STATE OF CALIFORNIA

REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE

STD. 72 (REV. 3-84)

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: Veterans Affairs	BILLING CODE: 77010
DIVISION, BUREAU OR OTHER UNIT: Legal Office	
ADDRESS: 1227 O Street, Sacramento	
SCHEDULE NUMBER: L.O. - 1988	PAGE NUMBER(S): 2 / SCHEDULE DATE: 6/9/88

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: DVA -6A	PAGE NUMBER(S): 1 / SCHEDULE DATE: July 28, 1983
APPROVAL NUMBER: 83 -239	APPROVAL DATE: August 10, 1983

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.

SIGNATURE—PERSON DIRECTLY RESPONSIBLE FOR THE RECORDS	TITLE	DATE
X [signature]	Chief Attorney	7-26-88

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—RECORDS MANAGEMENT COORDINATOR		
[signature]		
TITLE: Chief, Business Services	DATE: 7/28/88	TELEPHONE: 5-8197

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

SIGNATURE	APPROVAL NUMBER
R Owyang Randy Owyang	88-366
TITLE: STATEWIDE RECORDS MGT. COORDINATOR	DATE: 7/29/88

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 Archives" may not be destroyed without clearance by the Secretary of State. (State Administrative Manual Section 1614)

SIGNATURE—CHIEF OF ARCHIVES	DATE
John F. Burns	AUG 30 1988

MARCH FONG EU
SECRETARY OF STATE
CALIFORNIA

EXHIBITS
REFERENCE
RECORD ANALYSIS
RECORD ACQUISITIONS
DOCUMENT RESTORATION
ARCHIVES
Service Since 1850

RECORDS RETENTION SCHEDULE

DEPARTMENT: Veterans Affairs

SCHEDULE NUMBER: L.O. 1988

UNIT: Legal Office

DGS APPROVAL # : _____

DATE: 06-09-88

ADDRESS: 1227 O Street, Sacramento

ITEM #	CUBIC FEET	CALIF STATE ARCHVS USE	TITLE & DESCRIP. OF RECORDS (TRIPLE-SPACE BETWEEN ITEMS)	MEDIA	VITAL	RETENTION OFFICE	RETENTION DEPT	RETENTION SRC	RETENTION TOTAL	PRA & IPA	REMARKS
			To provide prompt, sound, and timely legal advice and counsel to all programs of the department; to draft and review all legal papers necessary to implement the programs, including proposed legislation; to represent the Department effectively and efficiently in both administrative law proceedings and civil litigation, including law and motion, trial, and appellate work; to act as counsel for the California Veterans Board, including the holding of hearings on administrative appeals by veterans to the board; and to perform all other work of a legal nature within the department.								Destruction Criterion: Recycle Non/ Confidential Records unless exempt. If exempt, then confidential destruction
											The following have reviewed this schedule and agree that it accurately describes the records and associated policies for the Legal Office.
			Court Records								
1	37.5		Open Court Files	P	X	Perm.			Perm.	X	Retention Criterion: Decision by Chief Counsel. Records necessary for reference. Exempt per Information Practices Act and Govt. Code 1798 et seq. No special method of protection at this time.
2	46		Closed Court Files	P	X	Perm.			Perm.	X	Same as item 1.

RECORDS RETENTION SCHEDULE

DEPARTMENT: Veterans Affairs

SCHEDULE NUMBER: LO.1988

UNIT: Legal Office

DGS APPROVAL # : _____

DATE: 6/09/88

ADDRESS: 1227 O Street, Sacramento

ITEM #	CUBIC FEET	CALIF STATE ARCHVS USE	TITLE & DESCRIP. OF RECORDS (TRIPLE-SPACE BETWEEN ITEMS)	MEDIA	VITAL	RETENTION OFFICE	RETENTION DEPT	RETENTION SRC	RETENTION TOTAL	PRA & IPA	REMARKS
3.	14.0		Open Appeal Files:	P	X	Perm.			Perm.	X	Same as item #1
4.	12.0		Closed Appeal Files:	"	X	"			"	"	" " " "
			Case Records	"	X	"			"	"	" " " " "
5.	3.5		A) Anderson vs. Roberts B) Anderson vs. Navarro								
			Administrative Records								
6.	12.0		Subject Files: Listed alphabetically	P	X	"			"	"	" " " "
7.	1		Legal Opinions:	P	X	"			"	"	" " " "
8.	1.0		Employee/Labor Relations: (memos and correspondence)	P	X	"			"	"	" " " "
	TOTAL 127										