

REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE
 STD. 72 (REV. 8/87)

DEPARTMENT, BOARD OR COMMISSION	Board of Equalization	BILLING CODE	24399
DIVISION, BUREAU OR OTHER UNIT	Legislative Unit	CUBIC FEET (Total Schedule)	138.4
ADDRESS	1020 N Street, Sacramento		
SCHEDULE NUMBER	I-B	PAGE NUMBER(S)	1
		SCHEDULE DATE	8-4-88

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

- Check this box to indicate ALL items in the schedule have been reviewed. (A new approval number will be assigned.)
- Check this box to indicate only certain items in this schedule have been reviewed for revision, addition, or deletion. (The original approval number will remain in effect.)

PART I — AGENCY STATEMENTS

As the program manager directly responsible for the records listed on the attached schedule, I certify that I have reviewed the need for the records, that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

SIGNATURE — MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS: Randy Owyang TITLE: Legislative Unit Manager DATE: August 4, 1988

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 Administrative 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

Brendy D. Shine for Carl Allen
 TITLE: Chief, Management Analysis Section DATE: September 30, 1988
 MARCH 1989
 SECRETARY FOR THE GOVERNOR
 445-5878

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

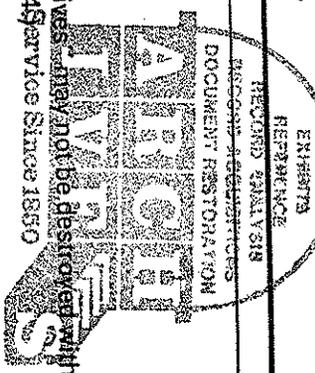
The Department of General Services has no jurisdiction over entries made in Column 16 of STD Form 73 Our approval covers Columns 1 — 15 and 17 only.

SIGNATURE: Randy Owyang APPROVAL NUMBER: 88-447

TITLE: Statewide Records Mgt Officer DATE: 11-16-88
 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 1614.5 Service Since 1850)



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

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Board of Equalization	SCHEDULE NUMBER (2) I-B	DATE (3) 8-4-88
ORGANIZATIONAL UNIT Legislative Unit	PAGE 1	OF 1
ADDRESS (number, street, city) 1020 N 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	51.9	Hold/Notify Archives	Legislative History Files	P		Perm			Perm *		* Permanent retention period established by Legislative counsel. Since this is a new organizational unit, record retention periods are subject to change in subsequent years as more is known about the proper retention period for the units records.
2	7.9	Hold/Notify Archives	Legislative Committee Agenda/Minutes	P		Perm			Perm *		
3	18.8		Senate Bill Files	P		2			2		
4	20.7		Assembly Bill Files	P		2			2		
5	17.4	Hold/Notify Archives	Legislative Bill Files	P		Perm			Perm *		
6	11.1	Hold/Notify Archives	Legislative Final Histories	P		Perm			Perm *		
7	10.1	Hold/Notify Archives	Subject Files	P		Perm			Perm *		
8	0.5		Personnel Files	P		Active +3			Active +3	Active until employee separates.	