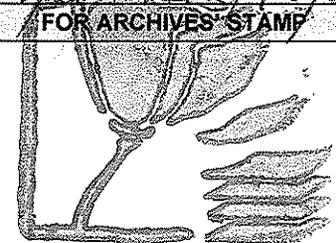


RECORDS RETENTION SCHEDULE

(1) DEPARTMENT, BOARD OR COMMISSION Department of Motor Vehicles		(2) AGENCY BILLING CODE 51805	(3) PAGE OF 2 PAGES	
(4) DIVISION/ BRANCH/ SECTION Registration Operation Division/ELIT		(5) ADDRESS 2415 1st Avenue, Sacramento, CA 95818		
CHECK THE APPROPRIATE BOX				
(6) <input checked="" type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9)–(12)]				
(7) <input 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-758	(10) SCHEDULE DATE 3/11/2013	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 21
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE(S)	(16) PAGE NUMBER(S) REVISED
(17) MISSION/FUNCTIONAL STATEMENT The function of the <u>Electronic Lien and Industry Transactions Unit</u> is to serve as the administrators for the Electronic Lien and Title program as well as the Bonded Web Users program. Staff acts as contract/agreement administrators responsible for determining eligibility, enrollments and training for BWU participants. Act as a single point of contacts for industry customers to resolve program related questions or problems.				
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 RPAB Chief	(20) PHONE NUMBER 916 657 6259	(21) DATE SIGNED 10/30/14
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 <i>[Signature]</i>	(23) CLASSIFICATION AGPA	(24) NAME (Printed or Typed) Jennifer E Garces	(25) PHONE NUMBER 916 657 7148	(26) DATE SIGNED 11.19.14
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)				
(27) SIGNATURE – CALIRM CONSULTANT <i>[Signature]</i>	Jenny Chakonova	(28) APPROVAL NUMBER 2014-385	(29) DATE SIGNED 12/17/2014	(30) EXPIRATION DATE 12/17/2019
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)				
THE ATTACHED RECORDS RETENTION SCHEDULE:				
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives		Key # 36975		
(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>				



RECORDS RETENTION SCHEDULE

(35) CalRIM APPROVAL NUMBER						2014-385				(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	16 CU		Program Management Bonded Web User Agreements	P		current +3			current +3		Active until revised or superseded. Confidential destruct per GC 6254	
2			BWU Error Log Reports	C		current +3			current +3		Active until revised or superseded. Confidential destruct per GC 6254	
			ADMINISTRATIVE MANAGEMENT									
			Office Administrative Files (Records related to the internal administrative or housekeeping activities of the office rather than the function for which the office exists)	P		Active			Active		Active until revised or superseded. Confidential destruction per GC 6254 IPA 1798.34	
3	5 CU Ft		Personnel Files and Related Documents			Active			Active		Active until revised or superseded. Confidential destruction per GC 6254 IPA 1798.34	

* Provide total of office and departmental