

RECORDS RETENTION SCHEDULE APPROVAL REQUEST

Submit three copies with three copies of the Records Retention Schedule, DHS/STD 73. (See reverse for additional space.)

(1) Division **Drinking Water + Environmental Management Division of** Branch(es) **Drinking Water Field Operations Branch, Drinking Water Management, Division of** Field Ops & Technical Programs

(4) Drinking Water Program Headquarters Field Ops & Technical Program Sections **Technical Programs Branch**

Address (number, street, city) 601 North 7th Street, MS 92, Sacramento CA 95814

GS code(s) 83082 Index(es) 4150

TO: Department of General Services
 Procurement Division
 Statewide Information and Records Management Program
 3240 Industrial Boulevard
 West Sacramento, CA 95691 (or IMS C-229)

Check the appropriate box:
 (2) New schedule of records that have never been scheduled. (Complete boxes 5-8.)
 (3) Revising a previous schedule. (Complete boxes 5-12.)
(A new approval number will be assigned.)
 (4) Amending some pages of a previous schedule. (Complete boxes 8-12.)
(The original approval number will remain in effect.)
 Amendment #3

NEW SCHEDULE INFORMATION (If applicable)	(5) Schedule number	(6) Schedule date	(7) Number of pages	(8) Cubic Feet (total schedule)
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) Schedule number 254	(10) Approval number(s) 97-092	(11) Approval date(s) 4/14/97	(12) Page number(s) revised 12 of 13

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 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 *Ray H Hammonds* (14) Title P.E. Chief (15) Date signed 11/26/01

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 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 the State Administrative Manual.)

(16) Signature—Records Management Analyst *Jim Biddings* (17) Title DHS Records Coordinator (19) Telephone 916-323-9268 (20) Date signed 12-14-01

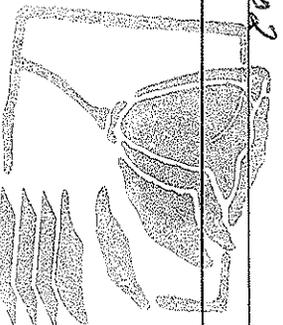
PART II—DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(21) Signature—DGS Consultant *John E. Fort* (22) Approval number 97-092 (24) Date signed 11/30/02

PART III—ARCHIVAL SELECTION (Per Government Code Section 14755)

(25) 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. (Per Section 1614 of the State Administrative Manual.)

(27) Signature—CHIEF OF ARCHIVES *Shirley Johnson, Archivist* (28) Approval number 1/17/02



**CALIFORNIA DEPARTMENT OF HEALTH SERVICES
PREVENTION SERVICES
DIVISION OF DRINKING WATER AND ENVIRONMENTAL MANAGEMENT**

(916) 322-2308
FAX: (916) 323-9869

CHIEF
David P. Spath, Ph.D.

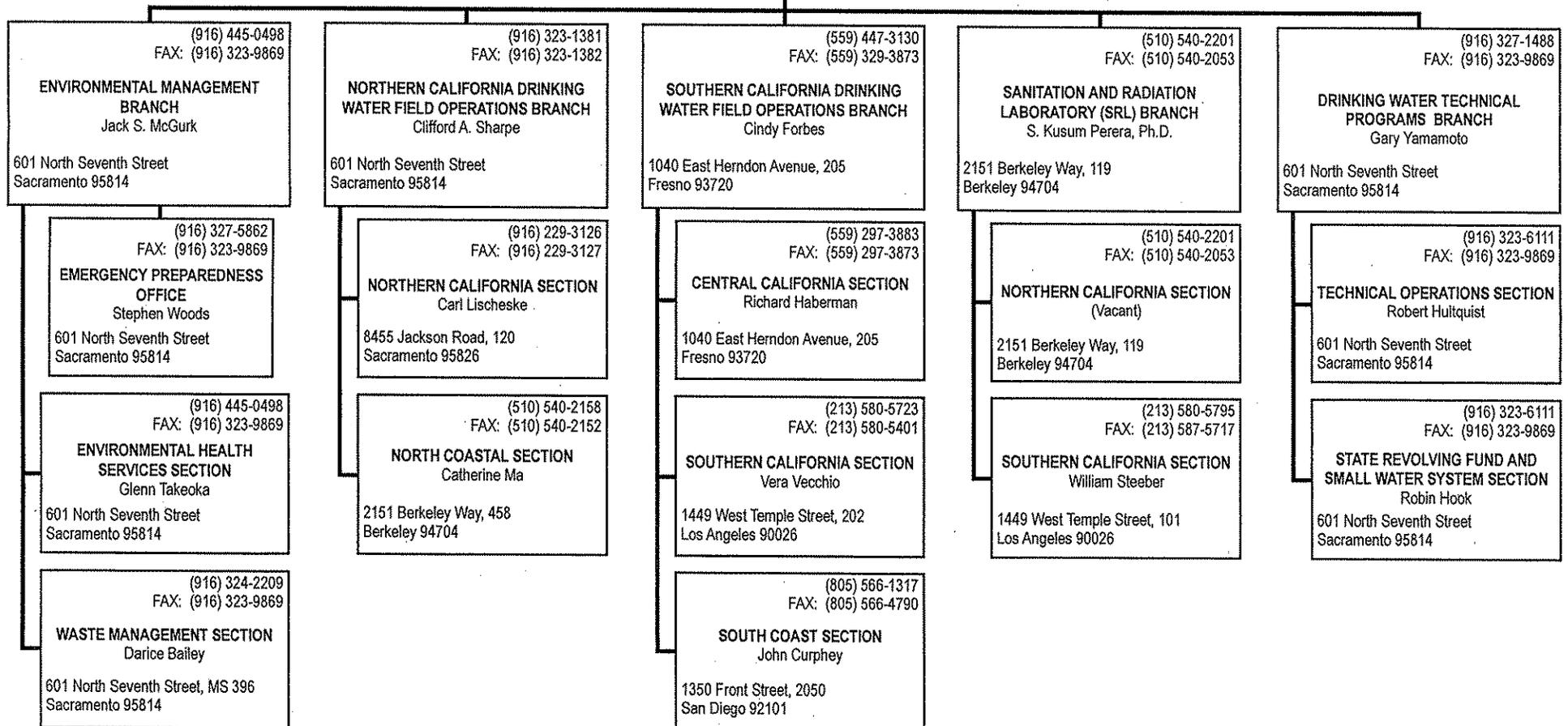
601 North Seventh Street
Sacramento 95814

(916) 322-2308
FAX: (916) 323-9869

ASSISTANT CHIEF
Rufus B. Howell

601 North Seventh Street
Sacramento 95814

AMENDMENT #3
Approval# 97-092



RECORDS RETENTION SCHEDULE

Division (1) Drinking Water/Environmental Mgt.	Branch(es) N/S CAOps & Tech. Programs	DHS schedule number (2) 254	Date (3) Dec. 2001
Section(s) Technical Operations & ST Revolving Fund/Small Water System		GS code 83082	Page of pages (4) 1 of 13
Address (number, street, city) 601 North 7 th Street, MS 92, Sacramento 95814			GS approval number (5) 97-092

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)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) and IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		

The Public Water Supply Branch (old RRS 151) was reorganized to the Office of Drinking Water in 1990. In 1993, there was another reorganization in which the Office of Drinking Water became the Drinking Water Field Operations Branch and the Drinking Water Technical Programs Branch within the Division of Drinking Water and Environmental Management.

This schedule is for the Drinking Water Technical Programs Branch and the headquarters section of the Drinking Water Field Operations Branch (DWFOB). There are four sections within the DWFOB broken down by region, Northern California, North Coastal Section, Central California, and South Coastal. A separate Records Retention Schedule will be submitted by each region. Therefore, the DWP will have a total of five RRS s on file.

PROGRAM/MISSION STATEMENT

The Department of Health Services has direct responsibility for assuring that public water supply systems provide safe water to California residents. Through local health agencies the Department regulates the quality of water delivered by thousands of smaller water systems throughout the State. The principle objective of Drinking Water Program (DWP) is to ensure that domestic water supplies meet standards of quality, safety and reliability as set by the United States Environmental Protection Agency and Federal laws.

The Water Treatment Operator Certification Program (WTOC) examines and certifies individuals to operate public water treatment plants in California. The Program maintains certification files for approximately 10,000 certified operators and materials related to the evaluation of applicants for certification.

The Water Device Certification (WTD) Program evaluates and certifies water treatment devices for sale in California. This Program maintains certification files for approximately 250 certified models and material related to the evaluation of applicants for certification.

The Drinking water additives (DWA) Program provides technical assistance to public water systems regarding chemicals and materials that have been authorized for use by public water systems in the treatment and distribution of drinking water.

The Emergency Clean Water Grant (ECWG) Program Fund administers a public works program which provides grants and loans to public water systems in need of financial assistance to make improvements to the water system so that it can provide a safe and continuous supply of drinking water.

This Records Retention Schedule does not contain any Vital Records.

*Provide total of office and departmental storage only.

AMENDMENT #3

RECORDS RETENTION SCHEDULE

Division (1) DDWEM	Branch(es) Field Ops & Technical Programs	DHS schedule number (2) 254	Date (3) 11/12/96
Section(s) Drinking Water Program Headquarters Field Ops & Technical Programs		Amendment #3	Page of pages (4) 12 of 13
Address (number, street, city) 601 North 7th Street, MS 92 Sacramento, CA 95814			GS approval number (5) 97-092

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
66.	↓		ACRYLAMIDE AND EPICHLOROHYDRIN CERT	M		12			12		40 CODE OF FEDERAL REGULATION PART 141
			<u>LOCAL PRIMACY AGENCY CONTRACTS</u>								
67.	3.0		CONTRACTS	P		4			4		
68.	↓		INVOICES/RUNNING BALANCE	P		4			4		
69.	↓		CORRESPONDENCE	P		4			4		
70.	↓		EXHIBIT A-1/ENCUMBERING MEMOS/BUDGET	P		4			4		
TOTAL	432.0										

*Provide total of office and departmental storage only.

Memorandum

1/3/02

Date: December 14, 2001

To: Jack Fort, Consultant
California Records and Information Management Program
Department of General Services
707 Third Street, 2nd Floor
West Sacramento, CA 95605

From: *Jim Billings*
Jim Billings, DHS Records Coordinator
Records Management and Administrative Support
Administration
1800 Third Street, Room 455
Sacramento, CA 95814
916-323-9268

Subject: DHS Records Retention Schedule 254 – Amendment #3

Jack, attached for your review and approval is Department of Health Services, Records Retention Schedule (RRS) 254, Amendment #3, DGS approval number 97-092. This amendment will add four new item numbers, items 67-70.

First, I must correct the record regarding the number of amendments to the original Records Retention Schedule. As stated above, this is Amendment #3. This past September, I sent you an amendment identified as Amendment #1. You approved this amendment on September 21, 2001. However, the amendment should have been identified as Amendment #2. I discovered that Ray Haag had sent a one page revision to Joe Barajas in March 1999 and the page was not clearly identified. Joe approved amendment #1 on March 15, 1999. I have included a copy for your reference.

This amendment was initiated by Drinking Water Program Headquarters, so I have to respect their pro-active approach, even though I reminded them they must update the entire schedule in April 2002.

If you have questions, please do not hesitate to contact me.

Thank you.

Called Jim 1/3/02 -

Attachments

Requested copy of Amendment 2.