

(1) DEPARTMENT, BOARD OR COMMISSION <b>CALIFORNIA HIGHWAY PATROL</b>	(2) AGENCY BILLING CODE <b>08461</b>	<b>IMS</b> <b>G20</b>	(3) PAGE <b>1</b> OF <b>4</b> PAGES
(4) DIVISION/ BRANCH/ SECTION <b>LOS BANOS AREA</b>	(5) ADDRESS <b>706 W. PACHECO BLVD., LOS BANOS, CA 93635</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.)

NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER <b>461-14</b>	(10) SCHEDULE DATE <b>12/31/2014</b>	(11) NUMBER OF PAGES <b>4</b>	(12) CUBIC FEET (Total Schedule) <b>30</b>
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE(S)	(16) PAGE NUMBER(S) REVISED

(17) MISSION/FUNCTIONAL STATEMENT  
 TO PROVIDE TRAFFIC ENFORCEMENT ON THE HIGHWAYS AND UNINCORPORATED ROADS OF MERCED AND FRESNO COUNTIES. ALSO, HANDLING TRAFFIC COLLISIONS AND ENFORCING ALL TRAFFIC LAWS AND SECTIONS OF THE CALIFORNIA VEHICLE CODE AND OTHER RELATED CODES.

**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>LIEUTENANT</b>	(20) PHONE NUMBER <b>2098263811</b>	(21) DATE SIGNED
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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>KATHILEEN PERKINS</b>	(25) PHONE NUMBER <b>9168433645</b>	(26) DATE SIGNED <b>6/29/15</b>
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**PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)**

(27) SIGNATURE - GRIM CONSULTANT <i>Jenny Chakonova</i>	(28) APPROVAL NUMBER <b>2015-166</b>	(29) DATE SIGNED <b>7-14-2015</b>	(30) EXPIRATION DATE <b>7-14-2020</b>
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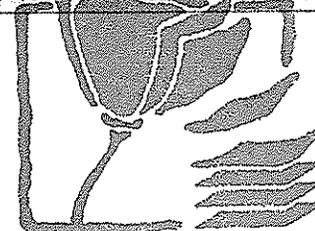
**PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)**

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 # 31722*

FOR ARCHIVES' STAMP



(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>[Signature]</i>	(34) DATE SIGNED <b>7/21/15</b>
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**CALIFORNIA STATE ARCHIVES**

**RECORDS RETENTION SCHEDULE**

(35) CalRIM APPROVAL NUMBER										<b>2015-166</b>		(36) PAGE 2 OF 4 PAGES	
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 (47)	REMARKS		
						OFFICE	DEPT.	SRC	TOTAL				
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)		
			PROGRAM MANAGEMENT										
1	1		ALLIED AENCIES	P		2			2		CORRENSPONDANCE, PERMITS AND OTHER RELATED MATERIAL		
2	1		BEAT DESCRIPTIONS	P		CUR			CUR		UNTIL SUPERSEDED		
3	1		COMPLAINTS	P		5			5		FROM DATE OF COMPLAINT, GC 6254(c) (f), PC 832.7, CC 1798.3(EXCEPT LOG) WITNESS DESTRUCTION.		
4	1		COURTS	P		2			2		SUBPOENA LOGS, TRIAL BY DECLARATIONS		
5	1		ENFORCEMENT	P		2			2		GRANTS, ENFORCEMENT GENERAL		
6	2		COLLISION REPORTS	P		4			4		TRAFFIC COLLISION REPORT, VC 20012, CC 1798 WITNESS DESTRUCTION		
			ADMINISTRATIVE MANAGEMENT										
7	1		AUDITS	P		3			3		VARIUS, WITNESS DESTRUCTION		
8	1		BUDGET	P		5			5		CURRENT, PRIOR AND FUTURE REQUESTS		
9	1		FACILITIES	P		2			2		GAS PUMPS, FACILITY REPAIR, GENERATOR		
10	1		MEMORANDUMS OF UNDERSTANDING	P		CURR			CURR		UNTIL SUPERSEDED		
11	1		RELEASE AND WAIVER OF LIABILITY	P		1			1		WITNES DESTRUCTION		

\* Provide total of office and departmental

**RECORDS RETENTION SCHEDULE**

(35) CalRIM APPROVAL NUMBER						<b>2015-166</b>				(36) PAGE 3 OF 4	
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 (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
12	1		FISCAL /SUPPLIES	P		1			1		CONTRACTS, INVENTORY, INVOICES, CAL-CARD
13	1		MEETINGS	P		2			2		COMMANDERS CONFERENCE, COMMUNICATIONS, OCCUPATIONAL SAFETY, STAFF, TRAINING DAY
14	1		PERSONNEL	P		2			2	XI	APPLICATIONS, HIRING MATERIAL, RECRUITMENT, SCHEDULES, TRAINING. PC832., GC 6254(c), CC 1798 WITNESS DESTRUCTION
15	1		ARREST REPORTS, OPEN FELONY	P		7			7	X	GC 6254(f), PC 293(a) WITNESS DESTRUCTION
16	1		ARREST REPORTS, FELONY	P		4			4	X	GC 6254(f), PC 293(a) WITNESS DESTRUCTION
17	1		ARREST REPORTS MISDEMEANOR	P		3			3	X	GC 6254(f), PC 293(a) WITNESS DESTRUCTION
18	1		VEHICLE REPORT STOLEN/RECOVERED	P		6			6		GC 6254(f), PC 293(a) WITNESS DESTRUCTION
19	1		VEHICLE REPORT STOLEN/ UNRECOVERED	P		10			10		GC 6254(f), PC 293(a) WITNESS DESTRUCTION
20	1		VEHICLE REPORT - STORED	P		2			2	XI	IF IMPOUNDED FOR EVIDENCE, RETAIN UNTIL ALL COURT PROCEEDINGS ARE ADJUDICATED

\* Provide total of office and departmental

**RECORDS RETENTION SCHEDULE**

(35) CalRIM APPROVAL NUMBER						<b>2015-166</b>				(36) PAGE 4 OF 4 PAGES	
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 (47)	REMARKS
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
21	1		DOJ BLOOD ALCOHOL/DRUG RESULTS	P		*			*		RETAIN 3 YEARS FOR MISD, 4 YEARS FELONY, 7 YEARS FOR OPEN FELONY
22	2		MVARS DVD's	p		*			*		MIN ONE YEAR PER GC 34090.6 ADMIN RELATED DVD's RETAIN 5 YEARS. WITNESS DESTRUCTION
23											

\* Provide total of office and departmental