

15 Dec 84

REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE

STD. 72 (REV. 3-83)

DEPARTMENT, BOARD OR COMMISSION	BILLING CODE
HEALTH SERVICES	85466

DIVISION, BUREAU OR OTHER UNIT	Administration, Program Support Br,
Office Services Section	

ADDRESS	1800 3rd Street, 4th Floor West, Sacramento, CA 95814
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Submit three copies with three copies of the Records Retention Schedule, STD. 73.

SCHEDULE NUMBER	#21 #22 and #70	PAGE NUMBER(S)	#20-1 #21-1 #22-2	SCHEDULE DATE	12/3/80-9/28/83
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TO: (1) DEPARTMENT OF GENERAL SERVICES
OFFICE OF RECORDS MANAGEMENT

IF THIS IS A REVISION OF AN EXISTING SCHEDULE (including addition or deletion of pages), enter the following information from the EXISTING schedule:

(2) CHIEF, STATE ARCHIVES
1020 O Street, Room 130
Sacramento, CA 95814
445-4293 or ATSS 485-4293

SCHEDULE NUMBER	178	PAGE NUMBER(S)		SCHEDULE DATE	12/7/90
APPROVAL NUMBER		APPROVAL DATE			

PART I—AGENCY STATEMENTS

As the person directly responsible for maintenance of the records listed on the attached schedule, I certify that I have reviewed the need for the records and that each retention period is necessary and correct as scheduled.

SIGNATURE—PERSON DIRECTLY RESPONSIBLE FOR THE RECORDS	TITLE	DATE
<i>Betty Spert</i>	Chief, Office Services Sect	Nov 1990

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 Administration Manual.

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

SIGNATURE—RECORDS MANAGEMENT COORDINATOR	TITLE	DATE	TELEPHONE
<i>Joan Cartmill</i>	Chief, Records Mgmt & Admin Support	12/10/90	327-0860

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

The Department of General Services has no jurisdiction over entries made in Column 14 of STD. Form 73. Our approval covers Columns 1-13 and 15 only.

SIGNATURE	TITLE	APPROVAL NUMBER	DATE
<i>Ronda Stark</i>	RMA	910010	1-2-91

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

THE ATTACHED RECORDS RETENTION SCHEDULE:

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. (State Administrative Manual Section 1614)

SIGNATURE—CHIEF OF ARCHIVES	DATE
<i>John J. Burns</i>	FEB 8 - 1991

The Office Services Section, Program Support Branch, Administration, is composed of three major centers--Word Processing/Records Information Center, Clerical Support and Composing Center, and Mail and Information Center. The Records Information Center maintains their own Records Retention Schedule separate from the other centers.

The Word Processing Center provides typing support to headquarters staff and, at times, the Health and Welfare Agency. This includes preparation of master copies of departmental reports, regulations, charts, large contracts, manuals, and repetitive letters. The Center also prepares original correspondence and minutes of meetings. Spanish typing support is provided, including translating, editing, transcription, and telephone support. The Center provides high-speed turnaround records processing to build files, update files, and process and print on short notice.

The Clerical Support and Composing Center primarily provides clerical support to departmental programs. Composing Unit provides designing, layout, and preparation of master copies of departmental forms, graphs, statistical tables, organization and flow charts, brochures/pamphlets, newsletters, and lengthy reports and has a branch office in Berkeley.

The Mail and Information Center provides referral services for incoming phone calls for DHS; maintains an updated listing of departmental offices, organizations (state, federal, and county), and employee rosters; and provides mass mailing and addressograph services with Department of General Services. The Center also maintains computer mailing list of departmental programs and processes requests for distribution/ mailing of codes, regulations, manuals, pamphlets, and Medi-Cal manuals provided by the program. The Center also processes all incoming/outgoing mail for DHS offices, provides courier services to Sacramento/Berkeley/Emeryville, and also maintains a Berkeley Mail Unit.

Acronyms/Abbreviations Used in Schedule

WPC--Word Processing Center
M&I--Mail and Information Center
PRA--Public Records Act
IPA--Information Practices Act
DHS--Department of Health Services
S.A.M.--State Administration Manual
OSS--Office Services Section

** All items listed on Records Retention Schedule pertain to Office Services Section as a whole, unless otherwise specifically noted.

RECORDS RETENTION SCHEDULE

D. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) HEALTH SERVICES		GS# 85466	SCHEDULE NUMBER (2) 178	DATE (3) November 1990
ORGANIZATIONAL UNIT Administration, Program Support Branch, Office Services Section			PAGE 1	OF PAGES (4) 7
ADDRESS (number, street, city) 1800 3rd Street, 4th Floor West, Sacramento 95814			DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

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)			
			<u>ADMINISTRATION</u>									
			<u>CORRESPONDENCE</u>									
1 (a)	11.0 ↓		Chron Files	P		2		0	2		Destroy after two years by Recycling Waste Program	
(b)			Subject Files (Berkeley Off)	P		2		0	2		Destroy after 2 years by Recycling Waste Program	
			<u>FORMS</u>									
2.	1.0 ↓		Master Copies	P		Active		0	Active		Becomes inactive when Superseded	
			<u>ORGANIZATION</u>									
3.	5.0 ↓		Organizational Charts (Entire Department of Health Services)	P		Active		0	Active		Becomes inactive when Superseded	
4.			Information Roster (HAS 3505) (Entire Department of Health Services) 5 X 8 Card index file (M & I only)	P		Active		0	Active	XI	IPA 1798.40 et Seq Gov Code 12946 PRA Becomes inactive when Superseded, Destroy by Confidential Shred	

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ORGANIZATIONAL UNIT Administration, Program Support Branch Office Services Section		PAGE 2	OF PAGES (4) 7
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ITEM NUMBER (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) & IPA (16)	REMARKS (17)	
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)			
5.	↓ 7.0 ↓		Telephone Caption (M & I Unit) (Entire Department of Health Services)	P		Active		0	Active		Becomes inactive when Superseded	
6.			Employee Roster (Entire Department of Health Services)	P		Active		0	Active	XI	IPA 1798.40 et Seq Gov Code PRA 12946 Becomes inactive when Superseded, Destroy by Confidential Shred	
				<u>PERSONNEL</u> (General DHS Information)								
7.				Interview Audit Packages (Includes interview documents, score sheets, ethnicity reports etc)	P		3		0	3	X	IPA 1798.40 PRA 6254, Recruitment records to be retained for possible review by Office of Civil Rights - DHS requires 3 year period-Destroy by Confidential Shred.
8.				Personnel Folders (Informal)	P		Active +6 mos		0	Active +6 mos	X	IPA 1798.40 PRA 6254, Becomes inactive when employee terminates/transfers, Destroy by Confidential Shred
9.			Attendance Records (Report/Time cards)	P		Active +6 mos		0	Active +6 mos	XI	IPA 1798.40 et Seq PRA 6254, Becomes inactive when employee terminates/transfers, Destroy by Confidential Shred	

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DEPARTMENT (1) HEALTH SERVICES		SCHEDULE NUMBER (2) 178	DATE (3) November 1990
ORGANIZATIONAL UNIT Administration, Program Support Branch, Office Services Section		PAGE 3	OF 7
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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)			
10.	↓ 1.0 ↓ 1.0 ↓		Duty Statements	P	Active			0	Active		Becomes inactive when Superseded	
11.			Typing Proficiency Examination/ Certification (WPC only) (Entire Department of Health Services)	P	Active			0	4	XI	IPA 1798.40 PRA 6254, Proficiency testing/certification renewable every four years. Becomes inactive when new certification issued or when Supersede. Destroy by Confidential Shred	
				<u>POLICY and PROCEDURES</u> (WPC only)								
12.				Secretaries Handbook (Master and Background)	P	Active			0	Active		Becomes inactive when Superseded
				<u>SUPPLY AND EQUIPMENT</u>								
13.			Equipment Requisitions (Contracts/Specification/Justifications/Inventory control)	P	Active			0	Active		Becomes inactive when equipment surplus out or replaced	
14.			Supply Orders/Invoices	P	Active +1 yr			0	2		Destroy after 2 years	
15.			Copier Monitoring Report	P	Active +1 yr			0	2		Destroy after 2 years by recycling Waste Program	

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
16.	↓ .25		Annual Inventory Reports/ Equipment Survey Reports <u>RECORDS MANAGEMENT</u>	P	Active +1 yr			0	2		Destroy after 2 years by recycling Waste Program
17.	↓ 4.5		Records Retention Schedule <u>STATISTICAL REPORTS</u>	P	Active +4 yrs			0	5		Becomes inactive when Superseded or Renewable every five years, whichever comes first
18.	↓ 5.0		Monthly, Quarterly, Annual Production Stats <u>PROGRAM SUPPORT FILES</u> <u>CORRESPONDENCE</u>	P	Active +1 yr			0	2		Destroy after 2 years by recycling Waste Program
19.			Delegations Orders (WPC only)	P	Active			0	Active		Becomes inactive when new information becomes available or Superseded
20.			Manuals (WPC only) (Masters and Background)	P	Active			0	Active		Becomes inactive when more current information becomes available or Superseded

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ORGANIZATIONAL UNIT Administration, Program Support Branch, Office Services Section			PAGE 5	OF 7
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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)			
21.	↓ 2.0 ↓ 2.5 ↓		Typing Requests (WPC only)	P	Active			0	Active		Retain for six months upon completion of job - then destroy by recycling Waste Program	
22.			Spanish Files (WPC only)	P	Active			0	Active		Retain for six months upon completion of job - then destroy by recycling Waste Program	
23.			Conference Room Schedules (M & I only)	P	Weekly +7 wks			0	2 mos		Retain for two months then destroy by recycling Waste Program	
24.			Conference Room Reservation Request (% X * card stock) (M & I only)	P	Active			0	1		Replaced/Destroyed on Monthly turnover throughout current year.	
25.			<u>FORMS</u> (WPC only)									
			Forms Hard Copy (Masters and Background)	P	Active			0	Active		Becomes inactive when Superseded	
		<u>MAILING LISTS</u> (M & I only)										
26.			Computer Print Out	P	Active			0	Active		Becomes inactive when Superseded	

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)			
27.	↓ 75 ↓		S.A.M. (State Administration Manual)(Up-date distribution/revisions listing) 3 X 5 card file	P	Active			0	Active		Becomes inactive when Superseded	
28.			Addressograph File	P	Active			0	Active		Becomes inactive when Superseded	
29.			Addressograph Requests	P	Active			0	Active		Becomes inactive when Superseded	
30.			Field Office Listing	P	Active			0	Active		Becomes inactive when Superseded	
				<u>MESSENGER SERVICE ORDERS</u> (M & I only)								
31.				Service Requests (Form Std 55) 3 X 7½ card stock	P		6 mos		0	6 mos		Retained for six months, destroyed upon replacement each month throughout year
32.			Postage Change Requests (Form Std 51) 3 X 7½ card stock	P		6 mos		0	6 mos		Retain for six months, destroyed upon replacement each month throughout year	

