STD.73 (REV. 6/2002)

RECORDS RETENTION SCHEDULE

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES
STATE RECORDS PROGRAM

(1) DEPARTMENT, BOARD OR COMMISSION	(2) AGENCY BILLING CODE	(3)
California Department of Public Health	83854	PAGE 1 OF 6 PAGES

(4) DIVISION/ BRANCH/ SECTION	(5) ADDRESS
Administration/Program Support Branch	1616 Capitol Ave., MS 1800-1804, Sacramento, CA 95899-7377

2014 OCT -9 A 10: 57

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 CDPH 14-04	(10) SCHEDULE DATE 9-5-14	(11) NUMBER OF PAGES 6	(12) CUBIC FEET (*Total Schedule*) 739
PREVIOUS SCHEDULE INFORMATION (*If applicable*)	(13) SCHEDULE NUMBER CDPH 11-04, CDPH 09-01, CDPH 08-16, and H06-01.	(14) APPROVAL NUMBER 11-176, 09-112, 08-323, 06-032	(15) APPROVAL DATE (S)	(16) PAGE NUMBER(S) REVISED - ALL

(17) MISSION/FUNCTIONAL STATEMENT: The Program Support Branch provides a variety of supportive services to California Department of Public Health (CDPH) programs. The Automation, Telecommunications & Leased Facilities Unit provides statewide telecommunication support services, planning, acquisition, and management of the Department's leased office and storage sites located statewide. The Policy, Training and Administrative Unit is responsible for Service Orders, Small Business/Disabled Veteran Business Enterprise and Non-Competitive Bid transactions, developing departmental policy and procedures and providing departmental training on Program Support Branch related issues; such as procurement methods via the PSB 300 Training Series. It is also responsible for administrative functions within the branch such as budgets, Cal Card, Personnel, Transportation Services and Public Records requests. The Records, Mail and Administrative Services Unit provides Department management of records, forms, asset management, vehicle management, mail and warehouse services, recycling services, and Contracts and Purchasing System. Contracts and Purchasing Services Section includes the Contract Management Unit and Purchasing Services Unit providing a wide range of contracts and procurement services for the Department. The Health and Safety Unit ensures the Department's safety program is implemented and followed by promoting emergency preparedness, injury prevention, workplace security, and wellness. This schedule does not contain any vital records.

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	(19) TITLE	(20) PHONE NUMBER	(21) DATE SIGNED
Mel Woodson	Staff Services Manager I	916-650-0219	10/8/14

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	(23) CLASSIFICATION	(24) NAME (*Printed or Typed*)	(25) PHONE NUMBER	(26) DATE SIGNED
Abigail Williams	AGPA	ABIGAIL Williams	916-650-0124	10-8-14

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

(27) SIGNATURE – CALRIM CONSULTANT	(28) APPROVAL NUMBER	(29) DATE SIGNED	(30) EXPIRATION DATE
Jenny Chakonova Jenny Chakonova	2014-347	12/9/2014	12/9/2019

PART III – ARCHIVAL SELECTION (*Per Government Code Section 14755*)

THE ATTACHED RECORDS RETENTION SCHEDULE:

Key# 36921

(31) ☐ Contains no material subject to further review by the California State Archives

(32) ☒ 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	(34) DATE SIGNED
Sydney Bailey, Archivist	Dec. 12, 2014

FOR ARCHIVES' STAMP

CALIFORNIA STATE ARCHIVES

(35) CalRIM APPROVAL NUMBER 2014-347

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 OFFICE (43)	RETENTION DEPT. (44)	RETENTION SRC (45)	RETENTION TOTAL (46)	PRA (Exempt) & IPA (47)	REMARKS (48)
			ADMINISTRATIVE RECORDS								2014 OCT -9 A 10:51
1	20		Personnel Files	P		A			A	XI	Active until employee leaves/terminates. PRA (GC 6254), (IPA) CC 1798. CD
2			Org Charts	M		C			C		Current until revised and/or superseded. Recycle
3			Duty Statements	M		C			C		Retain as Current until superseded. Then retain as necessary for operations history. Recycle
4			Chron Files, Administrative Memos	M		C+3			C+3		Destroy after three years or no longer needed. Recycle
			PROGRAM RECORDS								
			Automation, Telecommunications, and Leased Facilities Unit (ATLFU)								
			Telecomm								
5	5		Telecommunications Service Requests (Std. 20)	P		A+2			A+2		Active until requests are completed and then retain for two more years. Recycle
6			Telecommunications E-mail correspondence	M		A+2			A+2		Active until requests are completed and then retain for two more years. Recycle
			Leases/Space								
7	10		Requests: Telephone Equipment, Data/Voice Cabling Service, Space Action Requests (Std. 9), Moving-Transfer of location of Equipment and memos	P		A+1			A+1		Retain for one year from end of fiscal year in which encumbrance is liquidated. Recycle
8			Leases/Space E-mail Correspondence	M		A+1			A+1		Retain for one year from end of fiscal year in which encumbrance is liquidated. Recycle
			Policy, Training & Administrative Unit (PTAS)								
9	2		SB/DVBE Waivers	P		A+7			A+7		Procurement transaction documentation is to be retained for seven years after payment of last invoice. Recycle

(35) CalRIM APPROVAL NUMBER 2014-347

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 OFFICE (43)	RETENTION DEPT. (44)	RETENTION SRC (45)	RETENTION TOTAL (46)	PRA (Exempt) & IPA (47)	REMARKS (48)
10			SB/DVBE Waiver Log	M							2014 OCT -9 A 10:57
11			Branch Monthly Leave Balance Sheets, 634s	M		A+4			A+4		Retain for four years. Recycle
12	15		Personnel Hiring Packages (Branch)	P		2			2	XI	Retain for two years following appointment date. PRA (GC 6254), (IPA) CC 1798. CD CD
13			Intermittent Monthly Hours Tracking Log	M							
14			Budget Drills, Budget Reports, Spreadsheets, Expenditure Forecast Reports, Calstar Reports, Form 22's	M		A+4			A+4		Retain four years after fiscal year ends. Recycle
15			Public Records Act Request Correspondence	M		A+1			A+1		Active until request complete. Keep one additional year. Recycle
16			Public Records Act Request Log	M							
17			Invoice Tracking Log	M							
18	1		Branch Training Requests and Certificates	P		C			C		Current until superseded. Recycle
19			Training Log	M							
20			Invoices	M		A+7			A+7		Procurement transaction documentation is to be retained for seven years after payment of last invoice. Recycle
21	5		Service Orders	P		A+7			A+7		Procurement transaction documentation is to be retained for seven years after payment of last invoice. Recycle
22			Service Order Log	M							
			Records, Mail and Administrative Services Unit (RMAS) Forms Management								
23			Forms (Master Copies), New form requests (CDPH 3500)	M		C			C		Current until revised and/or superseded or obsoleted. Current and previous versions retained. Recycle
24	1		SB 1898 Business Forms Report	P		A+5			A+5		Destroy after five years.

(35) CalRIM APPROVAL NUMBER 2014-347

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 OFFICE (43)	RETENTION DEPT. (44)	RETENTION SRC (45)	RETENTION TOTAL (46)	PRA (Exempt) & IPA (47)	REMARKS (48)
			Asset Management								
25	1		H-11 Reconciliation Reports	P/M		A+4			A+4		Retain four years or after audit, whichever occurs first. Recycle
26	2		CDPH 1203s-Contractor Equip. Purchased/CDPH Funds CDPH 1204s-Inventory CDPH Funded Equip. CDPH 1205s-Inventory Accountable Equip,	P/M		A+2			A+2		Retain for life of contract, then retain for two more years or audit, whichever occurs first. Recycle
27			STD. 152s-Property Survey Reports	M		A+2			A+2		Retain at least two years from end of fiscal year in which prepared. After two years, destroy after audit or four years whichever occurs first. Recycle
28	1		STD. 185s-Property Transfer Reports	P		A+4			A+4		Retain until next inventory, provided: (1) the transfer is signed by property custodian, and (2) period has been audited by Department of Finance, or until four years have elapsed, whichever occurs first. Recycle
29			CDPH 9091s-Surplus Equip. Data Wipe Verifications	M		A+2			A+2		Retain two years after surplus of equipment or audit, whichever occurs first. Recycle
30			Asset Tagging Files	M		A+4			A+4		Retain for four years after equipment is no longer active. Recycle
31			MAXIMO-Major Asset Tracking	M		A			A		Electronic information stored on virtual serves. Active until revised/superseded.
			Records Management								
32			Department Records Retention Schedules	M		C			C		Current until revised, rescinded or superseded. Recycle
33	1		Records Holding/Disposal	P		3			3		Three years or when no longer needed for analysis or reference, whichever is later. Recycle
34			Authorization for Records Destruction	M		A+4			A+4		Retain for two years from date destruction is authorized. Then retain two more years or until audited, whichever occurs first.
35			Department Records Transfer Lists (STD. 71)	M		C			C		Retain as current until all records listed have been destroyed, retired permanently, transferred to the State Archives, or when no longer needed, whichever is later. Recycle
36			Records Management Equipment Requests	M		A+4			A+4		Retain for two years from date authorized. Then retain two more years or until audited, whichever occurs first whichever is later. Recycle
37	1		SRC Records holding Printouts, Reference Requests/Records Transfer Requests/Confidential Records Destruction Requests	P		A			A		Active until request complete, or no longer needed for analysis, research, or reference. Recycle
38	1		Policy and Procedure General Information	P		C			C		Current until revised, rescinded, or superseded. Recycle
39			Public Health Administrative Manual (PHAM)	M		C			C		Current until revised, rescinded, or superseded. Recycle

2014 OCT -9 A 10:57

(35) CalRIM APPROVAL NUMBER 2014-347

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 OFFICE (43)	RETENTION DEPT. (44)	RETENTION SRC (45)	RETENTION TOTAL (46)	PRA (Exempt) & IPA (47)	REMARKS (48)
			Vehicle Management								
40	4		STD. 270-Report of Vehicle Accident STD. 271-Automotive Maintenance Record	P		A+1			A+1		Retain at least one year from end of fiscal year.
41	4		STD. 273-Monthly Travel Log Only	P		C+1			C+1	XI	Current year plus next fiscal year. PRA (GC 6254), (IPA) CC 1798. CD Confidential Destroy.
42	↓		STD. 273-Monthly Travel Log with STD-Vehicle Home Storage Permit	P		A+5			A+5	XI	Retain until no longer active, plus five years, or audit, whichever occurs first. PRA (GC 6254), (IPA) CC 1798. CD
43	2		Vehicle Inventory Report	P		A+3			A+3		Retain until disposition of automobile is made. After that, destroy after audit or three years, whichever occurs first.
			Health and Safety Unit								
44	1		CDPH Written IIPP and Program Specific IIPPs	P		A			A		Active until revised, superseded. Recycle
45	1		Health & Safety Training Records	P		A+3			A+3		Active until retention complete per CCR, Sub. CH. 7. Title 8, Sections 3203-4. Recycle
46	1		Worksite Inspection Logs	P		A+3			A+3		Active until retention complete per CCR, Sub. CH. 7. Title 8, Sections 3203-4. Recycle
47	1		Manager/Supervisor Worksite Inspection Reports	P		A+1			A+1		Active until retention complete per CCR, Sub. CH. 7. Title 8, Sections 3203-4. Recycle
48	1	NOTIFY ARCHIVES	Directives/Publications to Employees	P		A+3			A+3		Active until revised, superseded. Recycle
49	1		Facility Emergency Plans	P		A			A		Active until revised, superseded. Recycle
50	1		Employee Report of Unsafe Condition/Hazard & Unsafe Condition/Hazard Identification, Evaluation & Correction forms	P		A+3			A+3	XI	Active until retention complete per CCR, Sub. CH. 7. Title 8, Sections 3203-4. A (GC 6254)(f), (IPA) CC 1798. CD
51	1		Accident/Injury Investigations	P		A+3			A+3	XI	Active until retention complete per CCR, Sub. CH. 7. Title 8, Sections 3203-4. Recycle Gov. Code 6254(c), CD
52	1		Ergonomic Evaluations	P		A+5			A+5	XI	Active until retention complete or employee leaves/terminates, Gov. Code 6254(c), CD.
53	1		Fitness Center Memberships	P		A			A	XI	Active until employee cancels, leaves/terminates. Gov. Code 6254(c), CD.
54	1		First Aide/CPR/AED Training Records	P		A+3			A+3		Active until retention complete per CCR, Sub. CH. 7. Title 8, Sections 3203-4. Recycle
55	1		Security Incident Reports	P		A+5			A+5	XI	Active until retention complete per CCR, Sub. CH. 7. Title 8, Sections 3203-4. Gov. Code (f) CD
56	1		Offsite Facility H&S files	P		A			A		Active until retention complete per CCR, Sub. CH. 7. Title 8, Sections 3203-4. Recycle

2014 OCT -9 A 10:57

(35) CalRIM APPROVAL NUMBER 2014-347

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 OFFICE (43)	RETENTION DEPT. (44)	RETENTION SRC (45)	RETENTION TOTAL (46)	PRA (Exempt) & IPA (47)	REMARKS (48)
			Contracts & Purchasing Services Section (CPSS)								
57	5		Procedure and Information Memos (For Section Only)	P		C			C		Active until superseded or updated. Recycle
58	330		CDPH Contracts and Federal Grants	P		A+3			A+3		Active until end of contract term, payment of last invoice, retain three more years or audit, whichever occurs first. Recycle
59	315		Purchase Orders	P		A+7			A+7		Procurement transaction documentation is to be retained for seven years after payment of last invoice.
60			Contracts and Purchasing System (CAPS)	M							Electronic contracts and purchasing records stored on server.
			A. Email	M							E-mail communications that have official record status are subject to the records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter of the e-mail communications in question.
			B. Transitory E-mail	M							Destroy transitory E-mail communications when they have served their purpose.

2014 OCT -9 A 10:57

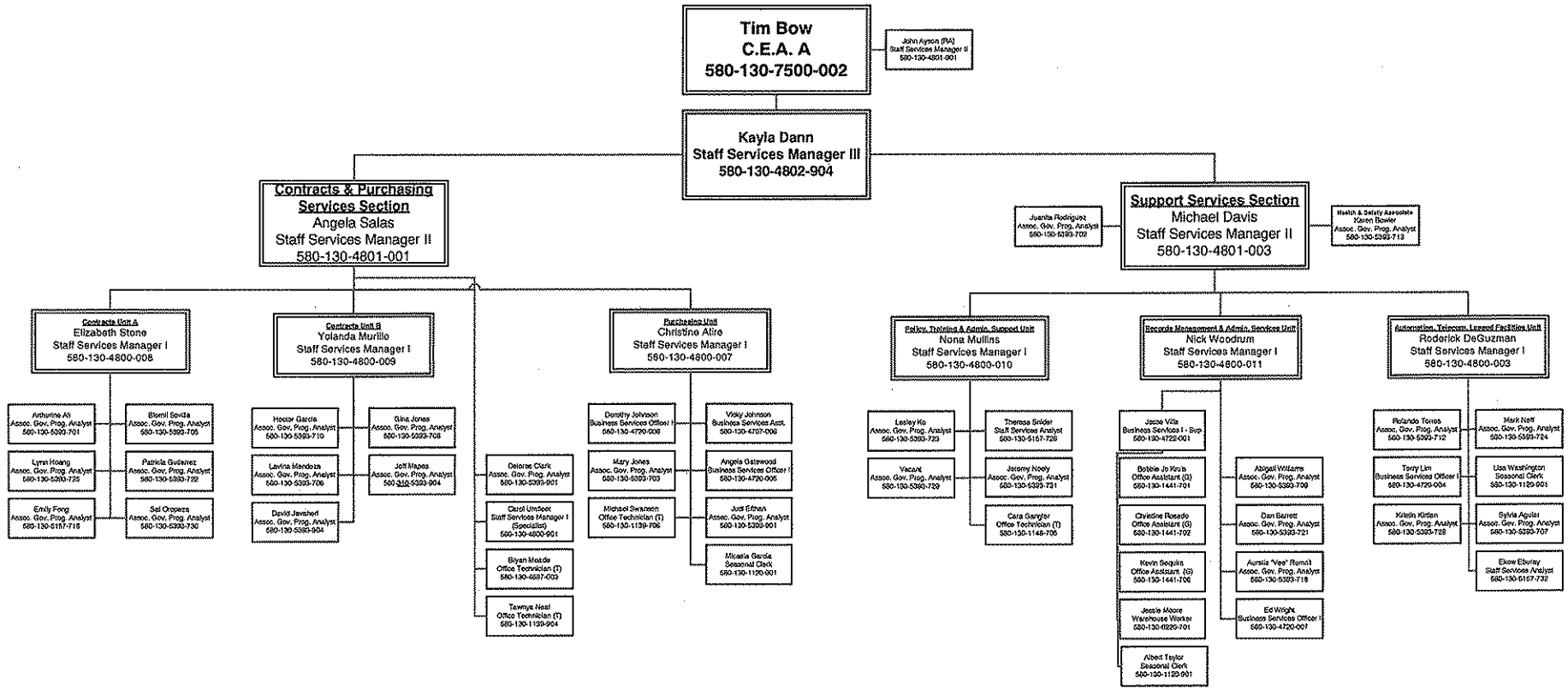
This schedule combines four previous schedules into one branch level schedule:
CDPH 11-04, CDPH 09-01, CDPH 08-16, and H06-01.

RRS CDPH 11-04
Item 27-No longer needed/kept by Department. Information is automatically uploaded to Bureau of Automotive Repair and DMV by service station.
Item 29-No longer required by DGS
RRS CDPH 08-16
Item 6-No longer kept by H&S, kept in Facilities Management-Richmond
Item 8-No longer maintained by H&S
Item 11-No longer maintained by H&S, done by Labor Relations

2014-347

2014 OCT -9 A 10:57

California Department of Public Health
Administration Division
Program Support Branch
(Sacramento)



Approved, Chief Program Support Branch Date

07/29/2014