

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

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
Vernilda L. Ang TITLE ACCOUNTANT I - SPVR. DATE 3-23-87

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
Dana D. Burkhardt
TITLE RECORDS MANAGEMENT COORDINATOR DATE 3-27-87 TELEPHONE (916) 322-8781
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
Rebecca D. Atala APPROVAL NUMBER 87-69
TITLE DES RMC DATE 3-31-87
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
John T. Burns DATE APR 15 1987

DEPARTMENT, BOARD OR COMMISSION	CORRECTIONS	BILLING CODE	17072
DIVISION, BUREAU OR OTHER UNIT	PRISON INDUSTRY AUTHORITY/CALIFORNIA INSTITUTION FOR MEN		
ADDRESS	14901 CENTRAL AVENUE		
SCHEDULE NUMBER	PIA-01-CIM	PAGE NUMBER(S)	2
		SCHEDULE DATE	12-23-86
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)	
APPROVAL NUMBER		APPROVAL DATE	

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) CORRECTIONS	SCHEDULE NUMBER (2) PIA-01 - CIM	DATE (3) 12-23-86
ORGANIZATIONAL UNIT PRISON INDUSTRY AUTHORITY/CIM	PAGE 1	OF 2
ADDRESS (number, street, city) P.O. BOX 1031/14901 CENTRAL AVENUE, CHINO, CA 91710	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (Triple-space between items) (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.	3.0		<u>ADMINISTRATIVE RECORDS</u> CORRESPONDENCE: PERTAINING TO TO: A. MEMOS SENT TO AND RECEIVED FROM HEADQUARTERS, SACRAMENTO. B. LETTERS FROM VENDORS REGARDING ORDERED ITEMS, PURCHASE ORDERS (VERIFICATION) C. GENERAL SUBJECT SUCH EQUIPMENT, AUDITS, INTER-MEMOS	P		1	3		4		RETENTION CRITERION-DECISION BY PRODUCTION MANAGER III DESTRUCTION CRITERION:NON-CONFIDENTIAL WASTEPAPER-RECYCLE
2.	2.25		STAFF PERSONNEL RECORDS - INDIVIDUAL FILES	P		ACTIVE			ACTIVE	XI	OFFICE COPIES ONLY - OFFICIAL PERSONNEL FOLDER AT PERSONNEL OFFICE - CALIFORNIA INSTITUTION FOR MEN. ACTIVE UNTIL EMPLOYEE SEPARATES FROM STATE AGENCY. RETENTION CRITERION - PRODUCTION MANAGER III DESTRUCTION - CONFIDENTIAL DESTRUCTION
3.	5.0		PURCHASE ESTIMATES, SERVICES AND EXPENSE AND PURCHASE ORDER RECORDS PERTAINING TO ACQUISITION OF NEEDED RAW MATERIALS, OFFICE FURNITURE AND EQUIPMENTS, OFFICE SUPPLIES, REPAIRS OF EQUIPMENT, VEHICLES, MACHINERIES AND TOOLS.	P		1	4		5		RETAIN AT LEAST TWO YEARS FROM END OF FISCAL YEAR IN WHICH ENCUMBRANCE IS LIQUIDATED. AFTER TWO YEARS DESTROY AFTER AUDIT OR FOUR YEARS WHICHEVER OCCURS FIRST. <u>EXCEPTION:</u> ANY CONTRACT OR INTER-AGENCY AGREEMENT WHICH IS EXEMPT FROM REVIEW BY THE DEPARTMENT OF GENERAL SERVICES(SEE SAM SECTION 1206) SHALL

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DEPARTMENT (1) CORRECTIONS	SCHEDULE NUMBER (2) PIA-01 - CIM	DATE (3) 12-23-86
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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)		
3.			CON'T								BE RETAINED FOR THREE YEARS OR UNTIL AUDITED BY THE DEPARTMENT OF GENERAL SERVICES, WHICHEVER OCCURS FIRST. DESTRUCTION CRITERION-NON-CONFIDENTIAL WASTEPAPER-RECYCLE
4.	5.0		STAFF ATTENDANCE SHEETS - PERTAINING TO OVERTIME, COMPENSATING TIME OFF, SICK TIME AND VACATION TIME.	P		1	3		4		RETAIN FOR TWO YEARS FROM PAY PERIOD INVOLVED. THEN RETURN TWO MORE YEARS OR UNTIL AUDITED, WHICHEVER OCCURS FIRST. (MAXIMUM OF FOUR YEARS)
5.	9.0		INMATE RECORDS - PERTAINING TO A. WORK RECORD B. WORK PAY CARDS C. PAYROLL REPORTS	P		1	2		3		RETAIN FOR TWO YEARS FROM PAY PERIOD INVOLVED. THEN RETURN ONE MORE YEAR OR UNTIL INMATE LEAVES THE INSTITUTION. (MAXIMUM OF THREE YEARS)
6.	19.0		GENERAL RECORDS AND REPORTS: STOCKS RECEIVED REGISTER STOCKS ISSUED REGISTER INVENTORY RECORDS BUDGET REPORT FINANCIAL STATEMENTS FINISHED GOODS PRODUCTION REGISTER SALES REGISTER INTER-INSTITUTION TRANSFER REQUEST	P		1	3		4		RETAIN FOR AT LEAST TWO YEARS. AFTER TWO YEARS DESTROY AFTER AUDIT OR FOUR YEARS WHICHEVER OCCURS FIRST.
7.	1.5		DISBURSEMENTS: TRAVEL EXPENSE CLAIM PETTY CASH DISBURSEMENT VOUCHERS	P		1	3		4		RETAIN FOR AT LEAST TWO YEARS FROM END OF FISCAL YEAR IN WHICH CLAIM IS FILED. AFTER TWO YEARS DESTROY AFTER AUDIT OR FOUR YEARS WHICHEVER OCCURS FIRST.