6/9/97

STATE OF CALIFORNIA

RECORDS RETENTION SCHEDULE APPROVAL REQUEST

STD. 72 (REV. 7-92)

(1) DEPARTMENT, BOARD OR COMMISSION: Corrections

DIVISION, BUREAU OR OTHER UNIT: ADM: Business Services Section

ADDRESS: 1515 S Street, Sacramento

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

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.)*

	(5) SCHEDULE NUMBER	(6) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CUBIC FEET *(Total Schedule)*
NEW SCHEDULE INFORMATION *(If applicable)*	16866	June 1, 1997	7	319

	(9) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED
PREVIOUS SCHEDULE INFORMATION *(If applicable)*	16866 1010 1043 1012 1042 1003 103.2 14B-11D 14B-11D	94-235 91-093 92-214 91-153 92-210 90-078 87-233 86-343 85-342		All

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
Jack M Pugh	Chief	6/4/97

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	
Kristine Estes	Departmental Records Coordinator	
(18) NAME *(Printed or Typed)*	(19) TELEPHONE	(20) DATE SIGNED
Kristine Estes	323-4095	6/4/97

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

(21) SIGNATURE–OIS CONSULTANT	(22) APPROVAL NUMBER
Ramona M. Gutierrez	97.115
(23) TITLE	(24) DATE SIGNED
Records Management Consultant	6/16/97

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	(28) DATE SIGNED
Robert [illegible] Sp. Acting	8/19/97

State of California

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse and in SAM 1600

DEPARTMENT (1)	SCHEDULE NUMBER (2)	DATE (3)
Corrections	16866	June 1, 1997
ORGANIZATIONAL UNIT: ADM: Business Services	Page 1 of 8 Pages (4)	
ADDRESS (number, street, city): 1515 S Street, Sacramento	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5): 97-115	

ITEM NUMBER (Triple between) (6)	CUBIC FEET (space items) (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)
ADM			Business Services Section This Records Retention Schedule (RRS) defines the retention, disclosure and destruction requirement for all Business Services Section (BSS) records. BSS provides support services in: office site acquisition; building management; procurement of equipment, materials and supplies; materials management, inventory control and records management programs; and warehouse support, supply, mail and reproduction services.								Retention: Columns 12 through 16 are clarified in Column 17, Remarks. Department storage (Local Archives) can be used in place of State Records Center (SRC) for non-local offices or institutions. Disclosure Restrictions: (Column 16) X: Exempt from public review per the Public Records Act, Government Code Section 6254. XI: Subject individual may have the right to review per the Information Practices Act, Civil Code Section 1798.24, unless exempt under Section 1798.40.

State of California

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											Destruction: Department of General Services (DGS) Audit: Records may be destroyed after DGS audit or the designated retention period, whichever comes first. Nonconfidential: recycle. Confidential or exempt (Column 16): shred. Historical (Column 8): Transfer to the State Archives. Do not destroy.
0010			**Administrative Records:** Copies of general administrative records such as correspondence, supervisor employee files, budgets, procurement, reports, etc.. Originals are maintained in Headquarters offices.	P		*			*		*Retain per RRS 16000.
0020			**Building Security System** Magnetic and computer disks and video tapes documenting staff or visitor access to the offices.	M		1		2	3		Retain for three years (one year in the office and two years at SRC).
0030			**Communications** Records pertaining to telecommunications, telephones and communications plans.	P		A+2		2	A+4		Retain as active until purchase or alterations are completed, then retain four years (two years in the office, two years at SRC).

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0040			Correspondence Control								
~~0040A~~		Hold / Notify Archives	. Governor's Personal Papers Correspondence or policy (including backup), responded to by the Department at the Governor's Office request.	P		A+1		2	A+3*	X	Retain as active until resolution, then retain three years or *until the end of term of office (one year in the office, two years at SRC), whichever comes last.
~~0040B~~		Hold / Notify Archives	. Large Action: Legislative Inquiries Records include the completed Correspondence Referral, CDC. 972, and response.	P		A+2		1	A+3	X	Retain as active until completion, then retain three years (two years in the office, one year at SRC).
~~0040C~~		Hold / Notify Archives	. Small Action: Public or Inmate Requests Records include the Correspondence Referral CDC 972, only. Each office retains copies of the response per RRS 16000, item 0070.	P		A+1			A+1		Retain as active until completion, then retain one year (office).
0045			Credit/Charge Cards								
0045A			• Cal-Cards	P		3Y			3Y		Retain three years (office).
0045B			• Fuel Records include fuel credit card request, copies of vendor billings reviewed and authorized for payment, etc..	P		A+2Y		2Y	A+4Y		Retain as active until the end of fiscal year, then retain four years (two years in the office, then two years at SRC).

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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)
0045C			• General Services Records include General Services cards, employee requests and index card or data file.	P		A+1Y			A+1Y		Retain as active until the card is returned, then retain one year.
0050			Mailroom Shipping/Freight Log Log used to track routine mail items.	P		A+6 M			A+6 M		Retain as active until the log book is filled or complete, then retain six month and destroy.
0055			Materials Management Records relate to SLAMM (State Logistics and Materials Management), annual inventory and departmental Peer Review Reports.	P M		A+2Y		2Y	A+4Y		Retain as active until report or project completion, then retain four years (two years in the office, then two years at SRC).
0060			Merit Award Suggestions Employee suggestions proposed to improve State programs or procedures.	P		A+1Y		3Y	A+4Y		Retain as active until resolution (approved or not approved), then retain four years (one year in the office, then three years at SRC).
0065			Parking Records Records pertaining to Employee parking assignments.	P		A			A		Retain as active until the parking space is reassigned.
0070			Procurement and Supply	P		C+2Y		2	C+4Y		Retain as current until the end of fiscal year, then retain four years (two years in the office, then two years at the State Records Center).

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0080			Property/Equipment and Inventory Control Records pertaining to acquisition, transfer, survey and inventory control of property/ equipment. Records also include documentation of contract mover's delivery and payment.	P		C+2Y		2Y	C+4Y		Retain as current until the items are inventoried, transferred or surveyed, then retain four years (two years in the office, then two years at SRC).
0090			Records Management	P							
~~0090A~~		Hold / Hold Archived	• Information Practices Act Correspondence	P		A+3Y			A+3Y	XI	Retain as active until resolution, then retain three years (office).
~~0090B~~		Hold / Hold Archived	• Program Planning and Development Records pertaining to the development of policies, procedures and guidelines, requests for waivers or special circumstances for the departmental records management program.	P		P			P		Retain as permanent. NOTE: Backup and drafts should be retained only until superseded.
0090C			• Records Contracts or Equipment Purchases Includes records such the Purchase Estimate (STD. 66), Cantract/Delegation Order (STD. 65), Standard Agreement (STD. 2), etc..	P		2Y		2Y	4Y		Retain four years (two years in the office and two years in SRC) from the contract termination or purchase's fiscal year end.
0090D			• Records Management Reports Includes reports such as the Records Management, Micrographic/Electronic Image Management (EIM) Activity (OIS 25) reports, Micrographic and Optical Disk Feasibility Studies, Filing Equipment (ORM. 82), Information Practices Act Reports, etc..	P		3Y			3Y		Retain three years (office).

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0090E			• Records Retention Includes the Records Inventory Worksheet (STD. 70), Records Retention Schedule (RRS) Approval Request (Std. 72), Records Retention Schedule (Std. 73), Records Handbooks, etc..	P		C			C		Retain as current until revised, superseded or rescinded. NOTE: Although revision isrequired every five years, non-revised RRS remain in effect but are considered non-current.
0090F			• Records Training or Consultation Requests Includes records such as the request and training material developed and presented.	P		C			C		Retain as current until completed and materials are revised.
0090G			• State Records Center (SRC) Transfers and Retrievals Includes records such as SRC Reference Request (STD. 76), RecordsTransfer List (STD. 71), etc..	P		A			A		Retain as active until the records retrieval or storage is complete.
0090H			• SRC Records Storage Revisions and Destruction Includes records such as the State Records Special Authorization (GS. 50), Authorization for Records Destruction, etc..	P		2Y		2Y	4Y		Retain four years (two years in the office and two years in SRC) from the authorization date.
0100			Reproduction Requests	P		C+1		3	C+4		Retain as current until the end of fiscal year, then retain four years (one year in the office, then three years at SRC).

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0110			Space, Leases, Alterations, By-State Leases Records pertaining to office space and alterations, annual office surveys, lease and by-State leases.	P		A+2		5	A+7		Retain as active until the lease expires and no litigation is pending, then retain seven years (two years in the office and five years at SRC).
0120			Vehicle Management Includes records such as: Report of Vehicle Accident (STD. 270), Monthly Travel Log (STD. 273), etc.	P		1Y			1Y		Retain one year from fiscal year end.
0120A			• Ownership Records include STD 271 - Automotive Maintenance Record STD 272 Automotive Repair Estimate Sheet Certificates of Title, Registration, Requests for Non-Exempt License Plates (Undercover Permit) and maintenance records.	P		A			A		Retain as active for the life of the vehicle (in the office), then transfer to the appropriate new owner or agency. NOTE: Original ownership documents should be retained in a secure device (e.g., safe).. Copies of the registration should be retained in the vehicle until superseded.
0120B			• Maintenance	P		A			A		Retain as active for the life of the vehicle (in the office), then transfer to the appropriate new owner or agency.

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0120C			• Permits and Reports Records include Vehicle Home Storage Permits Annual Vehicle Inventory, STD 273 - Monthly Travel Log STD 276 STD 276A STD 377 OFA 53 - Annual Mobile Equipment Inventory Annual Smog Report Passenger Mobile Equipment/Usage Report.	P		C+2			C+2		Retain as current until the fiscal year end, then retain two years (office).
0130			Warehouse Stores and Plant Operations - Stock inventoried - Stock received, issued and shipped - Warehouse perations (maintenance and security) - Plant Operations	P		C+2		2	C+4		Retain as current until the end of fiscal year, then retain four years (two years in the office, then two years at SRC).