STD.73 (REV. 6/2002)

GC 28052

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES

RECORDS RETENTION SCHEDULE

STATE RECORDS PROGRAM

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.gov

(1) DEPARTMENT, BOARD OR COMMISSION	(2) AGENCY BILLING CODE	(3)
Board of Equalization	24492	PAGE 1 OF 2 PAGES

(4) DIVISION/ BRANCH/ SECTION	(5) ADDRESS
Environmental Fees Division/Waste Reduction Section/ Electronic Waste Recycling Fee, Tire Recycling Fee and Integrated Waste Management Fee	450 N Street, Sacramento, CA 95814 MIC:88

CHECK THE APPROPRIATE BOX

(6) [X] 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 11-I	(10) SCHEDULE DATE May 29, 2007	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (*Total Schedule*) 14.042
PREVIOUS SCHEDULE INFORMATION (*If applicable*)	(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE (S)	(16) PAGE NUMBER(S) REVISED –

(17) MISSION/FUNCTIONAL STATEMENT :

Develops and implements policies, programs, and procedures relating to the Electronic Waste Recycling Fee. This includes responsibility for registering accounts, issuing appropriate licenses, distributing, processing and auditing fee and tax returns and other data related to the collection or refund of fees and taxes paid in accordance with laws, assessing fees and taxes as required, establishing and revision security requirements to guarantee payments of taxes and performing other procedures unique to the administration of these fees and taxes.

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.***

(17) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS	(19) TITLE	(20) PHONE NUMBER	(21) DATE SIGNED
for Dan Tokutomi	Business Taxes Administrator II	916-319-9522	May 29, 2007

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 1667 of the State Administrative Manual.

(22) SIGNATURE - RECORDS MGMT. ANALYST	(23) CLASSIFICATION	(24) NAME (*Printed or Typed*)	(25) PHONE NUMBER	(26) DATE SIGNED
Jenny Chakonova	AGPA	Jenny Chakonova	916-445-7425	1-9-08

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

(27) SIGNATURE – CalRIM CONSULTANT	(28) APPROVAL NUMBER	(29) DATE SIGNED	(30) EXPIRATION DATE
Ramona M. Gutierrez	08 027	1/29/2008	1/29/2013

PART III – ARCHIVAL SELECTION (*Per Government Code Section 14755*)

FOR ARCHIVES' STAMP

THE ATTACHED RECORDS RETENTION SCHEDULE:

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

(32) [X] 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	(34) DATE SIGNED
Sydney Bailey, Archivist	3/7/08

CALIFORNIA STATE ARCHIVES

(35) CalRIM APPROVAL NUMBER

08 027

(36)

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION OFFICE (43)	RETENTION DEPT. (44)	RETENTION SRC (45)	RETENTION TOTAL (46)	PRA (Exempt) & IPA (47)	REMARKS (48)
1	2.442		Waste Reduction Section Personnel Files	P, M		Active +3 Yrs.			Active + 3 Yrs		Active Files until employee separation from the unit are retained for three years after separation and then confidentially destroyed.
2	.6		Department of Toxic Substances Control and Integrated Waste Management Referrals- Legal Requests for Exemption.	P, M		Active +3 Yrs			Active +3 Yrs		Retained for duration of program and then confidentially destroyed.
3	3.00		Electronic Waste Recycling Fee, Tire Recycling Fee and Integrated Waste Management Fee Returns from feepayers. Returns have been electronically scanned, processed and reviewed by staff.	P, M		Perm			Perm		Completed return batches are electronically scanned, and then confidentially destroyed, per Government Code 14755-14756. Currently the storage space is 25.00 cubic feet and after the retention schedule is approved our storage space will be reduced down to 3.00 cubic feet.
4	1.00		Written correspondence and program applications from Ewaste, Tires, Integrated Waste feepayers that have been electronically scanned, processed and reviewed by E waste staff.	P, M		Perm			Perm		Completed processed documents are electronically scanned, and then confidentially destroyed, per Government Code 14755-14756. Currently the storage space is 3.466 cubic feet and after the retention schedule is approved our storage space will be reduced down to 1.00 cubic feet.
5	7.000	NOTIFY ARCHIVES	Documents relating to the implementation and subsequent administration of the Ewaste, Tire Fee and Integrated Waste program including subsequent legislation directly affecting the program	P, M		Active +3 Yrs			Active + 3 Yrs		Active files for the duration of the program and then confidentially destroyed.
			PLEASE NOTE: THE ELECTRONIC WASTE RECYCLING FEE, TIRE RECYCLING FEE, & INTEGRATED WASTE MANAGEMENT FEE UTILIZES A COMPUTER HARD DRIVE TO STORE SCANNED IMAGES. NO PHYSICAL DISCS ARE USED TO STORE THE IMAGES								
Total:	**14.042**										

* Provide total of office and departmental