

STATE OF CALIFORNIA  
**RECORDS RETENTION SCHEDULE**  
**APPROVAL REQUEST**

STD. 72 (REV. 7-92)

1/17/96

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

TO: DEPARTMENT OF GENERAL SERVICES OFFICE OF INFORMATION SERVICES 1500 5th Street, Room 116 Sacramento, CA 95814 (or IMS C-39) (916) 445-2294 or CALNET 485-2294		(1) DEPARTMENT BOARD OR COMMISSION FOOD AND AGRICULTURE DIVISION, BUREAU OR OTHER UNIT INSPECTION SERVICES SHIPPING POINT INSPECTION - CERES OFFICE ADDRESS 2546 4th Street, Ceres, CA 95307	
NEW SCHEDULE INFORMATION (If applicable)	(5) SCHEDULE NUMBER 550	CHECK THE APPROPRIATE BOX: <input checked="" type="checkbox"/> (2) New schedule of records that have never been scheduled. (Complete boxes 5 - 8.) <input type="checkbox"/> (3) Revising a previous schedule. (Complete boxes 5 - 12.) (A new approval number will be assigned.) <input type="checkbox"/> (4) Amending some pages of a previous schedule. (Complete boxes 8 - 12.) (The original approval number will remain in effect.)	(9) CUBIC FEET (Total Schedule)
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S)	(7) NUMBER OF PAGES 3	(8) PAGE NUMBER(S) REVISED 46
(10) APPROVAL NUMBER(S)		(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED

**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 <i>John R. Wolf</i>	(14) TITLE BRANCH CHIEF	(15) DATE SIGNED 5/24/96
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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 <i>Claudette Ford</i>	(17) TITLE Records/Forms Coordinator	(19) TELEPHONE 654-0923	(20) DATE SIGNED 10-25-96
(18) NAME (Printed or Typed) Claudette Ford			

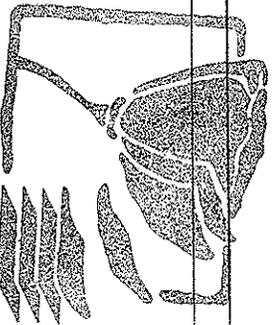
**PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)**

(21) SIGNATURE - OIS CONSULTANT <i>Ramona M. Buttenberg</i>	(22) APPROVAL NUMBER 97-077
(23) TITLE Records Management Consultant	(24) DATE SIGNED 3/20/97

**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
- (26)  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.)



**CALIFORNIA**  
**STATE ARCHIVES**

(27) SIGNATURE - CHIEF OF ARCHIVES <i>John F. Burns</i>	(28) DATE SIGNED APR 29 1997
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*5-6*

**RECORDS RETENTION SCHEDULE**

STD. 73 (REV. 9-89)

See instructions on reverse  
and in SAM 1600

DEPARTMENT (1) FOOD AND AGRICULTURE	SCHEDULE NUMBER (2) 550	DATE (3) May 20, 1996
ORGANIZATIONAL UNIT INSPECTION SERVICES SHIPPING POINT INSPECTION - CERES OFFICE	PAGE 1	OF 3 PAGES (4)
ADDRESS (Number Street City) 2546 4th Street, Ceres, CA 95307	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 97-077	

ITEM NUMBER (6) <small>(Triple space between items)</small>	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9) <small>(Triple space between items)</small>	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt & IPA) (16)	REMARKS (17)
						(12)	(13)	(14)	(15)		
			<p><u>MISSION STATEMENT</u></p> <p>District Office. This Shipping Point Inspection Branch Office provides the agriculture industry with an objective and impartial third-party grading and certification service. Applicants are provided with a certificate based on federal, State, or industry standards that accurately describes the quality, condition, grade and size of fresh fruits, nuts and vegetables that are destined for commercial resale or processing usage.</p>								

\*Provide total of office and departments!

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 9-89)

See instructions on reverse  
and in SAM 1600

DEPARTMENT (1) FOOD AND AGRICULTURE	SCHEDULE NUMBER (2) 550	DATE (3) May 20, 1996
ORGANIZATIONAL UNIT INSPECTION SERVICES SHIPPING POINT INSPECTION - CERES OFFICE	PAGE 2	OF 3 PAGES (4)
ADDRESS (Number Street City) 2546 4th Street, Ceres, CA 95307	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 97-077	

ITEM NUMBER (6) <i>(Triple space between items)</i>	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9) <i>(Triple space between items)</i>	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						(12)	(13)	(14)	(15)		
1	1.	Hold / Ready Archives	Correspondence Policy Policy Letters Policy Circulars Memorandums Notices	P		Current			Current		Current until superseded  Destruction Criterion: non-confidential wastepaper
2	44.		Certificates - Invoices FV 184 FV 184 7 FV 193 FV 193 D FV 300 FV 205 FV 207 FV 301	P		Active +3			Active +3		Retention and Destruction Criterion: Same as Item 1 Decision by Chief Executive Officer
3	.375		Personnel Records SO 34 STD 243 STD 261 STD 610HQ STD 678 STD 686 SO15 STD 689 T100 131 300 1070 518 025A STD 637	P		Active			active X1		Office copies only - Personnel Folder at Personnel Office - CDF Active until employee leaves service Retention Criterion: Chief Executive Office. Exempt from disclosure: G.C. 6254 (c)

\*Provide total of office and departmental

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 9-89)

See instructions on reverse  
and in SAM 1600

DEPARTMENT (1) FOOD AND AGRICULTURE		
ORGANIZATIONAL UNIT INSPECTION SERVICES		
SHIPPING POINT INSPECTION - Ceres Office		
ADDRESS (Number	Street	City)
2546	4th Street, Ceres,	CA 95307

SCHEDULE NUMBER (2) 550	DATE (3) May 20, 1996
PAGE 3	OF 3 PAGES (4)
DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 97-077	

ITEM NUMBER (6) <i>(Triple space between items)</i>	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9) <i>(Triple space between items)</i>	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (18)	REMARKS (17)
						(12)	(13)	(14)	(15)		
4	.375		Travel SO 27 (Travel Expense Claims)	P		4			4	X1	Retention Criterion: SAM 1671 item 5.2 Retain at least two years from end of fiscal year in which claim is filed. After two years, destroy after audit or 4 years, whichever occurs first.  Destruction: Confidential destruction (shredding)
5	.001		Std. Form 72, Records Retention Approval Request and STD 73, Records Retention Schedule	P		Current			Current		Current until revised
Total	46										

\*Provide total of office and departmental