

REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE

(2) (Pen. 3307)

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
1020 O Street, Room 130
Sacramento, CA 95814
445-4293 or ATSS 485-4293

DEPARTMENT BOARD OR COMMISSION	Health Services		BILLING CODE	85232
DIVISION, BUREAU OR OTHER UNIT	Hazardous Waste Management Section (TSCD)			
ADDRESS	1219 K Street, Third Floor, Sacramento			
SCHEDULE NUMBER	126	PAGE NUMBER(S)	47	SCHEDULE DATE
				12/08/86
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	119	PAGE NUMBER(S)	46	SCHEDULE DATE
APPROVAL NUMBER	86/316	APPROVAL DATE	07/29/86	

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. Items 127, 128 and 129 only have been revised. All other items referenced in the Schedule remain the same.

SIGNATURE OF AGENCY REPRESENTATIVE RESPONSIBLE FOR THE RECORDS
Michael J. ...

TITLE: Chief, Financial and Support Operations Section
DATE: 01/13/87

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 OF AGENCY MANAGER COORDINATOR
Jane ...

TITLE: *Records Mgt. Director*

DATE: *Jan. 15, 1987*

TELEPHONE: *445-1405*

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

SIGNATURE: *Allen R. Ford*

TITLE: *BMA*

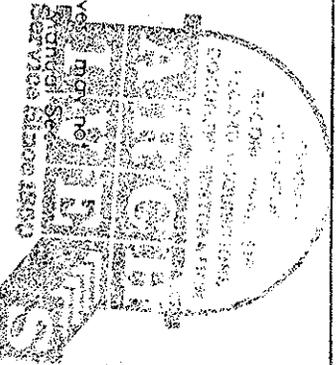
APPROVAL NUMBER: *87-17*

DATE: *1-30-87*

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 Archive" may not be destroyed without clearance by the Secretary of State, State Administrative Code 1614.



DATE: *March 19 1987*

SIGNATURE: *John F. Burns*

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) DEPARTMENT OF HEALTH SERVICES GS# 85232		SCHEDULE NUMBER (2) 126	DATE (3) December 8, 1986
ORGANIZATIONAL UNIT Hazardous Waste management Section - TSCD		PAGE 1	OF 47 PAGES (4)
ADDRESS (number, street, city) 1219 K Street Sacramento		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)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
1.	.50	Field/Policy Archives	<u>ADMINISTRATION</u> <u>ASSOCIATIONS, COMMITTEES</u> Associations			3			3		Includes minutes, general correspondence.
2.		Field/Policy Archives	Committees			3			3	XI	Includes minutes, general correspondence. Information on individual committee members may be confidential and subject to IPA 1798.40, PRA 6254.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 8-63)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) DEPARTMENT OF HEALTH SERVICES GS# 85232	SCHEDULE NUMBER (2) 126	DATE (3) December 8, 1986
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ADDRESS (number, street, city) 1219 K Street Sacramento	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)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>EQUIPMENT & SUPPLIES</u>								
3.	5		Copier Monitoring Report			Active			Active		Becomes inactive when superseded.
4.	5		General Information			2			2		
5.	5		Inventory			Active			Active		Becomes inactive when superseded.
6.	5		Purchase Orders, Completed			3	2		5		
7.	5		Purchase Orders, Pending			Active			Active		Becomes inactive when goods/services delivered.
8.	5		Service Authorizations, STD 5, Completed			3	2		5		
9.	5		Service Authorizations, STD 5, Pending			Active			Active		Becomes inactive when services delivered.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) DEPARTMENT OF HEALTH SERVICES GS#85232	SCHEDULE NUMBER (2) 126	DATE (3) December 8, 1986
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ADDRESS (number, street, city) 1219 K Street Sacramento	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)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
10.	5		<u>EQUIPMENT & SUPPLIES</u> (Continued) Vehicle Authorizations				Active		Active	Becomes inactive when superseded or returned authorization has been revoked.	

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-95)

See instructions on reverse
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ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>FISCAL AFFAIRS</u>								
11.	.81		ARMS Codes			Active			Active		Becomes inactive when superseded.
12.	5.58		ARMS Reports			2			2		
13.	3.54		Audit Reports			3	2		5		
14.	.93		Employee Functional Time Sheets			2	2		4		
15.	3.54		General Fund Deposits			2	2		4		
16.	7.98		Time Reporting Codes			Active			Active		Becomes inactive when superseded.
17.	3.54		Hazardous Substances Account/Tax (HSA)			2	2		4		

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-65)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) DEPARTMENT OF HEALTH SERVICES GS#85232	SCHEDULE NUMBER (2) 126	DATE (3) December 8, 1986
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ADDRESS (number, street, city) 1219 K Street Sacramento	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)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>FISCAL AFFAIRS</u> (Continued)								
18.	3.54		Hazardous Waste Control Account Revenues (HWCA)			2		2	4		
19.	-0-		Travel Advances, Permanent			Active			Active XI		IPA 1798.40 PRA 6254. Becomes inactive when cancelled.
20.	3.64		Travel Authorizations			Active			Active		Becomes inactive when cancelled.

RECORDS RETENTION SCHEDULE

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DEPARTMENT (1) DEPARTMENT OF HEALTH SERVICES GS#85232	SCHEDULE NUMBER (2) 126	DATE (3) December 8, 1986
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ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)	
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)			
			<u>GENERAL CORRESPONDENCE</u>									
			Administration (DHS)								Includes to and from correspondences from each unit listed below.	
21.	5		- Accounting			2	2		4			
			Budgets									
22.	2.01		o Pending Budget Change Proposals			2	2		4			Approved BCPs included under organi- zational materials.
23.	2.01		o Transfers of Budget Allotment			2	2		4			
24.	2.01		o Section 27/28			2	2		4			
25.	2.01		o Department of Finance Letters			2	2		4			

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
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DEPARTMENT (1) DEPARTMENT OF HEALTH SERVICES GS#85232	SCHEDULE NUMBER (2) 126	DATE (3) December 8, 1986
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ADDRESS (number, street, city) 1219 K Street Sacramento	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)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			GENERAL CORRESPONDENCE (Continued)								
26.	2		- Data Systems			2		2	4		
27.	2		- Personnel Services			2		2	4		Include to and from correspondences.
28.	2		- Program Support			2		2	4		Include to and from correspondences.
29.	2	Hold/Notify Arch	Agency			2		2	4	X	PRA 6254 (L)
30.	2		Chronological Files			4			4		Complete file on all documents prepared by organization.
31.	2		Controlled Correspondence			2		2	4	X	PRA 6254 (L) Department Policy.
32.	2	Hold/Notify Arch	Director's Office			2		2	4	X	PRA 6254 (L) Includes to and from correspondence.

RECORDS RETENTION SCHEDULE

STD. 79 (REV. 5-85)

See instructions on reverse
and in SAM 1600

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ADDRESS (number, street, city) 1219 K Street Sacramento		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)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>GENERAL CORRESPONDENCE</u> (Continued)								
33.	2	Hold/Notify Archival	Environmental Health Agency			2		2	4		
34.	2	Hold/Notify Archival	Special Interest Groups			2		2	4		

RECORDS RETENTION SCHEDULE

FD-73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

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ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (14)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>LEGAL</u>								
35.	-0-		Delegation Orders			Active			Active		Becomes inactive when superceded or time frames expire.
36.	-0-	Hold/Notify Archives	Legal Opinions			5			5	X	IPA 1798.40, PRA 6254.
37.	-0-		Specific Court Orders			Active +2	2		Active +4		Becomes inactive when court releases Department.
38.	-0-		Subpoenas			Active			Active		Becomes inactive when court proceedings completed.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
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DEPARTMENT (1) DEPARTMENT OF HEALTH SERVICES GS#85232	SCHEDULE NUMBER (2) 126	DATE (3) December 8, 1986
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ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			LEGISLATION								
			Bill Analysis								
39.	3	Hold/Notify Archives	Assembly			3			3	X	Public Records Act 6254 (L) Department Policy.
40.	3	Hold/Notify Archives	- Senate			3			3	X	Public Records Act 6254 (L) Department Policy.
41.	9.5	Hold/Notify Archives	Code of Federal Regulations Analysis			3			3	X	Public Records Act 6254 (L) Department Policy.
			Concurrent Resolutions								
42.	-0-		- Assembly			3			3	X	Public Records Act 6254 (L) Department Policy.
43.	-0-		- Senate			3			3	X	Public Records Act 6254 (L) Department Policy.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-35)

See instructions on reverse
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DEPARTMENT (1) DEPARTMENT OF HEALTH SERVICES GS#85232	SCHEDULE NUMBER (2) 126	DATE (3) December 8, 1986
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ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			LEGISLATION (Continued)								
			Joint Resolutions								
44.	-0-		- Assembly			3			3	X	Public Records Act 6254 (L) Department Policy.
45.	-0-		- Senate			3			3	X	Public Records Act 6254 (L) Department Policy.
			Regulations								
46.	-0-		- Proposed			3			3	X	Public Records Act 6254 (L) Department Policy.
47.	11.25	Hold/Notify Archives	Final			3			3	X	Public Records Act 6254 (L) Department Policy.

RECORDS RETENTION SCHEDULE

ITD. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) DEPARTMENT OF HEALTH SERVICES GS#85232	SCHEDULE NUMBER (2) 126	DATE (3) December 8, 1986
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ADDRESS (number, street, city) 1219 K Street Sacramento	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)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>PERSONNEL</u>								
48.	9.50		Accident Reports (STD. Form 620-268)			2			2	XI	IPA 1798.40, PRA 6254.
49.	9.50		Affirmative Action			2			2	X	IPA 1798.40, PRA 6254. Recruitment records to be retained until review by Office of Civil Rights.
50	9.50		Applications/Resumes			Active +2			Active +2	XI	IPA 1798.40, PRA 6254. Government Code 12946. Becomes inactive when interviews and hiring completed.
51.	9.50		Attendance Reports (STD 672)			2			2	XI	IPA 1798.40, PRA 6254.
52.	9.50		- Absence Requests (STD 634)			2			2	XI	IPA 1798.40, PRA 6254.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
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DEPARTMENT (1) DEPARTMENT OF HEALTH SERVICES GS#85232	SCHEDULE NUMBER (2) 126	DATE (3) December 8, 1986
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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>PERSONNEL</u> (Continued)								
53.	9.50		Board of Control Claims			Active			Active XI		IPA 1798.40, PRA 6254. Becomes inactive when case is closed or settled.
54.	9.50		Certification Lists			Active			Active		Becomes inactive when new certification list ordered or list date expired.
55.	9.50		Conflict of Interest Information			Active			Active		General information only. Becomes inactive when superseded.
56.	9.50		Duty Statements			Active			Active		Becomes inactive when superseded.
57.	9.50		Employee Files, (STD 636-637-604 etc)			Active			Active XI		IPA 1798.40, PRA 6254. Becomes inactive when employee leaves the organization.

RECORDS RETENTION SCHEDULE

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See instructions on reverse
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DEPARTMENT (1) DEPARTMENT OF HEALTH SERVICES GS#85232		SCHEDULE NUMBER (2) 126	DATE (3) December 8, 1986
ORGANIZATIONAL UNIT Hazardous Waste Management Section - TSCD		PAGE 14	OF 47 PAGES (4)
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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)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>PERSONNEL</u> (Continued)								
58.	9.50		Freeze Exemptions			2			2	XI	IPA 1798.40, PRA 6254.
59.	9.50		Hire Above Minimum Justification			2			2		
60.	9.50		Labor Relations			2			2	X	PRA 6254 (P)
61.	9.50		Overtime Documentation (STD 673-682-683-684)			2			2	XI	IPA 1798.40, PRA 6254.
62.	9.50		Temporary Help			2			2	XI	IPA 1798.40, PRA 6254.
63.	9.50		Training Plan, Division Plan			2			2		
64.	9.50		Training Requests			Active			Active XI		IPA 1798.40, PRA 6254. Becomes inactive when training completed.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-05)

DEPARTMENT (1) DEPARTMENT OF HEALTH SERVICES GS#85232		SCHEDULE NUMBER (2) 126	DATE (3) December 8, 1986
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See instructions on reverse
and in SAM 1600

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
65.	9.50		<p><u>PERSONNEL</u> (Continued)</p> <p>Training Plans, Individual</p>			Active +2				Active X +2	IPA 1798.40, PRA 6254. Becomes inactive when completed or 2 years, whichever comes first.

RECORDS RETENTION SCHEDULE

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ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>POLICY & PROCEDURES</u>								
66.	.25		Department of Finance			Active			Active		Becomes inactive when effective date expires, directive is placed in manual form, or instructions are superseded.
67.	.25		Department of Personnel Administration			Active			Active		Becomes inactive when effective duty expires, directive is placed in manual form, or instructions are superseded.
68.	.25		Environmental Health Agency			Active			Active		Becomes inactive when effective date expires, directive is placed in manual form, or instructions are superseded.
69.	.25		Governor's Office, Director, Agency Directives			Active			Active		Becomes inactive when effective date expires, directive is placed in manual form, or instructions are superseded.

RECORDS RETENTION SCHEDULE

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
70.	.25		<u>POLICY & PROCEDURES</u> (Continued) Legislative Directives			Active				Active	Becomes inactive when effective date expires, directive is placed in manual form, or instructions are superseded.

RECORDS RETENTION SCHEDULE

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DEPARTMENT (1) DEPARTMENT OF HEALTH SERVICES GS#85232		SCHEDULE NUMBER (2) 126	DATE (3) December 8, 1986
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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>PUBLIC RELATIONS</u>								
71.	.25	old/Notly Archives	Newspaper Clippings			2			2		
72.	.25	old/Notly Archives	Press Releases			2			2		
73.	.25	old/Notly Archives	Speeches			2			2		

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

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ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>RECORDS MANAGEMENT</u>								
74.	.25		Annual Information Practices Act & Records Holding Report			2			2		
75.	.25		Destruction Authorizations			5			5		
76.	.25		Master Copy/Forms			Active			Active		Becomes inactive when superseded or obsolete.
77.	.25		Record Retention Schedules			Active 5			Active 5		Becomes inactive when superseded or 5 years, whichever comes first.
78.	.25		Transfer Lists			Active			Active		Becomes inactive when destroyed. Copy is then attached to destruction autho- rizations.

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See instructions on reverse
and in SAM 1600

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ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>REPORTS</u>								
79.	9.18	Hold/Notify Archive	Activity/Status Reports			3		2	5		
80.	9.18		Environmental Protection Agency Reports (EPA)			3		2	5		
81.	9.18		Expenditure Plans			3		2	5		
82.	9.18	Hold/Notify Archive	Legislative Mandated Reports			3		2	5		
83.	9.18		Resources Conservation Recovery Act Reports (RCRA)			3		2	5		
84.	9.18	Hold/Notify Archive	Site Ranking/Priority Listings			3		2	5		
85.	9.18		Workplans			3		2	5		

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See instructions on reverse
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ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>ORGANIZATIONAL MATERIALS</u>								
86.	9.18		Approved Budget Change Proposals			3	2	5			
87.	9.18	Hold/Noitly Archives	Organizational Charts			Active		Active			Becomes inactive when superseded.
88.	9.18		Space Plans			Active		Active			Becomes inactive when superseded.

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and in SAM 1600

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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)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>PROGRAM</u>								
			<u>ABANDONED SITE ASSESSMENT</u>								
89.	-0-		Site Surveys			5			5		
90.	-0-		Site Research Files			Active +2			Active +2		Inactive when research is completed.
91.	-0-		County			5			5		
92.	-0-		General Information			2			2		

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

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ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
93.	-0-		<u>AGREEMENTS, CONTRACTS, GRANTS</u> <u>GRANTS</u> Federal			Active +5			Active +5	Copy-original returned to DHS Administration. Becomes inactive when agreement terms completed or cancelled and final report accepted by Federal Government.	
94.	-0-		<u>AGREEMENTS</u> Cooperative			Active			Active	Copy-original returned to DHS Administration. Becomes inactive when agreement period expires.	
95.	3.13		Interagency			Active +5			Active +5	Copy-original returned to DHS Administration. Becomes inactive when agreement period expires.	

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ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
96.	3.13		<u>AGREEMENTS</u> (Continued) Memorandums of Understanding			Active +5			Active +5	Copy-original returned to DHS Administration. Becomes inactive when agreement period expires.	

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ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>AGREEMENTS, CONTRACTS, GRANTS</u> (Continued)								
			<u>CONTRACTS</u>								
97.	11.08		Consultants			Active +5			Active +5		Copy-original returned to DHS Administration. Becomes inactive when agreement period expires.
98.	11.08		Service			Active +5			Active +5		Copy-original returned to DHS Administration. Becomes inactive when agreement period expires.
99.	11.08		Site Mitigation (Bonds)			Active +5			Active +5		Copy-original returned to DHS Administration. Becomes inactive when agreement period expires.
100.	11.08		Site Mitigation (HSA)			Active +5			Active +5		Copy-original returned to DHS Administration. Becomes inactive when agreement period expires.

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>AGREEMENTS, CONTRACTS, GRANTS</u> (Continued)								
			<u>CONTRACTS</u>								
101.	11.08		Site Mitigation (HWCA)			Active +5			Active +5		Copy-original returned to DHS Administration. Becomes inactive when agreement period expires.
102.	11.08		Zone			Active +5			Active +5		Copy-original returned to DHS Administration. Becomes inactive when agreement period expires.
103.	11.08		o Zone Subcontracts			Active +5			Active +5		Copy-original returned to DHS Administration. Becomes inactive when agreement period expires.

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>EMERGENCY RESPONSE</u>								
104.	-0-		County Deployment			3		2	5		
105.	-0-		Expenditures (Chron Order)			Active +3		2	Active +5		Becomes inactive when payment is received in settlement.
106.	-0-		Equipment (air tanks, ice chest, respirators, technical and scientific)			Active			Active		Becomes inactive when equipment is received and disbursed to the appropriate party.
107	-0-		General Information			2			2		

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			ENFORCEMENT								
108.	-0-		Investigations-Active - Site Specific			Active			Active X		IPA 1798.40, Health and Safety Code 25180 et seq. Government Code 6254. Becomes inactive when litigation completed or case closed. Then transferred to investigation closed cases.
109.	-0-		Haulers			Active			Active X		IPA 1798.40, Health and Safety Code 25180 et seq. Government Code 6254. Becomes inactive when litigation completed or case closed. Then transferred to investigation closed cases.
110.	-0-		Investigations-Closed Cases			3	2	5	X		IPA 1798.40, Health and Safety Code 25180 et seq. PRA 6254.

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			ENFORCEMENT (Continued)								
111.	-0-		Investigation Referrals - General			2		3	5	X	IPA 1798.40, Health and Safety Code 25180 et seq. PRA 6254. Becomes inactive when litigation completed or case is closed.
112.	-0-		- From Field Offices			Active			Active	X	IPA 1798.40, Health and Safety Code 25180 et seq. PRA 6254. Becomes inactive when litigation completed or case is closed.
113.	-0-		- To Attorney General/Legal			Active			Active	X	IPA 1798.40, Health and Safety Code 25180 et seq. PRA 6254. Becomes inactive when litigation completed or case is closed.

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			ENFORCEMENT (Continued)								
			Complaints								
114.	-0-		- Closed Cases without Referrals			3		2	5	X	IPA 1798.40, Health and Safety Code 25180 et seq. Government Code 6254.
115.	-0-		- Pending Investigation				Active			X	IPA 1798.40, Health and Safety Code 25180 et seq. Government Code 6254. Becomes inactive when case closed or investigation formally initiates then transfer to active investigation file
116.	-0-		Applications for Reward			Active +2		2		XI	IPA 1798.40, Government Code 2519.7 Code 25191.7 Government Code 6254. Becomes inactive when decision is rendered on the merits of the application

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>FACILITY FILES</u>								
117.	-0-		Permitting Files (Permitting, Closure/Post Closure Plan)			Active +5	+		Active 5		Becomes inactive after facility fully closed. (Health and Safety Code 25200 et seq.)
118	-0-		Site Mitigation			Active +5			Active XA +5		IPA, 1798.40, Health and Safety Code 25173 and Government Code 6254.7. Becomes inactive after facility is determined to be fully cleaned up.
119.	-0-		Surveillance Files (Correspondence Inspection Reports-Enforcement Actions)			Active +5			Active X +5		Health and Safety Code 25180 et seq. Pending Enforcement Actions are exempt under IPA 1798.40, PRA 6254. Becomes inactive when facility fully closed.

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
<u>HAZARDOUS WASTE INFORMATION SYSTEM (HWIS)</u>											
120.	4		California Information System			Active +3			Active +3	X(A)	Becomes inactive when superseded. PRA 6254.7
121.	4	Hold/Notify Archive	County Hazardous Waste Plans			Active +3			Active +3	X(A)	Becomes inactive when superseded. PRA 6254.7
122.	4		Data Management/Process			Active +3			Active +3	X(A)	Becomes inactive when superseded. PRA 6254.7
123.	4	Hold/Notify Archive	Hazardous Waste Information Program Files			Active +3			Active +3	X(A)	Becomes inactive when superseded. PRA 6254.7
124.	4	Hold/Notify Archive	Manifest Information/Correspondences			2	3		5	X(A)	Health and Safety Code, Div. 20 Chapter 6.5 Article 7, Section 25173 that trade secrets are not otherwise disseminated. Government Code 6254.7

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			HAZARDOUS WASTE INFORMATION SYSTEM (HWIS) (Continued)								
125.	5	Hold/Notify Archives	Small Generators of Hazardous Waste			2	3		5	X(A)	Health and Safety Code, Div. 20 Chapter 6.5 Article 7, Section 2517. that trade secrets are not otherwise disseminated. Government Code 6254
126.	3	Hold/Notify Archives	Waste Stream Information			2	3		5	X(A)	Health and Safety Code, Div. 20 Chapter 6.5 Article 7, Section 2517. that trade secrets are not otherwise disseminated. Government Code 6254

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
127.	-0-		Manifests (DHS8022A)*	S X D P***		5 1		Perm. Perm.	Permanent 5 Permanent		Retention period is based on batch date of entry, not on manifest date PRA 6254.7, 6254. In no cases will the retention period be less than 5 years. Paper documents to be destroyed 7 days following verification of microfilm and data entry. 5-year retention in office necessary for frequent request for public access (PRA 6256). *Manifest documents processed after micrographic conversion date.
128.	280.5		Manifests (DHS8022A)**	P X		1		Perm.	Perm X(A)		Retention period is based on batch date of entry, not on manifest date PRA 6254.7, 6254. **Manifest documents processed prior to micrographic conversion date. ***Paper documents will be retained only if unfilmable

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
129.	151		Manifests (Revised 11/80)***	P	X		1	Perm.		Perm X(A)	Retention period is based on batch date of entry, not on manifest date PRA 6254.7, 6254. ***Manifest documents processed on older version forms not compatible with data base.
130.	10		Undetermined Manifests and Miscellaneous Correspondence.				2	3	5	X(A)	Retention period is based on batch date of entry, not on manifest date PRA 6254.7
131.	3		Recycler Data				2	3	5	X(A)	Retention period is based on batch date of entry, not on manifest date PRA 6254.7

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
<u>PRE-MIS SOURCE DOCUMENTS</u>											
132.	32		Manifest Computer Card			2	3		5		Pre-MIS, card system is now on MIS. The data on MIS. Some data may be on Manifest computer cards.
133.	95		Manifest Disposers			2	3		5		Pre-MIS, card system is now on MIS. The data on MIS. Some data may be on Manifest computer cards.
134.	96		Manifest Producers			2	3		5		Pre-MIS, card system is now on MIS. The data on MIS. Some data may be on Manifest computer cards.
135.	7		Manifest Recyclers			2	3		5		Pre-MIS, card system is now on MIS. The data on MIS. Some data may be on Manifest computer cards.

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>PROPERTY EVALUATION</u>								
136.	-0-		Border Zone Determinations			5			5		
137.	-0-		Hazardous Waste Determination (usable property)			5			5		
138.	-0-		Public Information and Response			Active +5			Active +5		Inactive when all required notification has been issued.
139.	-0-		General Information			2			2		

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DEPARTMENT (1) DEPARTMENT OF HEALTH SERVICES GS#85232		SCHEDULE NUMBER (2) 126	DATE (3) December 8, 1986
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ADDRESS (number, street, city) 1219 K Street Sacramento		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)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>WASTE HAULER FILES</u>								
140.	-0-		Waste Hauler Permit Files			Active +3		2		Active XA +5	These files are working and reference files which maintains variances/exemption Part A, permits, closure information, and correspondence dealing with these subjects. Health and Safety Code 25173, PRA 6254.7. Becomes inactive when permit cancelled or expires.
			<u>WASTE HAULER INFORMATION</u>								
141.	-0-		o Current Registration File			Active				Active XA	Title 20, Health and Safety Code, Chapter 6.5, 25173, PRA 6254.7. Becomes inactive when permit cancelled or expired. Transferred to closed registration files.
142.	-0-		o New Registration File			Active +3		2		Active XA +5	Title 20, Health and Safety Code, Chapter 6.5, 25173, PRA 6254.7. Becomes inactive when permit is approved or denied.
143.	-0-		o Closed Registration File			Active +3		2		Active XA +5	Title 20, Health and Safety Code, Chapter 6.5, 25173, PRA 6254.7. Becomes Inactive when permit cancelled or expired.

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ADDRESS (number, street, city) 1219 K Street Sacramento	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)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			WASTE HAULER FILES (Continued)								
144.	-0-		o Pending California Highway Patrol Inspection File				Active			Active XA	Title 20, Health and Safety Code, Chapter 6.5, 25173, PRA 6254.7. Tran- ferred to current registration files when completed.
145.	-0-		o Receipt File			3		2	5	XA	Title 20, Health and Safety Code, Chapter 6.5, 25173, PRA 6254.7
146.	-0-		o Correspondence			3		2	5	XA	Title 20, Health and Safety Code, Chapter 6.5, 25173, PRA 6254.7
147.	-0-		Disposal Facility Operation Plans				Active +3			Active +3	Retain through Post Closure period for facility.
148.	-0-		Waste Categories				Active			Active	Active file until updated or superseded.
149.	-0-		Public Participation				Active			Active	Active file until updated or superseded.

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DEPARTMENT (1) DEPARTMENT OF HEALTH SERVICES GS#85232	SCHEDULE NUMBER (2) 126	DATE (3) December 8, 198
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ADDRESS (number, street, city) 1219 K Street Sacramento	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (8)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
<u>RESOURCE RECOVERY INFORMATION</u>											
150.	-0-		Newsletter Catalogues of Hazardous Waste for Recycling			Active +2			Active +2		Publication becomes inactive when subsequent issues are received.
151.	-0-		Hazardous Wastes Wanted & Available for Recycling			Active +2			Active XA +2		Some of the materials stored under under any of the titles on this page may contain trade secret information. Government Code 6254.7(d). Records become inactive when information or data is superseded or if program ends.
152.	-0-		Hazardous Waste Recycling Publications			Active +2			Active +2		Some of the materials stored under under any of the titles on this page may contain trade secret information. Government Code 6254.7(d). Records become inactive when information or data is superseded or if program ends.

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DEPARTMENT (1) DEPARTMENT OF HEALTH SERVICES GS#85232	SCHEDULE NUMBER (2) 126	DATE (3) December 8, 19
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ADDRESS (number, street, city) 1219 K Street Sacramento	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)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
153.	-0-		<u>RESOURCE RECOVERY INFORMATION</u> (Continued) Hazardous Waste Recycling Field Reports/Data/ Inspections/Consultations			Active +2			Active +2	XA	Some of the materials stored under any of the titles on this page may contain trade secret information. Government. Code 6254.7(d). Records become inactive when information or data is superseded or if program ends.
154.	-0-		<u>SPECIAL RESEARCH PROJECTS ON ALTERNATIVE TECHNOLOGY</u>			Active +2			Active +2	XA	Some of the materials stored under any of the titles on this page may contain trade secret information. Government. Code 6254.7(d). Records become inactive when information or data is superseded or if program ends.

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DEPARTMENT (1) DEPARTMENT OF HEALTH SERVICES GS#85232	SCHEDULE NUMBER (2) 126	DATE (3) December 8, 19
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ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)			
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)					
			<u>TECHNOLOGIES FOR TREATMENT OF HAZARDOUS WASTE</u>											
155.	-0-		Storage Technologies			Active		3	Active XA +3		Some of the materials stored under under any of the titles on this page may contain trade secret in- formation. Government Code 6254.1 (d). Records become inactive when information or data is superseded or if program ends.			
156.	-0-		Treatment Technologies			Active		3	Active XA +3	"	"	"	"	"
157.	-0-		- Thermal Treatments			Active		3	Active XA +3	"	"	"	"	"
158.	-0-		- Chemical Treatments			Active		3	Active XA +3	"	"	"	"	"
159.	-0-		- Physical Treatments			Active		3	Active XA +3	"	"	"	"	"

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DEPARTMENT (1) DEPARTMENT OF HEALTH SERVICES GS#85232		SCHEDULE NUMBER (2) 126	DATE (3) December 8, 19
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ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
160.	-0-		<u>TECHNOLOGIES</u> (Continued) - Biological Treatments			Active		3	Active XA +3	Some of the materials stored under any of the titles on this page may contain trade secret information. Government Code 6254.7 (d). Records become inactive when information or data is superseded or if program ends.	
161.	-0-		- Disposal Treatments			Active		3	Active XA 3	" " " " "	

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DEPARTMENT (1) DEPARTMENT OF HEALTH SERVICES GS#85232	SCHEDULE NUMBER (2) 126	DATE (3) December 8, 198
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ADDRESS (number, street, city) 1219 K Street Sacramento	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)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>WASTE CATEGORIES</u>								
162.	-0-		Organic Hazardous Waste			Active			Active		Records become inactive when information or data is superseded.
163.	-0-		Inorganic Hazardous Waste			Active			Active		Records become inactive when information or data is superseded.

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ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
<u>CLASSIFICATION OF HAZARDOUS MATERIALS</u>											
164.	-0-		Issues			Active			Active		Records become inactive when information or data is superseded.
165.	-0-		Status Reports			Active			Active		Records become inactive when information or data is superseded.
166.	-0-		Waste Classifications			Active			Active		Records become inactive when information or data is superseded.

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DEPARTMENT (1) DEPARTMENT OF HEALTH SERVICES - TSCD	SCHEDULE NUMBER (2) 126	DATE (3) December 8, 1986
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ADDRESS (number, street, city) 4250 Power Inn Road Sacramento	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)	Media (10)	Vital (11)	RETENTION				PRA (Exempt & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
167.	-0-		<u>HEALTH & SAFETY</u> Medical Monitoring Records For State Employees			Active		30	Active X +30	Becomes inactive when: 1) Employee separates from state service. Records are then sent to SRC for 30 years and a copy of the TL must be filed in employee personnel file 2) Employee transfers to another state agency. Records shall be transferred to the new agency. IPA 1798.40, PRA 6254.	
168.	-0-		Toxic Exposure Records For State Employee			Active		30	Active X +30	Becomes inactive when: 1) Employee separates from state service. Records are then sent to SRC for 30 years and a copy of the TL must be filed in employee personnel file 2) Employee transfers to another state agency. Records shall be transferred to the new agency. IPA 1798.40, PRA 6254.	
169.	-0-		Safety Alerts			Active			Active	Records become inactive when information or data is superseded or if program ends.	

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DEPARTMENT (1) DEPARTMENT OF HEALTH SERVICES - TSCD	SCHEDULE NUMBER (2) 126	DATE (3) December 8, 1986
ORGANIZATIONAL UNIT Northern CA Section (Includes Sacto & Fresno)	PAGE 47	OF 47
ADDRESS (number, street, city) 4250 Power Inn, Road Sacramento	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (8)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
170.	-0-		<u>TOXICOLOGY</u> Applied Action Levels (Health/Environmental Effect Levels)			Perm			Perm		Summaries/conclusions of levels of contaminants risk which require action by Division. Records are continuously being updated and used in ongoing and future litigation.
171.	-0-		Evaluation/Mitigation/Enforcement Actions - Site Specific			Active +5			Active X +5		IPA 1798.40, Health and Safety Code 25180 et seq. PRA 6254. Becomes inactive when litigation completed or case is closed.
172.	-0-		Toxic or Hazardous Substances			Perm			Perm XI		Records needed for background data to support Item No. 170 for future litigation.