STD.73 (REV. 3/2002)

RECORDS RETENTION SCHEDULE

GC 28131

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES
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)
Public Utilities Commission	138 590050	PAGE 1 OF 2 PAGES

(4) DIVISION/ BRANCH/ SECTION	(5) ADDRESS
CPSD /Railroad Operations Safety Branch	515 L Street, Suite 1119, Sacramento, CA 95814

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 ROSB-SACTO-1	(10) SCHEDULE DATE November 13, 2007	(11) NUMBER OF PAGES TWO	(12) CUBIC FEET (*Total Schedule*) 19
PREVIOUS SCHEDULE INFORMATION (*If applicable*)	(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER 1999-196	(15) APPROVAL DATE (S)	(16) PAGE NUMBER(S) REVISED - 1

(17) MISSION/FUNCTIONAL STATEMENT : ENSURING THAT CALIFORNIA COMMUNITIES AND RAILROAD EMPLOYEES ARE PROTECTED FROM UNSAFE PRACTICES ON FREIGHT AND PASSENGER RAILROADS BY PROMOTING AND ENFORCING SAFETY RULES AND REGULATIONS.

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	(19) TITLE	(20) PHONE NUMBER	(21) DATE SIGNED
Elsmore	Program Manager	415-703-2665	11/13/07

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
Gary R. Murham	AS OII Supervisor	Gary R. Murham	(415) 703-1860	12/24/2008

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
Janie Calandy	08-053	2/13/2008	2/13/2013

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.*)

FOR ARCHIVES' STAMP

CALIFORNIA STATE ARCHIVES

(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE	(34) DATE SIGNED
Sydney Bailey, Archivist	2/25/08

(35) SCRIM APPROVAL NUMBER

08-053

(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	4.5	NOTIFY ARCHIVES	Informal Railroad Complaints Files	P		5			5		Retain current, purge 5 years
2	9		Administrative/Personnel Records	P		A			A		Current until superseded
3	1	NOTIFY ARCHIVES	Administrative Policies/Procedures	P		A			A		Current until superseded
4	3	NOTIFY ARCHIVES	Railroad Violation Reports	P		5			5		Retain current, purge 5 years
5	1.5		State Vehicle Reports	P		2			2		Retain current, purge 2 years
Total	19										

* Provide total of office and departmental