Dept of Health Serv.

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	Branch(es)
Chronic Disease & Injury Control	Cancer Control Branch

Section(s)/unit: Tobacco Control Section

Address (number, street, city)	GS code(s)	Index(es)
601 North 7th Street, MS# 555, Sacramento	83121	4506

TO: Department of General Services
Office of Information Services
1500 Fifth 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.)*

NEW SCHEDULE INFORMATION *(If applicable)*	(5) Schedule number: H98-011	(6) Schedule date: July 2, 1998	(7) Number of pages: 9	(8) Cubic feet *(Total schedule)*: 389
PREVIOUS SCHEDULE INFORMATION *(If applicable)*	(9) Schedule number(s): 192	(10) Approval number(s): 90-109	(11) Approval date(s): Aug. 2, 1990	(12) Page number(s) revised: 9

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
Ruth M Palmer	Health Program Mgr I	7-17-98

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	
Ray Haag	AGPA	
(18) Name *(printed or typed)*: Ray Haag	(19) Telephone: (916) 323-3817	(20) Date signed: 7-23-98

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

(21) Signature—OIS Consultant	(22) Approval number
Jack E. Cort	98-210
(23) Title: Records Management Consultant	(24) Date signed: 9/25/98

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.)*

(27) Signature—Chief of Archives	(28) Date signed
W. P. Gray	OCT 15 1998

CALIFORNIA STATE ARCHIVES

CALIFORNIA DEPARTMENT OF HEALTH SERVICES
PREVENTION SERVICES
DIVISION OF CHRONIC DISEASE AND INJURY CONTROL

98-210

CANCER RESEARCH SECTION

(916) 445-1102
FAX: (916) 445-0238
CHIEF
Donald O. Lyman, M.D.

(916) 445-1102
FAX: (916) 445-0238
ASSISTANT CHIEF
James T. Howard, M.S.
601 North Seventh Street
Sacramento 95814 63-17

(916) 322-4787
FAX: (916) 445-4940
CANCER CONTROL BRANCH
Dileep G. Bal, M.D.
601 North Seventh Street
Sacramento 95814

(916) 327-7768
FAX: (916) 445-2536
CANCER DETECTION SECTION
(Vacant)[1]
601 North Seventh Street
Sacramento 95814 747 M56

(916) 327-6987
FAX: (916) 323-1835
CANCER PREVENTION SECTION
Susan B. Forester, M.P.H., R.D.
601 North Seventh Street
Sacramento 95814 92-136

(916) 327-4663
FAX: (916) 327-4657
CANCER SURVEILLANCE SECTION
William Wright, Ph.D.
601 North Seventh Street
Sacramento 95814

(916) 327-5425
FAX: (916) 327-5424
TOBACCO CONTROL SECTION
(Vacant)[2]
601 North Seventh Street
Sacramento 95814 90-109

(916) 327-6985
FAX: (916) 324-7764
CHRONIC DISEASE CONTROL BRANCH
Kathleen H. Acree, M.D., M.P.H., J.D.
601 North Seventh Street
Sacramento 95814 94-147

(916) 327-4662
FAX: (916) 324-7764
CENTER FOR GERONTOLOGY SECTION
(Vacant)[3]
601 North Seventh Street
Sacramento 95814

(916) 327-6985
FAX: (916) 324-7764
EPIDEMIOLOGY AND HEALTH PROMOTION SECTION
Curtiss E. Weidmer, M.D., M.P.H.
601 North Seventh Street
Sacramento 95814 94-141

(916) 327-6985
FAX: (916) 324-7764
OFFICE OF DENTAL HEALTH SERVICES
(Vacant)[3]
601 North Seventh Street
Sacramento 95814

(510) 540-2396
FAX: (510) 540-3195
HUMAN POPULATION LABORATORY SECTION
(Vacant)[4]
2151 Berkeley Way, Annex 2, 300
Berkeley 94704

(916) 327-6985
FAX: (916) 324-7764
PROGRAM DEVELOPMENT SECTION
Neal D. Kohatsu, M.D., M.P.H.
601 North Seventh Street
Sacramento 95814

(916) 323-3611
FAX: (916) 323-3682
EMERGENCY PREPAREDNESS AND INJURY CONTROL BRANCH
Alex Kelter, M.D.
601 North Seventh Street
Sacramento 95814 89-058

(916) 323-3611
FAX: (916) 323-3682
DISABILITY PREVENTION AND CONTROL OFFICE
(Vacant)[5]
601 North Seventh Street
Sacramento 95814

(916) 323-3675
FAX: (916) 323-3682
EMERGENCY PREPAREDNESS OFFICE
David Abbott
601 North Seventh Street
Sacramento 95814

(916) 323-3642
FAX: (916) 323-3682
INJURY SURVEILLANCE AND EPIDEMIOLOGY SECTION
Roger B. Trent, Ph.D.
601 North Seventh Street
Sacramento 95814

(916) 323-3486
FAX: (916) 323-3682
STATE AND LOCAL INJURY CONTROL SECTION
Barbara Alberson, M.P.H.
601 North Seventh Street
Sacramento 95814

1 Jacquolyn Duerr, Acting Chief, Cancer Detection Section.
2 Dileep G. Bal, M.D., Acting Chief, Tobacco Control Section.
3 Neal Kohatsu, M.D., M.P.H., Acting Chief, Center for Gerontology Section and Office of Dental Health Services.
4 Kathleen H. Acree, M.D., M.P.H., J.D., Acting Chief, Human Population laboratory Section.
5 Alex Kelter, M.D., Acting Chief, Disability Prevention and Control Office.

James W. Shatton, M.D., M.P.H.
Deputy Director
Prevention Services

Donald O. Lyman, M.D., Chief
Division of Chronic Disease and Injury Control

28 Aug 97

August 1997

CALIFORNIA DEPARTMENT OF HEALTH SERVICES
PREVENTIVE MEDICAL SERVICES DIVISION

18-210

CHIEF
Donald O. Lyman, M.D.
8-485-1102
(916) 445-1102
1800 3rd Street, Suite 100
Sacramento 95814

CHRONIC DISEASE CONTROL BRANCH
Dileep G. Bal, M.D.
8-492-4787
(916) 322-4787
1800 3rd Street, Suite 100
Sacramento 95814

- **CANCER SURVEILLANCE SECTION** — John L. Young, Dr.P.H. — 8-467-4663 (916) 327-4663 — 1812 14th Street, Suite 200, Sacramento 95814
- **SPECIAL PROJECTS SECTION** — David C. Riese, M.P.H. — 8-467-6987 (916) 327-6987 — 1800 3rd Street, Suite 100, Sacramento 95814
- **TOBACCO CONTROL SECTION** — Dileep G. Bal, M.D. (Acting) — 8-497-3118 (916) 739-3118 — 6007 Folsom Blvd., 2nd Floor, Sacramento 95819

DISEASE PREVENTION AND HEALTH PROMOTION BRANCH
Kathleen H. Acree, M.D.
8-467-6985
(916) 327-6985
1800 3rd Street, Suite 100
Sacramento 95814

- **HEALTH PROMOTION SECTION** — Leia F. Folkers, M.P.H. — 8-492-6851 (916) 322-6851 — 1800 3rd Street, Suite 205, Sacramento 95814
- **EPIDEMIOLOGY AND DISEASE PREVENTION SECTION** — Neal D. Kohatsu, M.D. — 8-454-2281 (916) 324-2281 — 1800 3rd Street, Suite 100, Sacramento 95814
- **DENTAL HEALTH SECTION** — Robert Isman, D.D.S. — 8-492-4933 (916) 322-4933 — 1800 3rd Street, Suite 100, Sacramento 95814
- **EMERGENCY PREPAREDNESS AND INJURY CONTROL PROGRAM** — Alexander Kelter, M.D. — 8-454-9905 (916) 324-9905 — 8/842

INFECTIOUS DISEASE BRANCH
George Rutherford, M.D.
8-571-2566
(415) 540-2566
2151 Berkeley Way, Room 708
Berkeley 94704

- **DISEASE CONTROL SECTION** — Ronald R. Roberto, M.D. — 8-571-2566 (415) 540-2566 — 2151 Berkeley Way, Room 708, Berkeley 94704
- **FIELD EPIDEMIOLOGY SECTION** — (Vacant) — 8-467-0322 (916) 327-0332 — 1800 3rd Street, Suite 100, Sacramento 95814

Harvey F. Collins
Harvey F. Collins, Ph.D., Deputy Director
Public Health

Donald O. Lyman, M.D.
Donald O. Lyman, M.D.

September 1990

RECORDS RETENTION SCHEDULE

Division (1)	Branch(es)	DHS schedule number (2)	Date (3)
Chronic Disease & Injury Control	Cancer Control Branch	H98-011	July 2, 1998
Section(s): Tobacco Control Section		GS code: 83121	Page of pages (4): 1 of 9
Address (number, street, city): 601 North 7th Street, MS# 555, Sacramento			GS approval number (5): 98-210

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: OFFICE (12)	RETENTION: DEPT. (13)	RETENTION: SRC (14)	RETENTION: TOTAL (15)	PRA (Exempt) and IPA (16)	REMARKS (17)
			MISSION STATEMENT The California Department of Health Services' Tobacco Control Section administers and oversees programs which constitute the portion of a statewide campaign to reduce the consumption of tobacco in California by 75 percent by 1999. The specific activities being undertaken by the Section include the conduct of a statewide tobacco education media Campaign and a baseline survey of tobacco-related behaviors, knowledge and attitudes; the administration of a grant awards program and a mechanism to fund and provide technical assistance to local lead agencies to develop community wide tobacco control programs; and an evaluation of state and local efforts. This schedule contains no vital records.								Retention criteria for all records is the decision of the Section Chief, unless otherwise noted.

*Provide total of office and departmental storage only.

State of California—Health and Welfare Agency

Department of Health Services

RECORDS RETENTION SCHEDULE

Division (1)	Branch(es)	DHS schedule number (2)	Date (3)
Chronic Disease & Injury Control	Cancer Control Branch	H98-011	July 2, 1998
Section(s)		GS code	Page of pages (4)
Tobacco Control Section		83121	2 of 9
Address (number, street, city)			GS approval number (5)
601 North 7th Street, MS# 555, Sacramento			98-210

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 OFFICE (12)	RETENTION DEPT. (13)	RETENTION SRC (14)	RETENTION TOTAL (15)	PRA (Exempt) and IPA (16)	REMARKS (17)
			ADMINISTRATION								
1	6		Procedural Material	P		2			2		
2	6	Hold / Notify Archives	Internal Correspondence	P		2			2		
			ACTIVITY REPORTS								
3	1		Monthly Section Reports	P		2			2		
4	↓	Hold / Notify Archives	Quarterly Section Reports	P		2			2		
5	3	Hold / Notify Archives	ASSOCIATIONS (A-Z)	P		2			2		
6	4		CHRONOLOGICAL FILES	P		2			2	X	PRA 6254 (Contains correspondence to or from the Governor). Confidential destruction (CD).

*Provide total of office and departmental storage only.

DHS/STD 73 (1/98)

RECORDS RETENTION SCHEDULE

Division (1)	Branch(es)	DHS schedule number (2)	Date (3)
Chronic Disease & Injury Control	Cancer Control Branch	H98-011	July 2, 1998
Section(s): Tobacco Control Section		GS code: 83121	Page of pages (4): 3 of 9
Address (number, street, city): 601 North 7th Street, MS# 555, Sacramento			GS approval number (5): 98-210

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: OFFICE (12)	RETENTION: DEPT. (13)	RETENTION: SRC (14)	RETENTION: TOTAL (15)	PRA (Exempt) and IPA (16)	REMARKS (17)
			CONFERENCE, COMMISSIONS, COMMITTEES AND MEETINGS								
~~7~~	3	Retain / Destroy Archives	Advisory and Review Committees		P	2		3	5		Findings and recommendations have administrative value and are reviewed for precedent.
~~8~~	4	Retain / Destroy Archives	General (A-Z)		P	2			2		
~~9~~	2	Retain / Destroy Archives	Staff Meetings		P	2			2		

*Provide total of office and departmental storage only.

RECORDS RETENTION SCHEDULE

Division (1)	Branch(es)	DHS schedule number (2)	Date (3)
Chronic Disease & Injury Control	Cancer Control Branch	H98-011	July 2, 1998
Section(s)		GS code	Page of pages (4)
Tobacco Control Section		83121	4 of 9
Address (number, street, city)			GS approval number (5)
601 North 7th Street, MS# 555, Sacramento			98210

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 OFFICE (12)	RETENTION DEPT. (13)	RETENTION SRC (14)	RETENTION TOTAL (15)	PRA (Exempt) and IPA (16)	REMARKS (17)
			CONTRACTS, GRANTS AND AGREEMENTS								
10	230		External (Includes but not limited to quarterly reports, site visits, progress reports, telephone logs, budget & budget changes, plans, contracts and invoices	P		1		8	9		
11	24		Interagency Agreements	P		2		3	5		
~~12~~	8	Vital / Healthy Archives	Requests for Proposals	P		2		3	5		
~~13~~	55	Vital / Healthy Archives	Surveys and Correspondence	P		2		3	5		
~~14~~	22	Vital / Healthy Archives	Guidelines	P		2			2		
15	2		CORRESPONDENCE (A-Z)	P		2			2		Files are continually updated. Non-confidential wastepaper recycle.

*Provide total of office and departmental storage only.

DHS/SID 73 (1/98)

RECORDS RETENTION SCHEDULE

Division (1)	Branch(es)	DHS schedule number (2)	Date (3)
Chronic Disease & Injury Control	Cancer Control Branch	H98-011	July 2, 1998
Section(s): Tobacco Control Section		GS code: 83121	Page of pages (4): 5 of 9
Address (number, street, city): 601 North 7th Street, MS# 555, Sacramento			GS approval number (5): 98.210

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: OFFICE (12)	RETENTION: DEPT. (13)	RETENTION: SRC (14)	RETENTION: TOTAL (15)	PRA (Exempt) and IPA (16)	REMARKS (17)
			EQUIPMENT AND SUPPLIES								
16	1		Correspondence		P	1			1		
17			Master Service Agreements		P	Active + 2			Active + 2		Inactive when superseded.
18			Purchase Orders and Service		P	Active + 2			Active + 2		Inactive when completed.
19			Warranties		P	Active + 2			Active + 2		Becomes inactive after requests are received.
			FINANCIAL								
20	2		Accounting Retrieval Management System (ARMS)		P	2			2		
21			Budgets		P	2			2		
22			Budget Change Proposals		P	2			2		

*Provide total of office and departmental storage only.

RECORDS RETENTION SCHEDULE

Division (1)	Branch(es)	DHS schedule number (2)	Date (3)
Chronic Disease & Injury Control	Cancer Control Branch	H98-011	July 2, 1998
Section(s): Tobacco Control Section		GS code: 83121	Page of pages (4): 6 of 9
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			LEGAL								
~~23~~	2	Hold / Notify Archivist	Legislative Analysis (includes but is not limited to legislative contracts, staff opinions, testimonies, guidelines, instructions, bill analyses and enrolled bill reports)	P		2			2	X	PRA 6254 (Contains correspondence to or from the Governor). CD
~~24~~	↓	Hold / Notify Archivist	Legislative Reports	P		2		3	5	X	Mandated by Chapter 1331 Statutes of 1989 (Assembly Bill 75), PRA 6254. CD
			ORAGNIZATION								
~~25~~	1	Hold / Notify Archivist	Charts	P		Active +2			Active +2		Becomes inactive when superseded.
~~26~~	↓	Hold / Notify Archivist	Mission and Function Statement	P		Active +2			Active +2		Becomes inactive when program sunsets and/or superseded.

*Provide total of office and departmental storage only.

State of California—Health and Welfare Agency

Department of Health Services

RECORDS RETENTION SCHEDULE

Division (1)	Branch(es)	DHS schedule number (2)	Date (3)
Chronic Disease & Injury Control	Cancer Control Branch	H98-011	July 2, 1998
Section(s): Tobacco Control Section		GS code: 83121	Page of pages (4): 7 of 9
Address (number, street, city): 601 North 7th Street, MS# 555, Sacramento			GS approval number (5): 98-210

See instructions on reverse and in SAM 1600.

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			PERSONNEL								
27	2		Attendance Reports	P		Active +2			Active +2	XI	Retain for 2 years from pay period involved; PRA 6254. Inactive when employees terminates or transfers. Confidential Shred. IPA 1798.40
28			Correspondence	P		2			2		
29			Employee Records (may include but is not limited to training, travel, probation reports, disciplinary actions, and interview documents)	P		Active +2			Active +2	XI	Retain for 2 years from pay period involved; PRA 6254. Inactive when employees terminates or transfers. Confidential Shred. IPA 1798.40
			POLICIES								
30	1		External	P		Active +2			Active +2		Becomes inactive when superseded.
31			Internal	P		Active +2			Active +2		Becomes inactive when superseded.

*Provide total of office and departmental storage only.

DHS/STD 73 (1/98)

RECORDS RETENTION SCHEDULE

Division (1)	Branch(es)	DHS schedule number (2)	Date (3)
Chronic Disease & Injury Control	Cancer Control Branch	H98-011	July 2, 1998
Section(s)		GS code	Page of pages (4)
Tobacco Control Section		83121	8 of 9
Address (number, street, city)			GS approval number (5)
601 North 7th Street, MS# 555, Sacramento			98.210

See instructions on reverse and in SAM 1600.

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			PUBLIC RELATIONS								
~~32~~	2	Hold / Healthy Archives	Clippings	P		2			2		
~~33~~	2	Hold / Healthy Archives	News Releases	P		2			2		

*Provide total of office and departmental storage only.

RECORDS RETENTION SCHEDULE

Division (1)	Branch(es)	DHS schedule number (2)	Date (3)
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Section(s)		GS code	Page of pages (4)
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Address (number, street, city)			GS approval number (5)
601 North 7th Street, MS# 555, Sacramento			98-210

See instructions on reverse and in SAM 1600.

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			RECORDS MANAGMENT								
34	1		Records Retention Schedules	P		Active			Active		Active until revised, superseded or resinded.
35			Holdings and Destruction	P		3			3		Retain 3 years from date submitted or when no longer needed for reference or analysis, whichever is later.
36			Policies and Procedures	P		Active			Active		Active until superseded.
37			Transfer Lists	P		Active			Active		Active until all records listed have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed, whichever is later.
~~38~~	5	Note / Notify Archives	PUBLICATIONS, STUDIES, AND REPORTS	P		2		3	5		Mandated by Chapter 1331 Statutes of 1989 (Assembly Bill 75);
Total Cubic Feet	389										

*Provide total of office and departmental storage only.