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Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov2

(1) DEPARTMENT, BOARD OR COMMISSION Department of Motor Vehicles	(2) AGENCY BILLING CODE 51805	(3) PAGE 1 OF 2 PAGES
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(4) DIVISION/ BRANCH/ SECTION Registration Operations Division, Allied Processing Section	(5) ADDRESS 2415 1st Ave. MS E255 Sacramento, CA 95818
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CHECK THE APPROPRIATE BOX

(6) New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]

(7) Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)

(8) Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)

NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER DMV-ROD-002	(10) SCHEDULE DATE 6/14/07	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 6
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 158-DMV-ROD	(14) APPROVAL NUMBER 02-161	(15) APPROVAL DATE (S) 05/06/02	(16) PAGE NUMBER(S) REVISED – 1 1-2

(17) MISSION/FUNCTIONAL STATEMENT: The Allied Processing Sections mission is to administer vehicle registration related programs and functions. The core purposes are to collect revenue on behalf of state and local governments; to ensure compliance with vehicle registration requirements; to administer special programs such as the Environmental and Special License Plate Program; and to provide first class support services to customers including primary vehicle registration processing staff, field office staff, allied agencies and the California motoring public.

PART I - AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.

(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Jim Merchad</i>	(19) TITLE Branch Chief	(20) PHONE NUMBER 657-5552	(21) DATE SIGNED 10-8-07
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In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1867 of the State Administrative Manual.

(22) SIGNATURE - RECORDS MGMT ANALYST <i>Jim Merchad</i>	(23) CLASSIFICATION Records Management Coordinator	(24) NAME (Printed or Typed) Jim Merchad	(25) PHONE NUMBER 916 657-7148	(26) DATE SIGNED 6/14/07
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PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE - CalRIM CONSULTANT <i>Jamie C. Smith</i>	(28) APPROVAL NUMBER 08-165	(29) DATE SIGNED 7/28/2008	(30) EXPIRATION DATE 7/28/2013
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PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

(31) Contains no material subject to further review by the California State Archives

(32) Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)



(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bailey, Archivist</i>	(34) DATE SIGNED August 11, 2008
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08-165

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

			<u>Program Management</u>								
1			Allied Processing Section Miscellaneous Files <i>(Including but not limited to vehicle registration projects, programs such as Commercial Vehicle Registration Act, and customer thank you letters)</i>	P		Active			Active	XI	Active until revised or superseded. Protected by IPA 1798.34, thereafter, confidential destruction per GC 6254 (C).
2			Correspondence <i>(Director's Mail, Customer Reply Letters)</i>	P		ACTIVE			ACTIVE	XI	SAME AS # 1
3			Dishonored Check Files, Departmental Employees	P		ACTIVE			ACTIVE	XI	SAME AS # 1
4	2		Reports <i>[Statistical (paper, monthly), Inventory (e-mail, daily) and Overtime (e-mail, periodical) reports concerning Reporting Units under this Section's direction]</i>	P/M		Active+2			ACTIVE+2		SAME AS # 1
5			Board of Control Claims	P		ACTIVE			ACTIVE	XI	SAME AS # 1
			<u>Administrative Management</u>								
6			Budget Expenditures and Related Reports <i>(Budget revisions, transfer of budget allotments, expenditure reports, and financial activity reports)</i>			CURRENT			CURRENT		CURRENT UNTIL REVISED OR SUPERSEDED. CONFIDENTIAL DESTRUCTION PER IPA 1798
7	*		Office Administrative Files <i>(Files accumulated related to the internal administration or housekeeping activities of the office rather than the function for which the office exists)</i>	P		Current			Current		Current until revised or superseded. Recycle.
8	4		Personnel Files and Related Documents	P		Active			Active	XI	Active until employee separates, transfers, retires or until unit disbands per IPA 1798.1 and PRA GC 6250 et seq.; thereafter, files forwarded to Administrative Services Division or confidentially destroyed.
9			Procurement and Supply Documents <i>(Standard forms for leases, standard agreements, space action requests, purchase estimates or orders)</i>			ACTIVE+4		3	ACTIVE+7		RETAIN 7YRS. FROM END OF FISCAL YEAR IN WHICH ENCLUMBRANCE IS LEAD UPDATED; DES MOY AFTER THEREQUIRED 7YRS, OR WHEN AUDITED BY THE BUREAU OF STATE AUDITS OR THE DEPARTMENT OF GENERAL SERVICES, WHICHEVER OCCURS FIRST. Retain as "Current" until revised.
			<u>Records Management</u>								
8			STD. 73 Records Retention Schedules	P		CURRENT			CURRENT		NOTE: Although revision is required every five yrs. from date approved by CalRIM, RRS that are not revised remain in effect but are considered non-current.
9			Records Inventory Worksheets, STD. 70	P		CURRENT			CURRENT		Retain as "Current" until no longer needed for reference or analysis, whichever is later.
Total:	6 C.F.										

* Provide total of office and departmental