STD.73 (REV. 6/2002)

RECORDS RETENTION SCHEDULE

GC 28194

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)
Department of Developmental Services	086125	PAGE 1 OF 2 PAGES

(4) DIVISION/ BRANCH/ SECTION	(5) ADDRESS
Administration Division/Health and Safety Section	1600 Ninth Street, Room 300, 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 2008-5	(10) SCHEDULE DATE 2/6/2008	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (*Total Schedule*) 2
PREVIOUS SCHEDULE INFORMATION (*If applicable*)	(13) SCHEDULE NUMBER 2001-6	(14) APPROVAL NUMBER 01-247	(15) APPROVAL DATE (S) 9/15/2001	(16) PAGE NUMBER(S) REVISED – 1 2

(17) MISSION/FUNCTIONAL STATEMENT :

The Health and Safety Section objectives are to reduce the number, severity, and costs of injuries and illnesses to the Department's employees, residents, volunteers and visitors.

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
Hely Jones Hely Jones	Chief, Customer Support Section	(916) 654-3315	2/7/08

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
Chris G Zotalis	Records Management Analyst II	Chris G. Zotalis	(916) 654-2893	2/7/08

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	08 060	2/20/2008	2/20/2013

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

STATE ARCHIVES CALIFORNIA

(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE	(34) DATE SIGNED
Sydney Bailey, Archivist	3/4/08

(35) CalRIM APPROVAL NUMBER

08 060

(36) Page of

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)
			Program Management Records								
1.	1		Health and Safety Records • Injury/ Incident Reports • Automobile Accident Reports	P		2 years			2 years		2 years Retention Destruction: Confidential Shred
2.	1		Workplace Violence Incident Reports. Includes Headquarters as well as Developmental Centers incidents.	P		5 years			5 years		Exempt from disclosure to the public per the Public Records Act, Section 6254 (c, k). Data subject may access per the information Practices Act, Section 1798.34 (employees).
Total Cubic Feet= 2											
			Record items that are not listed on this Records Retention Schedule any longer, are now listed for all Divisions records on the Department's General Schedule: (2007-262)								
			STD 73 Records Retention Schedule.								
			STD 71 Records Transfer List.								
			DS 2168 Bi-Annual Report Holdings and Destruction.								
			Chronological Files.								
			Discontinued record item from previous schedule:								
			Workers' Compensation (Includes but not limited to Benefits, Costs, Injury Claims, Self Insurance, and Reasonable Accommodation).								