

**RECORDS RETENTION SCHEDULE**

(1) DEPARTMENT, BOARD OR COMMISSION <b>California Highway Patrol</b>	(2) AGENCY BILLING CODE <b>08016</b>	(3) PAGE <b>1</b> OF <b>3</b> PAGES
---	---	-------------------------------------

(4) DIVISION/ BRANCH/ SECTION <b>Office of Employee Safety and Assistance</b>	(5) ADDRESS <b>601 N. 7th Street, Sacramento, CA 95811</b>
--	---

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 (9)-(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.)

<b>NEW SCHEDULE INFORMATION (If applicable)</b>	(9) SCHEDULE NUMBER <b>016-14</b>	(10) SCHEDULE DATE <b>12/01/2014</b>	(11) NUMBER OF PAGES <b>5</b>	(12) CUBIC FEET (Total Schedule) <b>8</b>
<b>PREVIOUS SCHEDULE INFORMATION (If applicable)</b>	(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE(S)	(16) PAGE NUMBER(S) REVISED

(17) MISSION/FUNCTIONAL STATEMENT  
The mission of this Section is to provide the Department's employees assistance during critical incidents, and unforeseen critical situations. This unit's primary function is to provide assistance to our uniformed employees during a Line of Duty Death and for all employees- both uniformed and nonuniform during critical incidents. The following objectives are accomplished by assisting staff where needed and providing resource information to all employees upon request.

**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>[Signature]</i>	(19) TITLE <b>Commander</b>	(20) PHONE NUMBER <b>9168433320</b>	(21) DATE SIGNED <b>11/25/14</b>
--	--------------------------------	--	-------------------------------------

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 <b>RMA II</b>	(24) NAME (Printed or Typed) <b>KATHLEEN PERKINS</b>	(25) PHONE NUMBER <b>(916) 843-3645</b>	(26) DATE SIGNED <b>12/15/14</b>
--	--------------------------------------	---	--	-------------------------------------

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

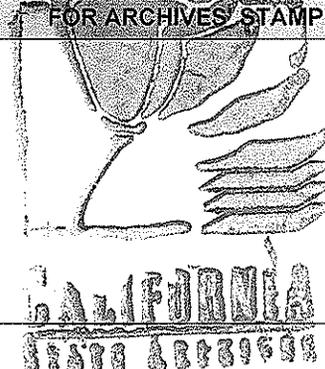
(27) SIGNATURE - CAIRM/CONSULTANT <i>Jenny Chakonova</i>	(28) APPROVAL NUMBER <b>008 2015-008</b>	(29) DATE SIGNED <b>1-20-2015</b>	(30) EXPIRATION DATE <b>1-20-2020</b>
---	---	--------------------------------------	--

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

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (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.)

*Key 37104*



(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Barber, Archivist</i>	(34) DATE SIGNED <b>1/28/15</b>
--	------------------------------------

**RECORDS RETENTION SCHEDULE**

(35) CalRIM APPROVAL NUMBER						<b>2015-008</b>				(36) PAGE 2 OF 3	
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)		
1	3		ADMINISTRATIVE MANAGEMENT Employee Assistance Unit (EAU)								
			Monthly Reports	P		3			3		3 yrs plus current year
2			Quarterly Reports	P		3			3		3 yrs plus current year
③	1	<b>NOTIFY ARCHIVES</b>	Annual Reports	P		3			3		3 yrs plus current year
④	1	<b>NOTIFY ARCHIVES</b>	Cal. Peace Officers Memorial Foundation (CPOMF) - various correspondence	P	X	*3			3	PRA Exempt	*scan & save to DVD for storage
5			Chaplaincy	P	*10				10		*scan & save to DVD for storage after retention time, unless directed by commander
6			MHN - (background info)	P	X				*10	PRA Exempt	* witness destruction / in house shred
7			Comm-nets	P	X	1			1	PRA Exempt	in-house shred
8			Standard Operation Procedures Manual	P	X	*			*		* until superseded
9			General Correspondence	P	X	3			3		3 yrs plus current year, see project files
10	3		HPM Manuals	P	X	*			*		*until next revision, destroy all older versions, destroy in-house, confidential shred
11	3		Personnel Files	P	X	*			*		* Employee Life / transfer to new unit when applicable
12	3		Project Files	P	X	3		<b>7</b>	10		Electronic files to be saved to DVD/CD, paper files to be sent to State Records Center as

\* Provide total of office and departmental

**RECORDS RETENTION SCHEDULE**

(35) CalRIM APPROVAL NUMBER						2015-008				(36) PAGE 3 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)		
13a			National Law Enforcement Officers Memorial Fund (NLEOMF) (misc correspondence)	P	X	7			7		"confidential" complete STD71 for storage request, records destroyed 7 yrs after that destroy in-house, confidential shred
13b			Military Deployment Program	P	X	*			*		* See Program Coordinator
14	3		Cancer Program	P	X	*			*		* See Program Coordinator
15	3		Substance Abuse Program	P	X	*			*		* See Program Coordinator
16	3		Wellness Program	P	X	*			*		* See Program Coordinatro
17	3		DVD's	M	X	*			*		*submit copy to CHP library, destroy only if superseded on topic
18	5		Employee Safety Unit (EAU) Admin Files	PM	X	*5			*5		Admin files for ESU, destroy in-house, confidential shred
19	5		Ergonomics	P	X	*			*		ESU, to destroy in-house, confidential shred
20	5		Occupational Safety	P	X	*			*		destroy in-house, confidential shred
21	7		Governor's Employee Safety Award (GESA)	PM	X	*7			*7		* see projects, ESU to destroy in-house

\* Provide total of office and departmental