

STATE OF CALIFORNIA  
**RECORDS RETENTION SCHEDULE**  
**APPROVAL REQUEST**  
 STD. 72 (REV. 7-82)

*W*

Submit three copies with three copies of the  
 Records Retention Schedule, STD. 73.

(1) DEPARTMENT, BOARD OR COMMISSION	State Board of Control
DIVISION, BUREAU OR OTHER UNIT	Victims of Crime Program
ADDRESS	630 "K" Street, Sacramento, CA 95814

TO: DEPARTMENT OF GENERAL SERVICES  
 OFFICE OF INFORMATION SERVICES  
 1500 5th Street, Room 116  
 Sacramento, CA 95814 (or IMS C-39)

CHECK THE APPROPRIATE BOX:  
 New schedule of records that have never been scheduled. (Complete boxes 5 - 8.)  
 Revising a previous schedule. (Complete boxes 5 - 12.)  
 (A new approval number will be assigned.)  
 Amending some pages of a previous schedule. (Complete boxes 8 - 12.)  
 (The original approval number will remain in effect.)

(916) 445-2294 or CALNET 485-2294	(5) SCHEDULE NUMBER	(6) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CUBIC FEET (Total Schedule)
	102	10/20/97	2	1499
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED
PREVIOUS SCHEDULE INFORMATION (If applicable)	102	89-002	1/3/89	2

**PART I -- AGENCY STATEMENTS**

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) 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.

(13) SIGNATURE - MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS	(14) TITLE	(15) DATE SIGNED
<i>[Signature]</i>	Asst. Deputy Executive	10/20/97

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 on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

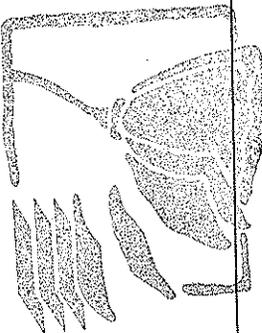
(16) SIGNATURE - RECORDS MANAGEMENT ANALYST	(17) TITLE	(18) NAME (Printed or Typed)	(19) TELEPHONE	(20) DATE SIGNED
<i>[Signature]</i>	ABMA	Cindy R. Amegin	322-3436	10/20/97

(21) SIGNATURE - ILLINOIS CONSULTANT	(22) APPROVAL NUMBER	(23) TITLE	(24) DATE SIGNED
<i>[Signature]</i>	97-299	Records Management Consultant	12/29/97

PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)  
 THE ATTACHED RECORDS RETENTION SCHEDULE:

- (25)  Contains no material subject to further review by the California State Archives  
 Contains 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. (Per Section 1614 of the State Administrative Manual.)



(27) SIGNATURE - CHIEF OF ARCHIVES	(28) DATE SIGNED
<i>[Signature]</i>	2/23/98

CALIFORNIA  
 STATE ARCHIVES

# RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse and in SAM 1600

DEPARTMENT (1) State Board of Control	SCHEDULE NUMBER (2) 102	DATE (3) 10/20/93
ORGANIZATIONAL UNIT Victims of Crime Program	PAGE 1	OF PAGES (4) 3
ADDRESS (Number Street City) 630 "K" Street, Sacramento, Ca 95814	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 97-299	

ITEM NUMBER (6)	CUBIC FEET ** (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			The Victims of Crime Program provides compensation to victims of violent crimes								I have reviewed this schedule and agree it accurately describes the records and retention policy of the VOCP.
1	1469	Hold / Notify Archives	Victims of Crime Claims Files containing application and all info pertaining to Victims' claims.	P		+1 yr		10 yr	+11yr		Pertinent data, when received, is received and when finalized is placed in file. Payments or actions are taken at that time.
2	6	Hold / Notify Archives	VOC Hearing Tapes Tapes containing Minutes form Board Hearings.	T		6 yr			6 yr		Retention period allows Board personnel access to tape to possibly resolve disputed claim by victim or their representative.
3	2		Consent Agenda Binders Applicant info and amount paid to Victim or provider	P		3 yr		3 yr	6 yr		Retain information in case of inquiries. Provides claim number, check location and amount.

\*Provide total of office and departmental

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See Instructions on reverse  
and in SAM 1600

DEPARTMENT (1) State Board of Control	SCHEDULE NUMBER (2) 102	DATE (3) 12/20/97
ORGANIZATIONAL UNIT Victims of Crime Program	PAGE 2	OF 3
ADDRESS (Number Street City) 630 "K" Street, Sacramento, CA 95814	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 97.299	

ITEM NUMBER (6)	CUBIC FEET ** (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
4	1.5		<u>Claimant Address Binder</u> Info shows where check was mailed.	P		2 yr			2 yr		Used as a reference when a call is received regarding a Victims not receiving their check.
5	3.5		<u>Claim Schedule Binder</u> Schedule of Hearing dates and claims heard that date.	P		3 yr			3 yr		Retain for audit purpose. Contains hearing schedule and how much paid in each hearing.
6	1		<u>Restitution &amp; Lien Log</u> Log used to record over-payments, returned checks and unclaimed trusts.	P		+2 yr		2 yr	+4 yr		Used as a reference when calls are received regarding payment status.
7	6.5		<u>Discuss/Consent Agenda Minutes</u>	P		3 yr		3 yr	6 yr		Used as a reference. Contains info on each hearing claim.
8	3.5		<u>Journal Ledger of Payment</u> Ledger of hearings show who/how much was paid.	C		4 yr		10 yr	14 yr		Reference material. Very important. Contains vital info. Used frequently.
9	6		<u>Hearing Binders</u>	P		1 yr			1 yr		Reference material used in case of need to see if all pertinent info was included.

\*Provide total of office and departmental

DEPARTMENT (1) <b>State Board of Control</b>		SCHEDULE NUMBER (2) <b>102</b>	DATE (3) <b>10-20-97</b>
ORGANIZATIONAL UNIT <b>Victims of Crime Program</b>		PAGE OF PAGES <b>3 3</b>	
ADDRESS (Number Street City) <b>630 "K" Street, Sacramento, CA 95814</b>		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) <b>97.299</b>	

**Records Retention Schedule**  
STD. 73 (REV. 5-92)

See Instructions on reverse  
and in SAM 1600

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)	M E D I A (10)	V I T A L (11)	RETENTION				PRA (Exempt & IPA) (16)	REMARKS	
						Office (12)	Dept. (13)	SRC (14)	Total (15)			
			<u>Records Management</u>									
10	.1		Records Retention Schedule Approval Request and Records Retention Schedules (Std. 72 and 73)	P		Current				Current		Retain as current until superseded. Although revision is required every five years from the date approved by DGS, RRS that are not revised remain in effect but are considered non-current.
11			Std. 70-Records Inventory Worksheet	P		Current				Current		Retain as current until next inventory.
12			Std. 71 - Records Transfer List	P		Current				Current		Retain as "Current" until all records listed have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed, whichever is later.
13			Std. 76 -State Records Center Reference Request	P		Active				Active		Retain as "Active" until request for referral or withdrawal is completed.
14			Authorization For Records Destruction (Computer Printout)	P		4				4		Retain for 2 yrs. from date destruction is authorized. Then retain 2 more yrs. or until audited, whichever occurs first.

Total  
Cubic Ft. 1499

\* Provide total of office and departmental