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	BILLING CODE
COMMERCE	

DIVISION, BUREAU OR OTHER UNIT: ADMINISTRATION - BUSINESS SERVICES

ADDRESS: 1121 L st. Sacramento, Ca.

SCHEDULE NUMBER	PAGE NUMBER(S)	SCHEDULE DATE
ADM-01	1	12-10-86

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	PAGE NUMBER(S)	SCHEDULE DATE

APPROVAL NUMBER	APPROVAL DATE

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
▶ [signature]	Business Services Mgr.	3-16-87

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—RECORDS MANAGEMENT COORDINATOR		
▶ [signature]		
TITLE	DATE	TELEPHONE
RECORDS MANAGEMENT COORDINATOR	3-16-87	324-5855

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~~ 16 of STD. Form 73. Our approval covers Columns 1–~~13~~ 15 and ~~15~~ 17 only.

SIGNATURE	APPROVAL NUMBER
▶ [signature]	87-64
TITLE	DATE
DGS RMC	3-27-87

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 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	APR 15 1987

STATE OF CALIFORNIA

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse and in SAM 1600

DEPARTMENT (1)	SCHEDULE NUMBER (2)	DATE (3)
Commerce	ADM-01	12-10-86
ORGANIZATIONAL UNIT: Administration - Business Services	PAGE 1 OF PAGES (4) 1	
ADDRESS (number, street, city): 1121 L Street Sacramento	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (Triple-space between items) (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 OFFICE (12)	RETENTION DEPT. (13)	RETENTION SRC (14)	RETENTION TOTAL (15)	PRA (Exempt) & IPA (16)	REMARKS (17)
			The Business Services function consists of purchasing, telephone maintenance, automotive management, maintenance contracts, and space management.								
1	1.375		Sub-Purchase Order files Printing Requisition files	P		Active* 3 yrs.		2 yrs.	Active +5 yrs.		Transfer to SRC after 3 years
2	1.375		Contract Delegations Purchase Estimates - Orders and all accompanying documentation	P		Active 3 yrs.		2 yrs.	Active +5 yrs.		Transfer to SRC after 3 years
3	0.500		Telephone Requests Std. Form 20	P		Active 3 yrs.		3 yrs.	Active +6 yrs.		Transfer to SRC after 3 years
			*Active = Period of time subject matter under consideration.								

Jim Durborough
Business Services Officer

Joy Hashtroudi
Joy Hashtroudi
Records Management Coordinator