA (14)	REMARKS (15)
				OFFICE (10)	DEPT. (11)	SRC (12)	TOTAL (13)		
39	3.8		Statement of Bonded Debt of the State of California	2	3	0	5		
40	4.6		Statements of Financial Condition	2	3	0	5		
41	with #39		Statement of Interest Due, Bonds Maturing & Related Materials	2	3	0	5		
<i>Total</i>	<i>462</i>								