STATE OF CALIFORNIA – SECRETARY OF STATE

RECORDS RETENTION SCHEDULE

STD.73 (REV. 2/2015)

STATE RECORDS PROGRAM

(1) DEPARTMENT*	(2) AGENCY BILLING CODE	IMS CODE	(3)
Department of Pesticide Regulation	11061	B-12	PAGE 1 OF 5 PAGES

(4) DIVISION / BRANCH / SECTION	(5) ADDRESS
Worker Health and Safety Branch	1001 I Street Sacramento, CA 95812-4015

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 20-814	(10) SCHEDULE DATE 7/14/15	(11) NUMBER OF PAGES 5	(12) CUBIC FEET *(Total Schedule)* 284
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 15-814	(14) APPROVAL NUMBER 10-107	(15) APPROVAL DATE(S) 06/24/2010	(16) PAGE NUMBER(S) REVISED All

(17) FUNCTIONAL STATEMENT

The Worker Health and Safety Branch evaluates potential workplace hazards of pesticides. It is responsible for evaluating exposure studies on active and inert ingredients in pesticide products and on application methodologies. Branch scientists also conduct their own studies to evaluate potential (see next page)

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	(19) TITLE	NAME - *(Printed or Typed)*	(20) PHONE NUMBER	(21) DATE SIGNED
Lisa Ross	Branch Chief	Lisa Ross	324-4116	7/14/15

In accordance with Government Code 12274, approval of this Records Retention Schedule by the Secretary of State 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 MANAGEMENT ANALYST	(23) CLASSIFICATION	(24) NAME - *(Printed or Typed)*	(25) PHONE NUMBER	(26) DATE SIGNED
Kim Bateman	Records Management Coordinator	Kimberly Bateman	445-2512	7/16/15

PART II A – SECRETARY OF STATE APPROVAL *(Per Government Code Section 12272)*

(27) SIGNATURE - CalRIM CONSULTANT	NAME - *(Printed or Typed)*	(28) APPROVAL NUMBER	(29) APPROVAL DATE	(30) EXPIRATION DATE
Jenny Chakonova	Jenny Chakonova	2015-182	12-31-2015	12-31-2020

PART II B – ARCHIVAL SELECTION *(Per Government Code Section 12223)*

THE ATTACHED RECORDS RETENTION SCHEDULE:

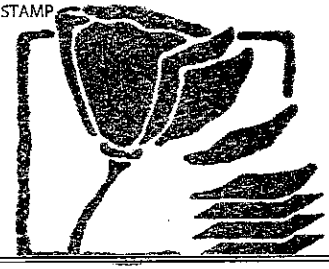
(31) ☐ Contains no material subject to further review by the California State Archives

Key 38552

(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.)*

(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE	NAME - *(Printed or Typed)*	(34) DATE SIGNED
Jeffrey M Crawford	JEFF CRAWFORD	2/10/2016

FOR ARCHIVES' STAMP



**Department refers to any Agency, Department, Board, Commision, Office or Other*

CALIFORNIA STATE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

2015-182

(17) MISSION/FUNCTIONAL STATEMENT – Continued

Risks from exposure to pesticides. The Branch also evaluates and recommends measures designed to provide a safer environment for workers who handle or are exposed to pesticides. The Worker Health and Safety Branch also provides medical advice and assistance on pesticide exposures, and acts as liaison with practicing physicians regarding pesticide illness and treatment. It participates in and evaluating the results of investigations of pesticide-related illnesses, with an emphasis on preventing occupational illness and injuries.

For those records which have no governing law or authority for retention cited, the manager directly responsible for the records authority applies.

WHS - Worker Health and Safety
GISO - General Industry Safety Orders
SAM - State Administrative Manual
PMD - Program Manager's Decision
IPA - Information Practices Act
CFR - Code of Federal Regulations

The Worker Health and Safety Branch's schedule has been updated. Listed below are the changes made from the previous schedule. The Branch has conducted an extensive review of all Branch records and most items reflect a decrease in volume due electronic file being stored.

- Items 1-9, 11-13, Increased in volume.
- Item 10 – Previously retained correspondence destroyed as per scheduled. Decrease in correspondence due to email and electronic distribution.
- Items 14 and 15 – Removed. Determined this did not meet a definition of a record.
- Numbers changed due to removal of item 14 on previous report.
- Numbers 14-17 – Decrease in volume, chemicals no longer registered purged and transferred most to State Actives. Change in holding period since some records become inactive with the cancellation or discontinuance of registration of a chemical.
- Item 23 (in previous schedule) and 21 (current schedule) - all open cases have now become closed cases and sent to State Archives. All current open cases are now handled electronically. There is an increase in closed cases. Since these are permanent records, this number will increase annually.

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 OFFICE (43)	RETENTION DEPT. (44)	RETENTION SRC (45)	RETENTION TOTAL (46)	PRA (Exempt) & IPA (47)	REMARKS (48)
			ADMINISTRATIVE RECORDS								
1	1		Equipment and Supplies Requisitions, packing slips, inventory.	P		Active +4			Active +4		Becomes inactive when items have been received, invoices paid. SAM 1671, PMD.
2			Budgets BCPs, projections, and misc. records	P		Active +4			Active +4		Becomes inactive when reports are reviewed and BCPs are either accepted or denied. SAM 1671, PMD.
3	5		Personnel Attendance & misc. records	P		4			4	XI	SAM 1670.1, PMD.
4			Supervisor's staff records	P		Active			Active	XI	Becomes inactive when employee transfers or terminates. SAM 1670.1.
5			Training	P		Active			Active		Becomes inactive when employee transfers or terminates. PMD.
6			Auto Management Service reports and mileage logs.	P		Active +1			Active +1		Becomes inactive when vehicle is sold.
7			Contracts Branch contracts and grants back-up information.	P		Active +5			Active +5		Becomes inactive when contract or grant is completed. PMD.
8			Travel Out-of-State Travel blanket, justifications, and trip Requests.	P		Active +2			Active +2		Becomes inactive after the current fiscal year. PMD.
9		NOTIFY ARCHIVES	Policies Departmental and Branch	P/M		Active +1	0		Active +1		PMD.
			PROGRAM RECORDS								
10	3		Correspondence Chronological.	P		2	4		6		PMD.
11	7	NOTIFY ARCHIVES	Reports Health and Safety	P		Active			Active		Becomes inactive when data is obsolete. PMD
12	8	NOTIFY ARCHIVES	Subject Files Includes misc. files of staff containing historical info. Needed for reference, pesticide labels used for data exemption requests.	P		Active			Active		Becomes inactive when records are no longer needed or become outdated. PMD
13	2		Peer Review Documentation of the peer review Process for reports.	P		Active			Active		Becomes inactive when report becomes obsolete

(35) CalRIM APPROVAL NUMBER 2015-182

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14	6	NOTIFY ARCHIVES	Protocols Protocols of studies conducted by WH&S Staff and registrants.	P		Active		Active	Active		Active until report becomes finalized and while report is available to the public. Records then need to be retained to possibly be used as reference in future studies, reports, and regulatory decisions. May be destroyed when chemical is no longer registered or cancelled. GISO 3204, CFR 40 160.195. Applies to Protocol, Laboratory Results, Report cementation, & Quality Assurance records. (Items 14-17)
15			Laboratory Results Results of analysis from studies Conducted and of investigations.	P		Active		Active	Active		
16			Report Documentation Back-up information for Branch field studies and reports.	P		Active		Active	Active		
17			Quality Assurance Standard Operating Procedures, master schedules and audits.	P		Active		Active	Active		
18	1	NOTIFY ARCHIVES	County Agricultural Commissioners Letters	P		2	8		10		PMD.
19	1		Computer Disks Word processing and study data disks of documents produced and data generated.		M	Active +1	28		Active +30		Active until report becomes finalized and while report is available to the public. Records then need to be retained to possibly be used as reference in future studies, reports, and regulatory decisions. GISO 3204, CFR 40 160.195.
20	1		Computer Documentation Hardware (network), custom database application, and computer project documentation.	P		Active +5			Active +5		PMD.
			PESTICIDE ILLNESS SURVEILLANCE PROGRAM								
21	249 284		Closed Illness and Injury Reports	P/M		Perm		Perm	Perm	XI	Reports are active while under investigation and evaluation. Terminates by release of annual report and then moves to closed. Following issue of the annual report, documents will Be retained permanently for future decision making. Reports include medical record information, confidential per Government Code 6253 ©. IPA Section 1798.34. Director's Authority (attached).

* Provide total of office and departmental

State of California

Memorandum

To : James W. Wells
Director

Date : September 19, 1992

Place : Sacramento

Phone: 4-0644

From : **Department of Pesticide Regulation** - John H. Ross, Acting Chief
Worker Health and Safety Branch -

Subject :

Retention of the Pesticide Illness and Injury Cases and Laboratory Results

The Records Retention Schedule for the Worker Health and Safety Branch is in the process of being completed.

There is no authority (law or written departmental policy) for the retention of pesticide illness and injury cases and laboratory results. However, we feel these records need to be retained permanently. Staff constantly pull these records and base scientific and regulatory decisions on this information. The Branch is also continuously asked by outside governmental agencies (i.e., U.S. Environmental Protection Agency, National Institute of Occupational Safety and Health) to review these records that will directly impact the registration of a chemical or regulations developed to prevent overexposure. They are designated a vital record and have been approved by the Department of General Services for microfilming. These records are a valuable resource and will only grow in importance.

In order for these records to be retained permanently, a written director's decision must be on file with the Schedule.

Approval to retain pesticide illness and injury cases and laboratory results permanently.

James W. Wells, Director

9/22/92
Date

2015-182

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SURNAME