

STATE OF CALIFORNIA – SECRETARY OF STATE
RECORDS RETENTION SCHEDULE
STD.73 (REV. 2/2015)

STATE RECORDS PROGRAM

(1) DEPARTMENT*	(2) AGENCY BILLING CODE	IMS CODE	(3) PAGE
CALIFORNIA HIGHWAY PATROL	08076	G-20	1 OF 178 PAGES

(4) DIVISION / BRANCH / SECTION	(5) ADDRESS
Administrative Services Division/Business Services Section	601 North 7th Street, Sacramento, CA 95811

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 (9)–(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 076-19	(10) SCHEDULE DATE July 24, 2019	(11) NUMBER OF PAGES 178	(12) CUBIC FEET (Total Schedule) 118,717
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER CHP 3, (076-14)	(14) APPROVAL NUMBER 2014-109	(15) APPROVAL DATE(S) April 15, 2014	(16) PAGE NUMBER(S) REVISED ALL

(17) FUNCTIONAL STATEMENT

THE MANAGEMENT AND REGULATIONS OF TRAFFIC TO ACHIEVE SAFE, LAWFUL AND EFFICIENT USE OF THE HIGHWAY TRANSPORTATION SYSTEM.

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 SSM II	NAME - (Printed or Typed) Cristina Romero	(20) PHONE NUMBER (916) 843-3637	(21) DATE SIGNED Jul 16, 2019
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In accordance with Government Code 12274, approval of this Records Retention Schedule by the Secretary of State 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 MANAGEMENT ANALYST 	(23) CLASSIFICATION RMA II	(24) NAME - (Printed or Typed) Chris S. Taylor	(25) PHONE NUMBER (916) 843-3645	(26) DATE SIGNED Jul 16, 2019
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PART II A – SECRETARY OF STATE APPROVAL (Per Government Code Section 12272)

(27) SIGNATURE - CaRIM CONSULTANT 	NAME - (Printed or Typed) Dennis Sopachana	(28) APPROVAL NUMBER 2019-183	(29) APPROVAL DATE 9/6/2019	(30) EXPIRATION DATE 9/6/2024
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PART II B – ARCHIVAL SELECTION (Per Government Code Section 12223)

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.)

(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE 	NAME - (Printed or Typed) JEFF CRAWFORD	(34) DATE SIGNED 9/26/2019	FOR ARCHIVES' STAMP  CALIFORNIA STATE ARCHIVES
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STATE OF CALIFORNIA - SECRETARY OF STATE
RECORDS RETENTION SCHEDULE

STD. 73 (REV. 2/2015)

STATE RECORDS PROGRAM

(35) APPROVAL NUMBER							2019-197				(36)
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

FUNCTIONAL STATEMENT

THE MANAGEMENT AND REGULATIONS OF TRAFFIC TO ACHIEVE SAFE, LAWFUL AND EFFICIENT USE OF THE HIGHWAY TRANSPORTATION SYSTEM.

ACRONYMS

1	1		CHP 2, INCIDENT REPORT (031)	P	3			3	XI	GC 6254(C), PC 832.7, CC 1798.3, WITNESS DESTRUCTION
2	155	NOTIFY ARCHIVES	CHP 3 SERIES, BILL ANALYSIS (012)	P	10		15	25		RETAINED AT OFFICE OF SPECIAL REPRESENTATIVE.
3	30	NOTIFY ARCHIVES	CHP 3 SERIES, BILL ANALYSIS (012)	P	3			3		RETAINED AT HEADQUARTERS (HQ) DIVISION. HQ SECTIONS MAY RETAIN AT COMMANDER'S DISCRETION OR MAXIMUM OF THREE YEARS.
4	0		CHP 4, SECONDARY FIREARMS REPORT (091)	P	*+1			*+1		*LIFE OF WEAPON PLUS ONE YEAR FOLLOWING SALE OR DESTRUCTION.
5	0		CHP 4B, PURCHASE OF PRIMARY FIREARM (091)	P	2			2	XI	FOLLOWING SALE. CC 6254 (c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION
6	50	NOTIFY ARCHIVES	CHP 5, CHARTERED BILL REPORT (012)	P	10		15	25		RETAINED AT OFFICE OF SPECIAL REPRESENTATIVE.

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(35) APPROVAL NUMBER 2019-197										(36) Page 3 of 178 Pages	
ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
7	5	NOTIFY ARCHIVES	CHP 5, CHARTERED BILL REPORT (012)	P		3			3		RETAINED AT HQ DIVISION. HQ SECTIONS MAY RETAIN AT COMMANDER'S DISCRETION OR MAXIMUM OF THREE YEARS.
8	10		CHP 7, INTERNAL INVESTIGATION (031)	P		*5			*5	XI	*GC 6254(c), PC 832.7, WITNESS DESTRUCTION - RETAIN IN FIELD FOLDER FOR 5 YRS, ADDITIONAL LOCATION LEGAL FILES FOR 5 YRS
9	10		CHP 7A, INVOLVED PARTIES (031)	P		*5			*5	X	*SAME AS CHP 7 *THESE FORMS ARE PART OF ALL INTERNAL INVESTIGATIONS, RETAIN IN FIELD FOLDER FOR FIVE YEARS, ADDITIONAL LOCATION LEGAL FILES FOR 5 YRS
10	10		CHP 7B, EMPLOYEE PROFILE (031)	P		*5			*5	X	*SAME AS CHP 7A
11	10		CHP 7C, DECLARATION OF SERVICE (031)	P		*5			*5	X	*SAME AS CHP 7A
12	5		CHP 7D, REQUEST TO LEAVE CREDITS (031)	P		*5			*5	X	*SAME AS CHP 7A
13	5		CHP 7E, INVESTIGATION CONTROL LOG (031)	P		*+1			*+1	X	*THIS LOG WILL BE RETAINED IN EACH DIVISION FOR ONE YEAR PLUS CURRENT.
14	5		CHP 7F, INVESTIGATIVE PLAN (031)	P		*5			*5	XI	*SAME AS CHP 7 - ADDITIONAL LOCATION LEGAL FILES FOR 5 YRS
15	10		CHP 8, ADMINISTRATIVE INTERROGATION RECORD (031)	P		5			5	XI	BECOMES PART OF INVESTIGATION. GC 6254(c), PC 832.7, CC 1798.3, WITNESS DESTRUCTION

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
16	0		CHP 8A, CRIMINAL INTERROGATION RECORD (031)	P		*	*5		*5	X	*THIS FORM WILL BE RETAINED INSIDE AN INTERNAL INVESTIGATION, AS PART OF A CRIMINAL INVESTIGATION FOR 5 YEARS. LOCATION IS LEGAL FILES.
17	1		CHP 9, DAILY BILINGUAL USAGE AUDIT (096)	P		1			1		
18	1		CHP 10, SUPERVISOR'S REPORT ON EMPLOYEE ORIENTATION (095)	P		*+3			*+3		*UNTIL END OF EMPLOYEE PROBATION.
19	3		CHP 12, TRANSFER OF LEAVE CREDITS AUTHORIZATION (096)	P		3		3	6	XI	GC 6254(c), PC 832.7, CC 1798.34, WITNESS DESTRUCTION.
20	20		CHP 15, PROJECT STATUS REPORT (003)	P		*+2			*+2		*UNTIL PROJECT COMPLETED.
21	10		CHP 18, RECEIPT OF INCONSISTENT AND INCOMPATIBLE ACTIVITIES STATEMENT (031)	P		*			*		*UNTIL SUPERSEDED. EMPLOYEES PERSONNEL FILE
22	0		CHP 22, BILINGUAL CERTIFICATION (097)	P		3			3		
23	3		CHP 24, PHYSICAL INVENTORY ADJUSTMENT REQUEST (070)	P		4			4		
24	1		CHP 25, BUSINESS CARD TEMPLATE (076)	M		*1			*1		*RETAINED AFTER PRINTING OF BUSINESS CARDS +1 YEAR.
25	3		CHP 26, CLASSIFIED DOCUMENT NOTICE (076)	P		*			*		*AFTER TRANSMITTAL OF INFORMATION, FILED WITH AND SUBJECT TO RETENTION OF CORRESPONDING RECORD.
26	0		CHP 27, SERGEANT'S ORIENTATION CHECKLIST (095)	P		2			2	XI	GC 6254(c), PC 832.7, CC 1798.3, WITNESS DESTRUCTION

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
27	0		CHP 27A, NON-UNIFORMED SUPERVISOR'S ORIENTATION CHECKLIST (095)	P		2			2	XI	RETAIN IN EMPLOYEES COMMAND. GC 6254(c), CC 1798.3 WITNESS DESTRUCTION
28	3		CHP 28, SUPPLIER VOLUNTARY STATISTICAL DATA (076)	P	*	*		*	*		*UNTIL CONTRACT IS COMPLETED..
29	0		CHP 29, DISTRIBUTION RECORD (076)	P		1			1		ACTIVITY LOG TO ENSURE COMPLETE DISTRIBUTION OR RESPONSE. Old - OPI 003 Changed to 076 - New OPI. Per PTD 090, 076 remove Academy South 093 from mailing distributions.
30	0		CHP 30, EMPLOYEE REQUEST FOR FAMILY AND MEDICAL LEAVES (096)	M		3			3	XI	SCANNED AND RETAINED IN PERSONNEL FILES. GC 6254(c), 'PC 832.7, CC 1798.3 WITNESS DESTRUCTION
31	0		FOR SALE - SIGN; Usage: 780 Annual (074)	P		0		0	0		SIGN: FOR SALE (Vehicle)
32	2		CHP 32, CALIFORNIA HIGHWAY PATROL INTRODUCTION LETTER (029)	P		1			1		
33	32		CHP 33, DRIVER'S EQUIPMENT CHECK (074)	P		*3			*3	XI	*RETENTION: COMPLETED CHP 33s SHALL BE RETAINED IN THE VEHICLE FOLDER FOR * (3) YEARS AFTER VEHICLE SURVEY DATE OR IF FEDERALLY FUNDED, REFER TO FISCAL MANAGEMENT SECTION, FUNDING ACCOUNTING/GRANT UNIT (HPM 31.1, CHAPTER 2 -6.).
34	1		CHP 33B, VEHICLE DAMAGE LOCATION REPORT (074)	P		*+3			*+3		*AFTER VEHICLE IS SURVEYED.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
35	3		CHP 33C, EMERGENCY RESPONSE PERSONNEL EQUIPMENT INFORMATION (029)	P		*			*		*UNTIL DATA IS TRANSCRIBED INTO THE CHP 701B. *FORM RETENTION OF 5 YEARS BY AREA OFFICE.
36	4		CHP 33D, DAILY GASOLINE INVENTORY (074)	P		2			2		OR AUDIT PLUS SIX MONTHS, WHICHEVER OCCURS FIRST.
37	1		CHP 33F, MONTHLY GASOLINE SUMMARY (074)	P		2			2		OR AUDIT PLUS ONE YEAR.
38	3		CHP 33H, WEEKLY GASOLINE RECONCILIATION (074)	P		2			2		
39			CHP 34, BOMB THREAT TELEPHONE CALL (029)	P		*			*		RETAIN: ACTIVE UNTIL EVENT IS COMPLETED.
40			CHP 34A, BIO-TERRORISM THREAT (062)	P		*			*		RETAIN: UNTIL EVENT IS COMPLETED.
41	4		CHP 34CEPA, CADET EXIT PERFORMANCE APPRAISAL (091)	P		5			5	XI	WITNESS DESTRUCTION
42	35		CHP 35, FORM COMPLETION/CORRECTION (076)	P		*			*		*UNTIL SPECIFIED FORM COMPLETED/CORRECTED.
43	10		CHP 36, EVIDENCE/PROPERTY RECEIPT (031)	P		* +5			* +5		*RETENTION WILL BE BASED ON THE LIFE OF THE EVIDENCE (+ 5 Years) (REFER TO CHAPTER 9 OF HPM 70.1), ASSOCIATED CASE OR CITATION/REPORT FILED AT THE AREA, WHICHEVER IS LONGER.
44	30		CHP 36B, EVIDENCE/PROPERTY LOG (031)	P		10			10		INTERNAL AFFAIRS MANDATE.
45			CHP 36C, EVIDENCE COLLECTION TAG (031)	P		*			*		RETENTION OF 2-YEARS OR UNTIL SUPERSEDED.

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ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION			PRA & IPA (47)	REMARKS (48)	
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
46	2		CHP 36D, MOBIL IN-CAR CAMERA DVD EVIDENCE LOG ORIGINATING OFFICE (031)	M	5				5		
47	0		CHP 36E, MEDICAL WASTE TRACKING (031)	P	3				3		
48	70		CHP 36F, MVARS DVD REQUEST FORM (031)	M	*				*	*RETAIN WITH THE CHP 36D.	
49	4		CHP 36G, NOTICE OF CLAIM OF OWNERSHIP, STOLEN OR EMBEZZLED PROPERTY (031)	P	5				5		
50	3		CHP 36M, MVARS DIGITAL MEDIA ADMIN PER SE DISCLOSURE AND USE AGREEMENT (031)	P	*				*	* LIFE OF THE MVARS DVD, ASSOCIATED CASE, OR CITATION/REPORT FILED IN THE AREA, WHICHEVER IS LONGER.	
51			CHP 0036S, EVIDENCE ROOM SECURITY LOG (031)	P	5				5	X RETENTION TIME OF 5 YEARS FROM THE LAST DATE OF ENTRY ON THE FORM BY THE ORIGINATING COMMAND. Per HPM 70.1	
52	15		CHP 37, CONTROLLED SUBSTANCES FOR DESTRUCTION (031)	P	5				5	THE RETENTION PERIOD OF THIS FORM IS FIVE-YEARS FROM THE DATE THE CONTROLLED SUBSTANCES WERE DESTROYED BY THE ORIGINATING COMMAND.	
53	0		CHP 37A, FIREARMS FOR DESTRUCTION (031)	P	5				5	THE RETENTION PERIOD OF THIS FORM IS FIVE-YEARS FROM THE DATE THE FIREARMS WERE SENT TO THE ACADEMY WEAPONS CONTROL UNIT FOR DESTRUCTION - BY ORIGINATING COMMAND.	

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						OFFICE	DEPT.	SRC		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)
54	0		CHP 37B, CONTROLLED SUBSTANCES SHIPPING DOCUMENT (031)	P		5			5	
55	2		CHP 39, HEADQUARTERS PERSONNEL MEETING & CONFERENCE REPORT (003)	P		3			3	
56	1		CHP 40, ANNUAL PAPERWORK REPORT (076)	P		*+2			*+2	*CURRENT YEAR
57	5		CHP 41, SUPPLY REQUISITION (076)	P		*+1			*+1	*CURRENT YEAR
58			CHP 42, CADET, CHP FIELD ASSIGNMENT INFORMATION (096)	M		*			*	XI *EMPLOYED LIFE. CC 1798.3, WITNESS DESTRUCTION.
59	10		CHP 42, CADET, CHP FIELD ASSIGNMENT INFORMATION (096)	P		*			*	XI *PAPER VERSION RETAINED ONE YEAR AFTER SCANNING UNTIL RECHECKED.
60	10		CHP 43, PURCHASE REQUISITION (ORIGINATING OFFICE RETENTION) (076)	P		*+3			*+3	*CURRENT YEAR. RETAINED WITH APPROPRIATE PURCHASE ORDER OR ESTIMATE.
61	3		CHP 43, PURCHASE REQUISITION (PURCHASING SERVICES UNIT RETENTION) (076)	P		*+2		5	*+7	* RETAIN SEVEN YEARS FROM END OF FISCAL YEAR IN WHICH ENCUMBRANCE IS LIQUIDATED. DESTROY AFTER THE REQUIRED SEVEN YEARS OR WHEN AUDITED BY THE BUREAU OF STATE AUDITS OR THE DEPARTMENT OF GENERAL SERVICES, WHICHEVER OCCURS FIRST. EXCEPTION: ORDERS FOR FORMS ARE RETAINED FOR LIFE OF FORM.

RECORDS RETENTION SCHEDULE

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(35) APPROVAL NUMBER							2019-197				(36) Page 9 of 178 Pages	
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
62	1		CHP 43A, SOFT BODY ARMOR (SBA) OPTIONS FORM (076)	P		*5			*5		* RETAIN SEVEN YEARS FROM END OF FISCAL YEAR IN WHICH ENCUMBRANCE IS LIQUIDATED. DESTROY AFTER RETAIN: REQUIRED OF FIVE YEARS OR WHEN EQUIPMENT HAS BEEN REPLACED AND/OR AUDITED BY THE BUREAU OF STATE AUDITS OR THE DEPARTMENT OF GENERAL SERVICES, WHICHEVER OCCURS FIRST.	
63	2	NOTIFY ARCHIVES	CHP 44, MANAGEMENT MEMORANDUM (003)	P		*			*		*RETENTION STATED ON MANAGEMENT MEMORANDUM AT TIME OF ISSUANCE. MAY BE EXTENDED IN SIX MONTHS INCREMENTS.	
64	1		CHP 45 SERIES, CERTIFICATES OF PROMOTION (096)	P		1			1		ISSUE LOGS RETAINED ONE YEAR, CERTIFICATES TO RECIPIENTS.	
65	0		CHP 46, OUT-OF-CLASS WORK ASSIGNMENT (097)	M		*			*		*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT..	
66	1	NOTIFY ARCHIVES	CHP 47 SERIES, INFORMATION BULLETINS (003)	P		4 MO months			4 MO			
67	30		CHP 49, LETTERHEAD (076)	P		5			5		CORRESPONDENCE. CONTENTS MAY FALL UNDER OTHER DEPARTMENTAL REQUIREMENTS. REFER TO INTERNAL SCHEDULES.	

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						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)			
68	1		CHP 50, PAGE 1, REQUEST FOR OUT-SERVICE TRAINING/MULTIPLE TRAINEES (095)	P		4			4	XI	WITNESS DESTRUCTION.	
69	1		CHP 50, PAGE 2, REQUEST FOR OUT-SERVICE TRAINING /MULTIPLE TRAINEES (095)	P		4			4	XI	WITNESS DESTRUCTION.	
70	1		CHP 50A, EVALUATION OF OUT-SERVICE TRAINING (095)	P		2			2		RETAINED BY DIVISIONS & ACADEMY ONLY.	
71	0		CHP 50B, UPWARD MOBILITY CAREER PLAN (034)	P		*			*		*UNTIL PLAN IS COMPLETED OR SUPERSEDED. For ITS - classifications drop-down screen in the "Careers Objective" field & HPM 10.12, Chapter 11, UPWARD MOBILITY PROGRAM revision. PRIOR: Change of OPI to 034 from 096 - old. Change from UPWARD MOBILITY CAREER PLAN and replace with Career Development Plan (if applicable). Add - to Section B, CHP 14, Leadership Development Plan. Changes: 091 -161, Motorcycle Performance Evaluation in the Training File section to 091 -044, Motorcycle Enforcement Training Evaluation Report.	
72	20	NOTIFY ARCHIVES	CHP 51, MEMORANDUM (003)	P		5			5		CONTENTS MAY FALL UNDER OTHER DEPARTMENTAL REQUIREMENTS. REFER TO INTERNAL SCHEDULES.	

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73	20	NOTIFY ARCHIVES	CHP 51, MEMORANDUM (ORIGINATING OFFICE) (003)	P	*				*		*KEEP ONE YEAR OR UNTIL INFORMATION NO LONGER CURRENT
74	1		CHP 53, INFORMATION TECHNOLOGY SERVICES REQUEST (041)	P	3				3		RETENTION OF 3 YEARS BY OPI - 041.
75	6		CHP 55C, JUNK TIRE DISPOSAL WORKSHEET (074)	P	3				3		
76	0		CHP 56, TRAINING AND DEVELOPMENT ASSIGNMENT (097)	M	*				*		*EMPLOYED LIFE
77	4		CHP 57, MOTOR VEHICLE ASSIGNMENT AND TRANSFER (074)	P	*+3				*+3		*VEHICLE LIFE.
78	67		CHP 58 SERIES, ROUTE SLIP (002/003)	P	*				*		*AFTER TRANSMITTAL OF INFORMATION, MAY BE RETAINED WITH INFORMATION, IF PERTINENT TO RECORD.
79	12		CHP 59, PERMIT VIOLATION REPORT (062)	P	*				*		*UNTIL SUPERSEDED. REPORT TO CALTRANS (HPM 82.6).
80	4		CHP 60, STAFF SUMMARY STATEMENT (ORIGINATING OFFICE) (076)	P	*3				*3		RETENTION OF *3 YEARS FOR INFORMATION BULLETINS BY ORIGINATING OFFICE. OPI 076 -NEW, OLD 003.
81	6		CHP 60, STAFF SUMMARY STATEMENT (ORIGINATING OFFICE) (076)	P	*+3				*+3		*AFTER EXPIRATION FOR MANAGEMENT MEMORANDUMS BY ORIGINATING OFFICE. OPI 076.
82	20		CHP 60, STAFF SUMMARY STATEMENT (076)	P	*50				*50		*RETENTION FOR PUBLICATIONS UNIT ONLY. OPI 076.

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
83	3		CHP 61, ANSWER SHEET (FOR FIRST AID EXAMINATION - SCHOOL/YOUTH BUS) (061)	P		*+2			*+2		*AFTER ANSWERS FILLED IN BY APPLICANT AND SCORES HAS BEEN RECORDED ON THE CHP 295, SPECIAL CERTIFICATE APPLICATION.
84	0		CHP 61A, ANSWER KEY TEMPLATE (FOR FIRST AID EXAMINATION - SCHOOL/YOUTH BUS) (061)	P		*		*	X		*UNTIL SUPERSEDED. GC 6254(g) WITNESS DESTRUCTION
85	0		CHP 61B, SCHOOL AND YOUTH BUS DRIVER FIRST AID EXAMINATION KEY (061)	P		*		*	X		*UNTIL SUPERSEDED. GC 6254(g) WITNESS DESTRUCTION
86	0		CHP 64, TELEPHONE VOLUME DATA COLLECTION (048)	C		2			2		
87	24		CHP 065A SERIES, ALTERNATE WORK WEEK CERTIFICATION - UNIFORM (096)	P		*1			*1		*UNTIL SUPERSEDED. RETENTION: (1 YEAR) AFTER SCANNING UNTIL RECHECKED, PER RECORDS RETENTION SCHEDULED BY COMMAND GENERAL FILE AND HUMAN RESOURCES SECTION, PTU@chp.ca.gov..
88	4		CHP 65 SERIES, ALTERNATE WORKWEEK CERTIFICATION (096)	M		*+1			*+1		*UNTIL SUPERSEDED. RETENTION: (1 YEAR) AFTER SCANNING UNTIL RECHECKED, PER RECORDS RETENTION SCHEDULED BY COMMAND GENERAL FILE AND HUMAN RESOURCES SECTION, PTU@chp.ca.gov..
89	12		CHP 66, FORM/PRINT MATERIAL REQUEST (076)	P		*			*		*LIFE OF FORM: RETAINED IN FORM FOLDER.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 2/2015)

(35) APPROVAL NUMBER							2019-197				(36) Page 13 of 178 Pages
ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
90	12		CHP 66, FORM/PRINTED MATERIAL REQUEST (ORIGINATING OFFICE RETENTION) (076)	P		*			*		*UNTIL SUPERSEDED.
91	0		CHP 67, RECEIPT OF GENERAL ORDER 60.7 POLICY REVIEW (048)	P		*1 YR			*1		*ALL COMM. CENTERS - 1 YR
92	0		CHP 67A, FORMS LOG (076)	P		*+2			*+2		*CURRENT YEAR
93	0		CHP 70, RECOGNITION OF SERVICE (CERTIFICATE) (096)	P		1			1		ISSUE LOG MAINTAINED ONE YEAR; CERTIFICATE TO RECIPIENT.
94	0		CHP 70-002, CALIFORNIA HIGHWAY PATROL EXPLORER ACADEMY APPLICATION (094)	P		1			1		RETENTION OF ONE YEAR BY OPI - 094. APPLICATION FOR CHP EXPLORERS TO ATTEND LEVEL III OR IV TRAINING
95	105		CHP 71, ATTENDANCE REPORT (096)	P		3		3	6	XI	GC 6254(c), CC 1798.34 WITNESS DESTRUCTION
96	105		CHP 71, ATTENDANCE REPORT (ORIGINATING OFFICE RETENTION) (096)	P		3		3	3	XI	GC 6254(c), CC 1798.34 WITNESS DESTRUCTION
97	10		CHP 73, APPLICANT HEALTH QUESTIONNAIRE - CADET (094)	M		*			*	XI	*COMPLETED PRIOR TO BECOMING A CADET. IF HIRED, EMPLOYED LIFE. PC 832.7.CC 1798 3(b) WITNESS DESTRUCTION
98	20		CHP 73, APPLICANT HEALTH QUESTIONNAIRE - CADET (094)	P		4			4	XI	COMPLETED PRIOR TO BECOMING A CADET. RETAINED IN CADET HIRING. PC 832.7, 1798.3(b) WITNESS DESTRUCTITON

RECORDS RETENTION SCHEDULE

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(35) APPROVAL NUMBER										(36)	
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
99	5		CHP 73, APPLICANT HEALTH QUESTIONNAIRE - CADET (094)	M		*+2			*+2	XI	*COMPLETED PRIOR TO BECOMING A CADET. IF MEDICAL QUALIFIED: EMPLOYED LIFE OR TWO YEARS AFTER LIST IS ABOLISHED. IF MEDICAL DISQUALIFIED: RETAINED BY SPB DOCTOR. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION.
100	6		CHP 73B, MEDICAL EXAMINATION (094)	P		*			4	XI	*COMPLETED PRIOR TO BECOMING A CADET. IF HIRED, EMPLOYED LIFE. PC 832.7, CC 1798 3(b) WITNESS DESTRUCTION.
101	3		CHP 73B, MEDICAL EXAMINATION (094)	M		*+2			*+2	XI	*COMPLETED PRIOR TO BECOMING A CADET. IF MEDICAL QUALIFIED: EMPLOYED LIFE OR TWO YEARS AFTER LIST IS ABOLISHED. IF MEDICAL DISQUALIFIED: RETAINED BY SPB DOCTOR. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION.
102	4		CHP 73C, PHYSICAL PERFORMANCE TEST (077)	M		*+5			*+5	XI	*IF HIRED: EMPLOYED LIFE PLUS FIVE YEARS FILED IN PERSONNEL FILES SECTION. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION.

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RECORDS RETENTION SCHEDULE

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STATE RECORDS PROGRAM

(35) APPROVAL NUMBER								(36)		
ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION			PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)	
103	12		CHP 73C, PHYSICAL PERFORMANCE TEST (094)	P		5			5	IF NOT HIRED, RETAIN 5 YEARS FILED IN CADET HIRING UNIT, PC 832.7, CC 1798.3(b), WITNESS DESTRUCTION.
104	4		CHP 73D, PHYSICAL FITNESS EVALUATION (094)	M		*+5			*+5	XI * IF HIRED: EMPLOYED LIFE FILED IN PERSONNEL FILES UNIT, PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION
105	6		CHP 73D, PHYSICAL FITNESS EVALUATION (094)	P		4			4	NOT HIRED: FILE IN CADET SELECTION HIRING. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION
106	4		CHP 73E, VISUAL ACUITY (094)	M		*+5			*+5	XI *SAME AS CHP 73C.
107	1		CHP 73F, SOFT CONTACT LENS (SCL) DATA FOR CALIFORNIA HIGHWAY PATROL CADET CANDIDATES (094)	M		*+5			*+5	XI XI *IF HIRED: EMPLOYED LIFE PLUS FIVE YEARS FILED IN PERSONNEL FILES SECTION. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION. (PROFESSIONAL TRAINING SECTION - CADET HIRING UNIT.) IF NOT HIRED, RETAIN 5 YEARS FILED IN CADET HIRING UNIT, PC 832.7, CC 1798.3(b), WITNESS DESTRUCTION.
108	2		CHP 73H, ACADEMY PROGRAM (094)	P		*			*	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING UNTIL RECHECKED.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 2/2015)

(35) APPROVAL NUMBER							2019-197				(36) Page 16 of 178 Pages
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
109	1		CHP 73H, ACADEMY PROGRAM (094)	M		*			*		*IF HIRED: EMPLOYED LIFE. SCANNED AND RETAINED IN THE PERSONNEL FILES UNIT.
110	24		CHP 73H, ACADEMY PROGRAM (094)	P		4			4		IF NOT HIRED: RETAIN IN CADET SELECTION HIRING.
111	4		CHP 74, EDUCATIONAL INCENTIVE PAY APPLICATION (OPF) (091)	M		*			*	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. ORIGINATING OFFICE (PERSONNEL JACKET) PC 832.7, CC 1798.3 WITNESS DESTRUCTION. **ACADEMY RECORDS - 3 YR
112	4		CHP 74, EDUCATIONAL INCENTIVE PAY APPLICATION (ORIGINATING OFFICE RETENTION) (091)	P		*+1			*+1	XI	*UNTIL FORWARDED TO PERSONNEL. PC 832.7, CC 1798.3, WITNESS DESTRUCTION
113	1		CHP 75 SERIES, REIMBURSABLE TRAINING SERVICES (076)	P		1			3	4	
114	0		CHP 76B, PHYSICIAN CLEARANCE (094)	M		*			*		*HIRED: EMPLOYED LIFE, RETAINED IN PERSONNEL FILES UNIT. WITNESS DESTRUCTION
115	1		CHP 76B, PHYSICIAN CLEARANCE (094)	P		4			4		NOT HIRED: RETAINED IN CADET SELECTION HIRING
116	24		CHP 78, CONTRACT REQUEST (076)	P		3			4	7	TO BE RETAINED WITH STD 210 AND STD 213.
117	3		CHP 78A, AGREEMENT AMENDMENT REQUEST (076)	P		3			4	7	TO BE RETAINED WITH STD 210 AND STD 213.
118	1		CHP 78B, 'X' NUMBER LOG (076)	P		3			4	7	
119			CHP 78B, 'X' NUMBER LOG(FIELD DIVISION ONLY) (076)	P		1			1		

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 2/2015)

(35) APPROVAL NUMBER 2019-197										(36) Page 17 of 178 Pages	
ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
120	3		CHP 78C, BID OPENING ATTENDANCE (076)	P		3		4	7		TO BE RETAINED WITH STD 210 AND STD 213.
121	4		CHP 78D, BID/PROPOSAL RECORD (076)	P		3		4	7		TO BE RETAINED WITH STD 210 AND STD 213.
122	3		CHP 78E, CONTRACT BENEFITS SUMMARY (076)	P		3		4	7	X	RETAIN WITH STD 210 AND STD 213. GC 6254(c) WITNESS DESTRUCTION.
123	0		CHP 78F, CONTRACT CASH PAYMENT SUMMARY (076)	P		1		3	4	X	GC 6254(c) WITNESS DESTRUCTION
124	4		CHP 78F, CONTRACT CASH PAYMENT SUMMARY (ACCOUNTS PAYABLE ONLY) (076)	P		1			1	X	GC 6254(c) WITNESS DESTRUCTION
125	2		CHP 78R, REIMBURSABLE SERVICES CONTRACT REQUEST (076)	P		3		4	7		RETAIN WITH STD 210 AND STD 213.
126	2		CHP 78S, CONFLICT OF INTEREST STATEMENT - EMPLOYEE (076)	P		3		4	7		RETAIN WITH STD 210 AND STD 213.
127	9		CHP 78V, CONFLICT OF INTEREST STATEMENT AND CONFIDENTIALITY STATEMENT - VENDOR (076)	P		3		4	7		RETAIN WITH STD 210 AND STD 213.
128	9		CHP 78X, 'X' NUMBER SERVICE ORDER (X NUMBER COORDINATOR) (076)	P		3		4	7		ORIGINAL AREA FORMS.
129	3		CHP 78X, 'X' NUMBER SERVICE ORDER (ORIGINATING OFFICE) (076)	P		1			1		COPIES OF DIVISION FORMS.
130	75		CHP 79, AREA ROUTE SLIP (002)	P		*			*		*AFTER TRANSMITTAL OF INFORMATION MAY BE FILED WITH INFORMATION IF PERTINENT TO RECORD.
131	20		CHP 80, ASSET FORFEITURE DISBURSEMENT REQUEST (ORIGINATING OFFICE RETENTION) (065)	P		*+10			*+10		*AFTER CASE IS CLOSED.
132	30		CHP 80, ASSET FORFEITURE DISBURSEMENT REQUEST (065)	P		10			10		RETAINED BY FISCAL MANAGEMENT SECTION.

RECORDS RETENTION SCHEDULE

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(35) APPROVAL NUMBER 2019-197								(36) Page 18 of 178 Pages		
ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION			PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)		
133	5		CHP 81, RECEIPT OF STATE PROPERTY (091)	P		*+6			*+6	*EMPLOYED LIFE PLUS SIX YEARS AFTER SEPARATION.
134	4		CHP 82, NON-STATE EMPLOYEE EXPENSE CLAIM (071)	P		*		4	*+4	XI *FOUR YEARS FROM END OF FISCAL YEAR IN WHICH PREPARED OR AUDIT PLUS 12 MONTHS, WHICHEVER OCCURS FIRST. WITNESS DESTRUCTION.
135	2		CHP 83, RECORD OF CALNET, AND TOLL; OR CELLULAR TELEPHONE CALLS (047)	P		2			2	OR AUDIT PLUS SIX MONTHS, WHICHEVER OCCURS FIRST.
136	20		CHP 84, CAR WASH LOG (071)	P		*		4	*+4	*ONE YEAR FROM END OF FISCAL YEAR IN WHICH PREPARED. AFTER ONE YEAR, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.
137	3		CHP 84, CAR WASH LOG (ORIGINATING OFFICE RETENTION) (071)	P		2			2	
138	10		CHP 87, TRAVEL ADVANCE REQUEST (071)	P		*		4	*+4	*OR AUDIT, WHICHEVER OCCURS FIRST
139	10		CHP 87, TRAVEL ADVANCE REQUEST (ORIGINATING OFFICE RETENTION) (071)	P		2			2	SAME AS CHP 84.
140	2		CHP 88, INTERNAL FEASIBILITY STUDY REPORT (040)	P		3			3	
141	15		CHP 90, REPORT OF COURT APPEARANCE - CIVIL ACTION (071)	P		*		4	*+4	*FROM END OF FISCAL YEAR IN WHICH PREPARED.
142	15		CHP 90, REPORT OF COURT APPEARANCE - CIVIL ACTION (ORIGINATING OFFICE RETENTION) (071)	P		*+4			*+4	*FROM END OF FISCAL YEAR IN WHICH PREPARED. OR AUDIT, WHICHEVER OCCURS FIRST.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 2/2015)

(35) APPROVAL NUMBER										(36)	
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
143	25		CHP 92, PILOT'S MONTHLY FLIGHT TIME REPORT (018)	P	*				*		*TENURE AS PILOT.
144	25		CHP 93D, HELICOPTER TRAINING CHECKRIDE EVALUATION (018)	P	*				*		*TENURE AS PILOT.
145	10		CHP 93E, AIRPLANE TRAINING AND CHECKRIDE EVALUATION (018)	P	*				*		*TENURE AS PILOT.
146	20		CHP 93F, AIRCRAFT FLIGHT HOUR LOG (018)	P	*				*		*LIFE OF AIRCRAFT.
147	6		CHP 93F, AIRCRAFT FLIGHT HOUR LOG (ORIGINATING OFFICE RETENTION) (018)	P	3				3		
148	10		CHP 93G, AIRCRAFT INSPECTION REPORT (018)	P	*				*		*LIFE OF AIRCRAFT.
149	25		CHP 93K, FLIGHT CREW PERFORMANCE EVALUATION (018)	P	*				*		*TENURE AS PILOT OR FLIGHT OFFICER.
150	1		CHP 93L, PILOT ASSIGNMENT APPLICATION (018)	P	2				2		
151	2		CHP 93N, HELICOPTER LOAD CALCULATION (018)	P	6 months				6 months		
152	16		CHP 93P, DIVISION AIR UNIT SAFETY INSPECTION (018)	P	2				2		
153	2		CHP 93Q, FLIGHT OFFICER EVALUATION (018)	P	2				2		
154	2		CHP 93R, DIVISION AIRCRAFT FUEL SUMMARY (018)	P	*				*		*LIFE OF AIRCRAFT
155	20		CHP 93S, HELICOPTER FLIGHT HOUR LOG (018)	P	*				*		*LIFE OF AIRCRAFT
156	3		CHP 94, EMPLOYEE GRIEVANCE/COMPLAINT (007)	P	5				5	X	FROM DATE OF FINAL ACTION. GC 6254(f) WITNESS DESTRUCTION
157	2		CHP 95, RECEIPT OF GENERAL ORDER 100.95 POLICY REVIEW (063)	P	*				*		*UNTIL SUPERSEDED. RETAIN IN FIELD FOLDER.

RECORDS RETENTION SCHEDULE

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(35) APPROVAL NUMBER 2019-197										(36) Page 20 of 178 Pages	
ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
158			CHP 96, VEHICLE THEFT INFORMATION SYSTEM - REPORT REQUEST (065)	P		3			3		TO INCLUDE NEW ALLIED AGENCIES ON OUR VEHICLE THEFT INFORMATION SYSTEM.
159	12		CHP 97 Series, MONTHLY INVENTORY CONTROL REPLACEMENT VIN PLATES (065)	P	*			*	X		*UNTIL MICROFILMED OR SCANNED & VERIFIED. GC 6254(f) WITNESS DESTRUCTION
160	0		CHP 97 Series, MONTHLY INVENTORY CONTROL REPLACEMENT VIN PLATES (065)	D		50			50	X	PREVIOUSLY RETAINED IN FIELD SUPPORT SECTION (042), RECORDS CONVERTED TO CD. GC 6254(f) WITNESS DESTRUCTION
161	0		CHP 97 Series, MONTHLY INVENTORY CONTROL REPLACEMENT VIN PLATES (065)	S		50			50	X	GC 6254(f) WITNESS DESTRUCTION
162	12		CHP 97 Series, MONTHLY INVENTORY CONTROL REPLACEMENT VIN PLATES (065)	CD		50			50	X	RETAINED IN FIELD SUPPORT SECTION (042). GC 6254(f) WITNESS DESTRUCTION
163	90		CHP 97 Series, MONTHLY INVENTORY CONTROL REPLACEMENT VIN PLATES (ORIGINATING OFFICE RETENTION) (065)	P		3			3	X	OR SIX MONTHS AFTER AUDIT, WHICHEVER OCCURS FIRST. VIN: VEHICLE IDENTIFICATION NUMBER, GC 6254(f) WITNESS DESTRUCTION
164	0		CHP 97B, VIN PAPERWORK REPRODUCTION MASTER OVERLAY (065)	P	*			*	X		*SAME AS CHP 97. USED TO LINE UP DMV FORMS, DRIVER LICENSE, VIN TAG & REPLACEMENT VIN TAG FOR SUBMISSION OF MONTHLY REPORT.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 2/2015)

(35) APPROVAL NUMBER							2019-197		(36)		
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION			PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
165	0		CHP 97B, VIN PAPERWORK REPRODUCTION MASTER OVERLAY (065)	D		50			50	X	SAME AS CHP 97.
166	0		CHP 97B, VIN PAPERWORK REPRODUCTION MASTER OVERLAY (065)	CD		50			50	X	SAME AS CHP 97. RETAINED IN FIELD SUPPORT SECTION (042).
167	12		CHP 98A, DIVISION DRUG TASK FORCE SUMMARY REPORT (065)	P		3			3		
168			CHP 98B, HEADQUARTERS DRUG TASK FORCE OPERATIONS REPORT (065)	P		3			3		
169	8		CHP 99, RADAR/LIDAR SPEED AND DISTANCE ESTIMATION (061)	P		1			1		
170	1		CHP 99A, RADAR/LIDAR RANGE AND SPEED DETERMINATION TEST (061)	P		1			1		
171	2		CHP 99B, RADAR CALIBRATION LOG (061)	P		36 months			36 months		
172	3		CHP 99C, RADAR/LIDAR OPERATOR LOG FOR MULTIPLE UNIT ENFORCEMENT (061)	P		1			1		
173	22		CHP 99D, RADAR/LIDAR REPORT (061)	P		*+1			*+1		*LIFE OF EQUIPMENT. (APPROXIMATELY 10 YEARS)
174	11		CHP 99E, RADAR/LIDAR TARGET ROADWAY RECORD (061)	P		*+1			*+1		*UNTIL RADAR/LIDAR PROGRAM ENDS.
175	4		CHP 99F, RADAR/LIDAR UNIT RECORD (061)	P		*			*		*LIFE OF EQUIPMENT.
176	20		CHP 99G, RADAR PROGRAM RECORD (061)	P		*			*		*UNTIL RADAR/LIDAR PROGRAM ENDS.
177	12		CHP 99H, RADAR/LIDAR PROGRAM AUDIT (061)	P		2			2		RETENTION OF (2) YEARS IN ORIGINATING OFFICE.
178	1		CHP 99J, LIDAR CALIBRATION LOG (061)	P		1			1		

RECORDS RETENTION SCHEDULE

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(35) APPROVAL NUMBER 2019-197										(36) Page 22 of 178 Pages	
ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
179	50		CHP 100, OFFICER EVALUATION/ ACTIVITY SUMMARY (097)	P	*				*		*CURRENT YEAR. AFTER PREPARATION OF CHP 118, RETAIN WITH CHP 118 IN FIELD FOLDER. DETACH WHEN TRANSFERRED UNLESS VOLUNTARILY TRANSFERRED. HPM 10.10, CHAPTER THREE.
180	3		CHP 100C, SUMMARY OF COMMERCIAL ACTIVITIES (062)	P	1				1		
181	1		CHP 100CDT, CADET EVALUATION SUMMARY (091)	P	3				3		RETENTION OF 3 YEARS BY OPI -091.
182	12		CHP 100D, WEEKLY FIELD ACTIVITIES REPORT, *MCSO (062)	P	2				2		*MCSO: MOTOR CARRIER SAFETY OPERATIONS
183	2		CHP 100DTF, DRUG TASK FORCE PERSONNEL ACTIVITY (065)	P	3				3		
184	1		CHP 100E, MONTHLY ACTIVITY REPORT, SCHOOL PUPIL AND FARM LABOR SAFETY (061)	P	1				1		
185	1		CHP 100EC, ENVIRONMENTAL CRIMES INVESTIGATOR EVALUATION/ACTIVITY SUMMARY (062)	P	3				3		
186	1		CHP 100I, CRIMINAL INVESTIGATIONS ACTIVITY SUMMARY (065)	P	3				3		NEW FORM, CHP 100I, 3 YR RETENTION
187	4		CHP 100M, MAIT PERSONNEL EVALUATION/ACTIVITY SUMMARY (061)	P	3				3		RETENTION 3 YEARS BY *MAIT: MULTI-DISCIPLINARY ACCIDENT INVESTIGATION TEAM. NEW OPI - 061 (old 065).
188	14		CHP 100PSD, MONTHLY JOB PERFORMANCE SUMMARY (048)	P	*+3				*+3		*CURRENT YEAR.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 2/2015)

(35) APPROVAL NUMBER							2019-197				(36)	
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
189			CHP 100S, COMMERCIAL QUARTERLY STAFFING AND CERTIFICATION REPORT (062)	M		3			3		RETENTION OF 3 YEARS BY AREA, DIVISION AND HEADQUARTERS - OPI 062. HPM 82.6, CHAPER 16; ELECTRONIC FORM.	
190	24		CHP 101, APPROPRIATE USE OF AUTOMATED INFORMATION & SYSTEMS STATEMENT (041)	P		*+2			*+2		*CURRENT YEAR. THREE YEARS CONCURRENTLY.	
191	1		CHP 101A, AGREEMENT WITH OUTSIDE ENTITIES TO ESTABLISH REMOTE ACCESS PRIVILEGES TO CHP AUTOMATED COMPUTER SYSTEMS & INFORMATION (041)	P		*			*		*UNTIL SUPERSEDED. RENEWED ANNUALLY.	
192	1		CHP 101C, AGREEMENT WITH OUTSIDE ENTITIES TO ESTABLISH ACCESS PRIVILEGES TO CHP XML FEED (041)	P		3			3			
193	12		CHP 101D, APPROPRIATE USE OF STATE OWNED TELECOMMUNICATIONS DEVICES (047)	P		*+3			*+3		*LIFE OF DEVICE. COMPLETED BY EMPLOYEES AT THE TIME OF ASSIGNMENT OF PERSONAL COMMUNICATION DEVICES.	
194	12		CHP 102, ADDRESS AND EMERGENCY INFORMATION (096)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING UNTIL CHECKED.	
195	0		CHP 102, ADDRESS AND EMERGENCY INFORMATION (096)	M		*			*	XI	*UNTIL SCANNED & CHECKED. VC 1808.4, GC 6254(c), CC 1798.3(c)(1) WITNESS DESTRUCTION	
196	26		CHP 102, ADDRESS AND EMERGENCY INFORMATION (ORIGINATING OFFICE) (096)	P		*			*	XI	*UNTIL SUPERSEDED. VC 1808.4, GC 6254(c), CC 1798.3(c)(1) WITNESS DESTRUCTION	

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ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
197	40		CHP 103, CERTIFICATE OF RELEASE FROM CUSTODY (061)	P		4			4		ATTACHED TO CHP 202. PC 849, 951.6, AND 853.6.
198	0		CHP 104, EVENT CALENDAR REQUEST (003)	P		1			1		
199	1		CHP 105, RESIDENT POST LEASE AGREEMENT (MONTH TO MONTH) (078)	P	*			2	*+2	XI	* EXPIRATION OF LEASE
200	12		CHP 107, FACILITY ALTERATION/RECONFIGURATION JUSTIFICATION (078)	P		*5			*5		* RETENTION OF APPROVED FORM FOR 5 YEARS BY OPI. ALSO, AN OPI 078 - DATA BASE FOR ALL CHP 107 FORM REQUESTS.
201	12		CHP 107A, FACILITY ALTERATION/RECONFIGURATION ANALYSIS (078)	P		*5			*5		* RETENTION OF COMPLETED AND APPROVED FORMS FOR 5 YEARS BY OPI. ALSO, AN OPI 078 - DATA BASE FOR ALL CHP 107A FORMS..
202	1		CHP 109, ADDITIONAL HARDWARE/SOFTWARE AND SECURITY MANAGEMENT (041)	P	*				*		*EMPLOYED LIFE
203	2		CHP 111, TRAINING ACTIVITY LOG (062)	P		2			2		
204	1		CHP 110, CONFIDENTIALITY AGREEMENT (040)	P		3			3	XI	WITNESS DESTRUCTION
205	4		CHP 111A, MOTOR CARRIER FIELD TRAINING DAILY LOG (062)	P		2			2		
206	4		CHP 111B, TRAINING CERTIFICATION RECORD (062)	P		*			*	XI	*RETAINED IN FIELD PERSONNEL FILE. DESTROY UPON SEPARATION.
207	1		CHP 111C, MOTOR CARRIER TRAINEE PROGRESS REPORT (062)	P		2			2		
208	15		CHP 112, MANAGEMENT SUMMARY (097)	P		3			3		

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION			PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
209	6		CHP 113, ACCIDENT AND INJURY REPORT (016)	P		*+5			*+5		*CURRENT YEAR. RETAIN IN OCCUPATIONAL SAFETY UNIT AND ORIGINATING OFFICE.
210	2		CHP 113A, SAFETY INSPECTION CHECKLIST (016)	P		*+3			*+3		*CURRENT YEAR.
211	4		CHP 113B, HAZARD REPORT/ INSPECTION (016)	P		*+3			*+3		*CURRENT YEAR.
212	1		CHP 114, DESIGNATION AS SAFE STOPPING/PARKING PLACE (INHALATION HAZARDS) (062)	P		*			*		*UNTIL SUPERSEDED.
213			CHP 114A, DESIGNATION AS SAFE STOPPING PLACE (EXPLOSIVES) (062)	P		*			*		*UNTIL SUPERCEDED
214	5		CHP 115, TRAINEE CHECKLIST (091)	P		1	3		3	XI	PC 832.7, CC 1798.3 WITNESS DESTRUCTION
215			CHP 115A, DAILY OBSERVATION REPORT (091)	P		1	5		5	XI	PC 832.7, CC 1798.3 WITNESS DESTRUCTION ADDITIONAL LOCATION - ACADEMY FOR 5 YRS
216			CHP 115B, PERFORMANCE LOG (091)	P		1	5		5	XI	PC 832.7, CC 1798.3 WITNESS DESTRUCTION **SAME AS 115A
217			CHP 115C, END OF PHASE REPORT (091)	P		1	5		5	XI	PC 832.7, CC 1798.3 WITNESS DESTRUCTION - **SAME AS 115A
218			CHP 115D, FIELD TRAINING OFFICER CRITIQUE (091)	P		1	5		5	XI	PC 832.7, CC 1798.3 WITNESS DESTRUCTION **SAME AS 115A
219			CHP 115E, FIELD TRAINING PROGRAM DOCMPLETION RECORD/COMPETENCY ATTESTATION (091)	P		1		2	3	XI	PC 832.7, CC 1798.3 WITNESS DESTRUCTION **SAME AS 115A
220			CHP 115F, FIELD TRAINING AND EVALUATION PROGRAM CRITIQUE (091)	P		1	5		5	XI	PC 832.7, CC 1798.3 WITNESS DESTRUCTION **SAME AS 115A

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						OFFICE	DEPT.	SRC			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
221			CHP 115G, WRITTEN EXTENSION TRAINING PLAN (091)	P		1	5			XI	PC 832.7, CC 1798.3 WITNESS DESTRUCTION **SAME AS 115A
222	12		CHP 116, DARFUR CONTRACTING ACT CERTIFICATION (076)	P		*			*		*UNTIL CONTRACT IS COMPLETED.
223			CHP 117 SERIES REPRODUCTION REQUEST (ORIGINATING OFFICE) (076)	P		1			1		
224			CHP 117 SERIES REPRODUCTION REQUEST (REPRODUCTION UNIT) (076)	P		2			2		
225	1		CHP 117 REPRODUCTION REQUEST (AUTOMATED BUSINESS SOLUTIONS) (076)	P		*2			*2	XI	*RETENTION 1-YEAR FOR ORIGINATING AREA OFFICE. RETENTION 2-YEARS FOR REPRODUCTION UNIT - OPI. ABS: UNTIL LIFE OF FORM OR PUBLICATION IS NO LONGER IN USE.
226	1		CHP 117C, REPRODUCTION REQUEST - COLOR (076)	P		*1			*2	XI	* RETENTION *1 YEAR FOR ORIGINATING OFFICE. * RETENTION *2 YEARS FOR REPRODUCTION UNIT. NOTE: FORM REMAINS FOR THE LIFE OF THE FORM CHP 117C OR PUBLICATION.
227	33		CHP 118 UNIFORMED SERIES, PERFORMANCE APPRAISAL, (FIELD FOLDER) (097)	P		*+4			*+4	XI	*REFER TO G.O 100.11 AND HPM 10.10 CHAPTER 3. RETAINED IN FIELD FOLDER CURRENT YEAR PLUS THREE. GC625(c)CC1798.3 WITNESS DESTRUCTION.

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ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION			PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)	
228			CHP 118 UNIFORMED SERIES, PERFORMANCE APPRAISAL (OFFICIAL PERSONNEL FOLDER) (097)	P		*			*	XI *RETAIN THE LATEST THREE FULL REPORTS REGARDLESS OF AGE. (REFER TO HPM 10.3, CHAPTER 30) SCANNED AND RETAINED IN PERSONNEL FILES UNIT. Gc 6254 (c) CC 1798.3 WITNESS DESTRUCTION
229	0		CHP 118 NONUNIFORMED SERIES, PERFORMANCE APPRAISAL (OFFICIAL PERSONNEL FOLDER) (097)	M		*			*	XI *RETAIN THE LATEST THREE FULL REPORTS REGARDLESS OF AGE (REFER TO HPM 10.3, CHAPTER 30) SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), CC 1798.3 WITNESS DESTRUCTION
230	20		CHP 118A, PERFORMANCE APPRAISAL OF PERMANNET EMPLOYEE, (INDIVIDUAL DEVELOPMENT PLAN FOR FUTURE JOB) (097)	P		*+5			*+5	XI OPI Change from 077 to 097. ALSO, FORM TITLE CHANGE TO: PERFORMANCE APPRAISAL OF PERMANNET EMPLOYEE. NOTE: FORM CHP 118A RETAINED BY ORIGINATING OFFICE AND HR -PERSONNEL FILES OF *5 YEARS, (REFER TO HPM 10.10, CHAPTER 15) GC 6254(c)CC1798.3 WITNESS DESTRUCTION. THIS FORM IS PART OF THE CHP 118 SERIES AND WILL REPLACE THE CHP 120.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
231			CHP 119, MOTOR CARRIER SPECIALIST FIELD OBSERVATION REPORT (OFFICIAL PERSONNEL FOLDER) (062)	M		*			*	XI	*SAME AS CHP 118 NONUNIFORMED (OPF). SCANNED AND RETAINED IN PERSONNEL FILES UNIT.
232	4		CHP 119, MOTOR CARRIER SPECIALIST FIELD OBSERVATION REPORT (FIELD FOLDER) (062)	P		*+3			*+3	XI	SAME AS CHP 118 NONUNIFORMED (FF).
233	4		CHP 120, INDIVIDUAL DEVELOPMENT PLAN FOR FUTURE JOB PERFORMANCE OF PERMANENT EMPLOYEE (OPF) (097)	P		*+3			*+3	XI	*SAME AS CHP 118 NONUNIFORMED (OFFICIAL PERSONNEL FOLDER).
234	0		CHP 120, INDIVIDUAL DEVELOPMENT PLAN FOR FUTURE JOB PERFORMANCE OF PERMANENT EMPLOYEE (OPF) (097)	M		*			*	XI	*SAME AS CHP 118 NONUNIFORMED. SCANNED AND RETAINED IN PERSONNEL FILES UNIT.
235	25		CHP 121, EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS (033)	P		*			*	XI	*UNTIL SCANNED & CHECKED. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION
236			CHP 121, EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS (033)	M		*+30			*+30	XI	Note: * All CHP 121 Series Forms: CHP 121, (A, B, C, D & E), shall be sent to HR- Personnel Files and retained for the life of the employee plus 30 years to cover a retention length for any/all legal and/or disability related issues. *Area(s) shall retain form copies in the officer's medical folder for the employment history of the employee. CAL/OSHA REQUIREMENT. GC 6254(c), PC 832.7, CC 1798.3, WITNESS DESTRUCTION

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
237	25		CHP 121, EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS (ORIGINATING OFFICE) (033)	P		5			5	XI	GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION
238	25		CHP 121A, SUPERVISORY REVIEW OF OCCUPATIONAL INJURY, ILLNESS OR EXPOSURE (033)	P	*			*	*	XI	*UNTIL SCANNED & CHECKED. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION
239			CHP 121A, SUPERVISORY REVIEW OF OCCUPATIONAL INJURY, ILLNESS OR EXPOSURE (033)	M		*+30			*+30	XI	Note: * All CHP 121 Series Forms: CHP 121, (A, B, C, D & E), shall be sent to HR-Personnel Files and retained for the life of the employee plus 30 years to cover a retention length for any/all legal and/or disability related issues. *Area(s) shall retain form copies in the officer's medical folder for the employment history of the employee. CAL/OSHA REQUIREMENT. GC 6254(c), PC 832.7, CC 1798.3, WITNESS DESTRUCTION
240	25		CHP 121A, SUPERVISORY REVIEW OF OCCUPATIONAL INJURY, ILLNESS OR EXPOSURE (ORIGINATING OFFICE RETENTION) (033)	P	*			*	*	XI	* LIFE OF EMPLOYEE.

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ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
241	10		CHP 121B, EMPLOYEE REPORT OF INJURY (033)	P		*+30			*+30	XI	Note: * All CHP 121 Series Forms: CHP 121, (A, B, C, D & E), shall be sent to HR-Personnel Files and retained for the life of the employee plus 30 years to cover a retention length for any/all legal and/or disability related issues. *Area(s) shall retain form copies in the officer's medical folder for the employment history of the employee. CAL/OSHA REQUIREMENT. GC 6254(c), PC 832.7, CC 1798.3, WITNESS DESTRUCTION
242	0		CHP 121B, EMPLOYEE REPORT OF INJURY (033)	M		*+30			*+30	XI	*SAME AS CHP 121. LIFE OF EMPLOYEE, SCANNED AND RETAINED IN PERSONNEL FILES UNIT.
243	10		CHP 121B, EMPLOYEE REPORT OF INJURY (ORIGINATING OFFICE) (033)	P		5			5	XI	
244	60		CHP 121C, MEDICAL INFORMATION RELEASE AUTHORIZATION (033)	P		*			*	XI	*SAME AS CHP 121.

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STATE RECORDS PROGRAM

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION			PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	
245			CHP 121C, MEDICAL INFORMATION RELEASE AUTHORIZATION (033)	M		*			*+30	XI	Note: * All CHP 121 Series Forms: CHP 121, (A, B, C, D & E), shall be sent to HR-Personnel Files and retained for the life of the employee plus 30 years to cover a retention length for any/all legal and/or disability related issues. *Area(s) shall retain form copies in the officer's medical folder for the employment history of the employee. CAL/OSHA REQUIREMENT. GC 6254(c), PC 832.7, CC 1798.3, WITNESS DESTRUCTION
246	10		CHP 121C, MEDICAL INFORMATION RELEASE AUTHORIZATION (ORIGINATING OFFICE RETENTION) (033)	P		5			5	XI	

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ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA & IPA (47)	REMARKS (48)	
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)			
247	24		CHP 121D, INJURY/ILLNESS STATUS REPORT (033)	P		*+30			*+30	XI	Note: * All CHP 121 Series Forms: CHP 121, (A, B, C, D & E), shall be sent to HR-Personnel Files and retained for the life of the employee plus 30 years to cover a retention length for any/all legal and/or disability related issues. *Area(s) shall retain form copies in the officer's medical folder for the employment history of the employee. CAL/OSHA REQUIREMENT. GC 6254(c), PC 832.7, CC 1798.3, WITNESS DESTRUCTION	
248	1		CHP 121E, SUPERVISORY REVIEW OF INJURY (033)	P		*+30			*+30	XI	Note: * All CHP 121 Series Forms: CHP 121, (A, B, C, D & E), shall be sent to HR-Personnel Files and retained for the life of the employee plus 30 years to cover a retention length for any/all legal and/or disability related issues. *Area(s) shall retain form copies in the officer's medical folder for the employment history of the employee. CAL/OSHA REQUIREMENT. GC 6254(c), PC 832.7, CC 1798.3, WITNESS DESTRUCTION	
249	1		CHP 121F, SUPERVISOR'S ACCIDENT INVESTIGATION REPORT (033)	P	3				3	XI		

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
250			CHP 122, 25 YEAR AWARD CERTIFICATE (096)	P		*			*		*LIFE OF EMPLOYEE
251	4		CHP 122A, DISPATCH MEDIA RECORD (048)	P		1			1		END OF CALENDAR YEAR AFTER PREPARATION OF ANNUAL REPORT.
252	8		CHP 125, WEAPON CONTROL MEMORANDUM (091)	P		*+3			*+3		*CURRENT YEAR.
253	18		CHP 126, COURSE RECORD (EMR & CPR) (091)	P		3			3		HPM 70.2, CHAPTER 8 - (EMERGENCY MEDICAL RESPONDER & CARDIOPULMONARY RESUSITATION)
254	12		CHP 126C, CARDIOPULMONARY RESUSITATION TEST (091)	P		3			3		HPM 70.2, CHAPTER 8
255			CHP 126D, FOR THE PROFESSIONAL RESCUER (CPR) CARD (091)	P		2			2		HPM 70.2, CHAPTER 8
256			CHP 126E, CARDIOPULMONARY INSTRUCTOR (CARD) (091)	P		2			2		HPM 70.2, CHAPTER 8
257	20		CHP 127, REQUEST FOR POSITION ACTION (097)	P		*			*		*EMPLOYED LIFE. RETAINED IN CLASSIFICATION & HIRING SECTION.
258	5		CHP 127, REQUEST FOR POSITION ACTION (ORIGINATING OFFICE) (097)	P		1			1		
259	24		CHP 128, REQUEST FOR PERSONNEL ACTION (PERSONNEL FILES UNIT) (097)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING UNTIL RECHECKED.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION			PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	
260	0		CHP 128, REQUEST FOR PERSONNEL ACTION (097)	M		*			*	XI	*EMPLOYED LIFE SCANNED AND RETAINED IN PERSONNEL FILES UNIT. **RETAINED ON FILE IN COMMAND FOR TWO(2) YEARS. GC 6254©, CC 1798.34 WITNESS DESTRUCTION
261	3		CHP 128, REQUEST FOR PERSONNEL ACTION (ORIGINATING OFFICE RETENTION) (097)	P		2			1	XI	GC 6254(c), CC 1798.34 WITNESS DESTRUCTION
262	6		CHP 129, DUTY STATEMENT, (ORIGINATING OFFICE AND PERSONNEL FILE SERVICES) (097)	P		*5			*5		RETENTION: * HR - PERSONNEL FILE SERVICES RETAIN CURRENT, REGARDLESS OF DATE, AND ANY PRIOR STATEMENTS FOR 5 YEARS, IN HEADQUARTER'S PERSONNEL FILE.* ORIGINATING OFFICE RETAIN IN FIELD FOLDER UNTIL SUPERSEDED.
263	1		CHP 129P, DUTY STATEMENT (097)	P		*			**		*SAME AS CHP 129 **UNTIL SUPERSEDED @ ORIGINATING OFFICE USED FOR PSO, PSD, PSDI AND PSDII POSITIONS
264	10		CHP 130, CLAIM FOR REIMBURSEMENT - UNIFORM OR EQUIPMENT DAMAGE (071)	P		*		4	*+4		*RETAINED WITH CLAIM SCHEDULE, 'STD 218B. SAME AS STD 107.
265	0		CHP 131, PROMOTIONAL DEVELOPMENT ASSESSMENT (097)	P		*			*	XI	*EMPLOYED LIFE GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION

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						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
266	0		CHP 132, SPECIAL NUCLEAR MATERIAL DETECTION LOG (062)	P		3			3	X	GC 6254(f) WITNESS DESTRUCTION
267	0		CHP 133, SURVEY METER/DOSIMETER USE LOG (062)	P		3			3	X	GC 6254(f) WITNESS DESTRUCTION
268	0		CHP 133, SURVEY METER/DOSIMETER USE LOG (062)	P		*+30			*+30	X	*EMPLOYED LIFE, IF EXPOSED. SUBMITTED WITH CHP 407E. GC 6254(f) WITNESS DESTRUCTION
269	5		CHP 134, ANNUAL SURVEY REPORT: HOME STORAGE OF STATE-OWNED VEHICLES (003)	P		4			4		RETAINED BY ASSISTANT COMMISSIONER STAFF.
270	12		CHP 135, INVESTIGATION ASSISTANCE REQUEST (065)	P		4			4	X	ATTACHED TO CHP 202. GC 6254(f) WITNESS DESTRUCTION
271	2		CHP 136, VEHICLE THEFT PERSONNEL ACTIVITY/ COMMERCIAL VEHICLE THEFT PERSONNEL ACTIVITY (065)	P		2			2		CURRENT YEAR PLUS SIX MONTHS; MAXIMUM TWO YEARS.
272	0		CHP 136A, MISCELLANEOUS CASE LOG (065)	P		2			2		SAME AS CHP 136.
273	2		CHP 136B, THEFT AND RECOVERY DATA (065)	P		*			*		*REVIEW FOR CONTINUING VALUE AT THE END OF ONE YEAR, RETAIN SECOND YEAR IF REQUIRED.
274	1		CHP 136C, VEHICLE THEFT/ COMMERCIAL VEHICLE PERSONNEL ACTIVITY SUMMARY (065)	P		2			2		SAME AS CHP 136.
275	1		CHP 136D, CONFIDENTIAL FUND LEDGER (065)	P		2			2		SAME AS CHP 136.
276	4		CHP 136E, VEHICLE THEFT REPORT (065)	P		2			2		SAME AS CHP 136.
277	0		CHP 136F, INVESTIGATOR ORIENTATION/TRAINING PROGRAM (065)	P		*			*		*UNTIL TRAINING COMPLETE

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
278	1		CHP 136G, BUSINESS/VEHICLE INSPECTION (065)	P		2			2	XI	SAME AS CHP 136. USED FOR BUSINESS AND VEHICLE INSPECTION (2805 CVC). RETAIN BY OPI FOR 2-YEARS.
279	2		CHP 136H, FEAR/N. FEAR PERSONNEL ACTIVITY (065)	P		2			2		SAME AS CHP 136.
280	1		CHP 136T, FEAR/N.FEAR SEMI-ANNUAL TOTALS REPORT (065)	P		2			2		CHP 136T, 2 YR RETENTION
281	1		CHP 136Y, CASE STATUS REPORT (065)	P		3			3		NEW FORM, CHP 136Y, 3 YEAR RETENTION
282	1		CHP 136Z, DETECTIVE ORIENTATION/TRAINING PROGRAM (065)	P		3			3		RETENTION OF 3-YEARS BY OPI 065 - FIELD SUPPORT SECTION AND ORIGINATING OFFICE.
283	10		CHP 137 SERIES, FIELD PERSONNEL FOLDER ANNUAL REVIEW (02/091)	P		*			*		*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING UNTIL RECHECKED.
284	0		CHP 137A, PERSONNEL TRANSFER CHECKLIST (096)	P		*			*		*DESTROY WHEN TRANSFER IS COMPLETED

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(35) APPROVAL NUMBER							2019-197		(36)		
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				REMARKS	
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	
285	0		CHP 137C, FIELD PERSONNEL FOLDER ANNUAL REVIEW (096)	M		*+6			*+6	X	* EMPLOYED LIFE. *UNTIL PLAN IS COMPLETED OR SUPERSEDED IN FIELD PERSONNEL FILE.. Change of OPI of 034 to 096. G.O. 10.23., Change from UPWARD MOBILITY CAREER PLAN and replace with Career Development Plan (if applicable). Add - to Section B, CHP 14, Leadership Development Plan. Changes: 091 -161, Motorcycle Performance Evaluation in the Training File section to 091 -044, Motorcycle Enforcement Training Evaluation Report.
286	0		CHP 137C, FIELD PERSONNEL FOLDER ANNUAL REVIEW (UNIFORMED) PERSONNEL FILES UNIT (096)	M		*			*		*EMPLOD LIFE. UNTIL SUPERSEDED OR EMPLOYEE SEPARATION, CASE MANAGEMENT UNIT DISCRETION, DEPENDING ON CASE CIRCUMSTANCES, IN FIELD PERSONNEL FILE.
287	0		CHP 137CN, FIELD PERSONNEL FOLDER ANNUAL REVIEW (NON-UNIFORMED) (096)	M		*			*		*EMPLOYED LIFE. G.O 10.23, Change of OPI from 032 to 096.
288	0		CHP 137CN, FIELD PERSONNEL FOLDER ANNUAL REVIEW (NON-UNIFORMED) PERSONNEL FILES UNIT (096)	M		*			*		*EMPLOYEED LIFE OR UNTIL SUPERSEDED OR EMPLOYEE SEPARATION, CASE MANAGEMENT UNIT DISCRETION, DEPENDING ON CASE CIRCUMSTANCES.

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(35) APPROVAL NUMBER							2019-197				(36) Page 38 of 178 Pages	
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
289			CHP 138, APPLICATION FOR MOTORCYCLE TRAINING (091)	P		*			*	XI	*RETAINED IN AREA UNTIL EMPLOYEE SCHEDULED FOR MOTORCYCLE TRAINING AND FILED WITH CHP 137 FOR DURATION OF EMPLOYEE RIDING MOTORCYCLE.	
290	8		CHP 139 SERIES, LEGISLATIVE PROPOSALS (012)	P		10		10	20		RETAINED AT SPECIAL REPRESENTATIVE. INCLUDES CHP 139A, B, C.	
291	13		CHP 139 SERIES, LEGISLATIVE PROPOSALS (012)	P		3			3		RETAINED AT HQ DIVISION. HQ SECTIONS MAY RETAIN AT COMMANDER'S DISCRETION OR MAXIMUM OF THREE YEARS. EXCEPTION: NO HQ DIVISION OR SECTION RETENTION OF CHP 139A.	
292	875		CHP 140, COMPLAINT-DISPATCH-APB REPORT (048)	P		36 months			36 months	XI	WHEN DOCUMENTED AS PART OF CAD (COMPUTER-AIDED DISPATCH) INCIDENT LOG. GC 6254(f), CC 1798.34 WITNESS DESTRUCTION	
293	12		CHP 141, FIELD SERVICE REQUEST (048)	P		36 months			36 months	XI	WHEN DOCUMENTED AS PART OF CAD INCIDENT LOG. GC 6254(f), CC 1798.34 WITNESS DESTRUCTION	
294	9		CHP 142, SIGNAL 10-11 (048)	P		36 months			36 months		WHEN DOCUMENTED AS PART OF CAD INCIDENT LOG.	
295			CHP 143, SITE ACCESSIBILITY CHECKLIST (078)	P		*		2	*+2		*UNTIL NO LONGER OWNED OR OCCUPIED BY THE DEPARTMENT.	

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(35) APPROVAL NUMBER								(36)			
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION			PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
296	1		CHP 144, INCARCERATED-INJURED-VEHICLE REPORT (048)	P		1 week			1 week		
297	21		CHP 145 LIMITED TERM PURCHASE AGREEMENT (065)	P		*			*		*LIFE OF VEHICLE
298	1		CHP 147, MANAGEMENT INFORMATION RETRIEVAL SYSTEM (MIRS) REPORT REQUEST (096)	P		1			1		
299			CHP 148, EARLY INTERVENTION ENTRY (031)	P		*2			*2		RETENTION OF TWO YEARS OR UNTIL SUPERSEDED.
300			CHP 149, MERIT ISSUE COMPLAINT (097)	P		*2 YRS		*8 YRS	**10 YRS		* RETAIN IN OFFICE 2 YRS AND SRC 8 YRS - TOTAL OF 10 YRS
301	30		CHP 150, REFERENCE INQUIRY (094)	P		*			*	XI	*LIFE OF EMPLOYEE GC 6254 © PC 832.7 CC 1798 WITNESS DESTRUCTION
302			CHP 150, REFERENCE INQUIRY (094)	P		*4			*4	XI	*NOT HIRED: RETAIN IN CADET HIRING UNIT GC 1654 (c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION
303			CHP 150A, CREDIT CHECK LETTER (094)	P		*			*	XI	*LIFE OF EMPLOYEE, GC 6254 (c) PC 832.7, CC 1798 WITNESS DESTRUCTION
304			CHP 150B, INSURANCE VERIFICATION (094)	P		*			*	XI	*LIFR OF EMPLOYEE GC 6254 (c), PC 832.7, CC 1798 WITNESS DESTRUCTION
305			CHP 150C, EMPLOYMENT INQUIRY (094)	P		*			*	XI	*LIFE OF EMPLOYEE , GC 6254 (c) PC 832.7, CC 1798 WITNESS DESTRUCTION
306			CHP 150D, LAW ENFORCEMENT APPLICANT QUESTIONNAIRE (094)	P		*			*	XI	*LIFE OF EMPLOYEEGC 6254 (c), PC 837.7, CC 1798 WITNESS DESTRUCTION

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
307			CHP 150E, RESIDENCE INQUIRY (094)	P		*			**	XI	* LIFE OF EMPLOYEE PC 832.7, CC 179+8.3 (b) ** IF NOT HIRED RETAIN AT CADET HIRING FOR 4 YRS	
308			CHP 150F, FAMILY REFERENCE INQUIRY (094)	P		*			*	XI	*LIFE OF EMPLOYEE, PERSONNEL FILES IF NOT HIRED RETAIN AT CADET HIRING FOR 2 YRS PC 832.7, CC1798.3 (b) WITNESS DESTRUCTION	
309			CHP 151, EXAMINATION SECURITY AGREEMENT (097)	M		*			*		*UNTIL SUPERSEDED.	
310	4		CHP 151A-G SERIES, STATEMENT OF QUALIFICATIONS, CHP, EXAMINATION (097)	P		2			2	XI	GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION	
311	10		CHP 155, CONFIDENTIAL FUND (071)	P		2			2		RETENTION OF TWO YEARS BY OFFICE. HPM 81.1	
312	1		CHP 156, FLEET CARD USER AGREEMENT (074)	P		*			*		*At area of assignment until superceded + 1 year; renewed every 3 years	
313			CHP 157, COMMUNICATIONS TRAINING OFFICER PROGRAM - DAILY OBSERVATION REPORT (048)	P		*2			*2		*RETAIN AT EFFECTED COMMUNICATIONS CENTER CCSS (048) 1 YEAR	
314	80		CHP 157, COMMUNICATIONS TRAINING OFFICER PROGRAM, SERVICE DESK (048)	P		*2			*2		*RETAIN AT EFFECTED COMMUNICATIONS CENTER CCSS (048) 1 YEAR	
315			CHP 157A, COMMUNICATIONS TRAINING OFFICER PROGRAM END OF CYCLE REPORT (048)	P		*2			*2		*RETAIN AT CCSS (048) FOR 1 YEAR	
316			CHP 157B, COMMUNICATIONS TRAINING OFFICER PROGRAM REMEDIAL TRAINING PLAN (048)	P		*2			*2		*RETAIN AT CCSS (048) FOR 1 YEAR	

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
317			CHP 157C, COMMUNICATIONS TRAINING OFFICER PROGRAM FINAL EVALUATION - RADIO (048)	P		*2			*2		*RETAIN AT CCSS (048) FOR 1 YEAR
318			CHP 157D, COMMUNICATIONS TRAINING OFFICER PROGRAM FINAL EVALUATION - SERVICE DESK (048)	P		*2			*2		RETAIN AT CCSS (048) FOR 1 YEAR
319			CHP 157E, COMMUNICATIONS TRAINING OFFICER PROGRAM PERFORMANCE LOG (048)	P		*2			*2		*RETAIN AT CCSS (048) FOR 1 YEAR
320			CHP 157F, PUBLIC SAFETY DISPATCHER BASIC COURSE (048)	P		*2			*2		*RETAIN AT CCSS (048) FOR 1 YEAR
321			CHP 157R, COMMUNICATIONS TRAINING OFFICER PROGRAM CHECKLIST - RADIO (048)	P		*2			*2		*RETAIN AT CCSS (048) FOR 1 YEAR
322			CHP 157S, COMMUNICATIONS TRAINING OFFICER PROGRAM CHECKLIST - SERVICE DESK (048)	P		*2			*2		*RETAIN AT CCSS (048) FOR 1 YEAR
323			CHP 159, BASE STATION MONTHLY OPERATIONAL READINESS CHECKLIST (ORIGINATING OFFICE) (047)	P		3			3		RETENTION: EACH AREA OFFICE SHALL PERFORM A MONTHLY OPERATIONAL READINESS CHECK OF THE AREA BASE STATION RADIO. THIS FORM WILL BE USED TO TRACK THAT MONTHLY CHECK. THE AREA SHALL RETAIN THIS COMPLETED FORM FOR 3 YEARS.
324	18		CHP 160, ROLL CALL-BRIEFING ITEM (061)	P		2			2		IF POLICY IS INDICATED, HOLD UNTIL AREA SOP IS REVISED.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
325	6		CHP 161, POST TRAINING COURSE ROSTER (094)	P		3			3		REPLACES POST 2111. Change of OPI from 091 to 094. Confidential Information - involved parties
326	0		CHP 162A, PEACE OFFICER FUNERAL WORKSHEET (ACADEMY RETENTION) (091)	P		2			2		FROM DATE OF FUNERAL.
327	0		CHP 162A, PEACE OFFICER FUNERAL WORKSHEET (FIELD DIVISION RETENTION) (091)	P		1			1	X	PC 832.7, VC 1808.4, GC 6254(c) WITNESS DESTRUCTION
328	6		CHP 163, REASONABLE ACCOMMODATION (034)	P		*5			*5	XI	*RETAIN LENGTH: *LIFE OF THE EMPLOYEE PLUS 5-YEARS. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION.
329	1		CHP 163, REASONABLE ACCOMMODATION (ORIGINATING OFFICE RETENTION) (034)	P		*5			*5	XI	*RETAIN LENGTH: *LIFE OF THE EMPLOYEE PLUS 5-YEARS. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION.
330	10		CHP 163R, RELIGIOUS ACCOMMODATION REQUEST (034)	P		*5			*5	XI	*RETENTION LENGTH: *LIFE OF THE EMPLOYEE PLUS 5-YEARS. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION BY OEOO - OPI 034.
331			CHP 164, RECURRING REPORTS SCHEDULE (076)	P		*			*		*UNTIL SUPERSEDED.

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(35) APPROVAL NUMBER							2019-197				(36)
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
332	35		CHP 166 SERIES, MEAL TICKETS (091)	P		*+4			*+4	X	*ONE YEAR FROM END OF FISCAL YEAR IN WHICH PREPARED. AFTER ONE YEAR, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST. SAM 1750
333	0		CHP 168, ACTIVATE/INACTIVATE CALATERS ACCESS REQUEST (071)	P		3		1	4		RETENTION OF 3 YEARS IN OFFICE PLUS 1 YEAR AT SRC.
334	2		CHP 169 , MOVIE DETAIL FLYER WORKSHEET OF OVERTIME (ORIGINATING OFFICE) (071)	P		2			2		
335	4		CHP 169 , MOVIE DETAIL FLYER WORKSHEET OF OVERTIME (REIMBURSABLE SERVICES UNIT) (071)	P		1			1		
336	9		CHP 172 SERIES, BUDGET REQUEST (071)	P		4			4		RETENTION OF 4 YEARS BY OPI - 071.
337	1		CHP 172E, SPECIAL REPAIR PROJECT REQUEST (078)	P		*5		2	7		*RETENTION OF 7 YEARS BY ORIGINATING OFFICE AND BY OPI - 078, UNDER SERVICE CONTRACT OR AS AN X- NUMBER.
338	12		CHP 172 SERIES, BUDGET REQUEST (ORIGINATING OFFICE RETENTION) (071)	P		*4			4		*RETENTION OF 4 YEARS BY ORIGINATING OFFICE; EXCEPT BY AUDIT, WHICHEVER OCCURS FIRST BUT WITH A MINIMUM OF TWO YEARS.

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(35) APPROVAL NUMBER							(36)				
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
339	12		CHP 174, RIGHT TO PRIVACY ACKNOWLEDGEMENT (061)	P		*+2			*+2	XI	*AFTER ADJUDICATION, MINIMUM TWO YEARS, MAXIMUM 10 YEARS. PC 293(a), 'GC 6254(a), CC 1798 WITNESS DESTRUCTION
340	20		CHP 175, APPLICATION FOR EMERGENCY PROTECTIVE ORDER (061)	P		*+2			*+2	XI	*AFTER ADJUDICATION, MINIMUM TWO YEARS, MAXIMUM 10 YEARS FELONY. GC 6254(f), CC 1798 WITNESS DESTRUCTION
341	0		CHP 175A, INSTRUCTIONS FOR APPLICATION FOR EMERGENCY PROTECTIVE ORDER (061)	P	*			*	*		*NO RETENTION FOR THIS FORM
342	2		CHP 175F, EMERGENCY FIREARMS PROTECTIVE ORDER (061)	P		*2+			*2+	XI	*RETAIN FOR A MINIMUM OF (2) YEARS - TO THE MAXIMUM OF (10) YEARS: UNLESS CIRCUMSTANCES EXIST WHICH WARRANT ADDITIONAL RETENTION. ALSO, RETAIN A COPY WITH THE CORRESPONDING CHP 202 OR CHP 216. NOTE: (TRIPPLICATE FORM SIMILAR TO THE CHP 175, APPLICATION FOR THE EMERGENCY PROTECTIVE ORDER (CLETS).
343	0		CHP 176, PROTECTIVE ORDER CONTROL LOG (061)	P		4			4		FROM DATE OF LAST ENTRY.
344	12		CHP 177 SERIES, CHP MENTOR PROGRAM (013)	P		*+3			*+3		*CURRENT YEAR.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
345	2		CHP 178, DUI TASK FORCE ACTIVITY REPORT (066)	P		3			3		DUI: DRIVING UNDER INFLUENCE - HPM 70.4, RETENTION OF 3 YEARS BY AREA OFFICE AND IMPAIRED DRIVING SECTION, OPI 066.
346			CHP 179, MVARS PRE-SHIFT CHECKLIST (061)	P		1 YR			1 YR		EQUIPMENT CHECKLIST REQUIRED AS RESULT OF POLICY CHANGE IN THE USE OF MOBILE VIDEO/AUDIO RECORDING SYSTEMS
347	80		CHP 179D, CADET, CALIFORNIA HIGHWAY PATROL JOB BULLETIN (094)	P		4			4		RETENTION OF 4-YEARS BY OPI - PROFESSIONAL TRAINING SECTION, CADET HIRING UNIT.
348	220		CHP 180, VEHICLE REPORT STOLEN/RECOVERED (061)	P		*6			*6	XI	*REVERSE SIDE THEFT SUSPECTS. GC 6254(f) WITNESS DESTRUCTION
349	70		CHP 180, VEHICLE REPORT STOLEN/UNRECOVERED (061)	P		*10			*10	XI	*REVERSE SIDE AS TO THEFT SUSPECTS. GC 6254(f) WITNESS DESTRUCTION
350	10		CHP 180, VEHICLE REPORT - STORED (061)	P		2			2	XI	IF IMPOUNDED AS EVIDENCE, RETAIN UNTIL ALL COURT PROCEEDINGS ARE ADJUDICATED. SEE 22655.5 VC.
351	200		CHP 180, VEHICLE REPORT - LICENSE PLATES (061)	P		*+1			*+1	XI	*AFTER EXPIRATION OF REGISTRATION.
352	20		CHP 180B, STOLEN VEHICLE FOLLOW-UP (065)	P		6			6	XI	RECOVERED VEHICLES.
353	16		CHP 180B, STOLEN VEHICLE FOLLOW-UP (065)	P		10			10	XI	UNRECOVERED VEHICLES.

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ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
354	12		CHP 180F, VEHICLE FORFEITURE REPORT (061)	P		6			6	XI	USED IN JUDICIAL PROCEEDINGS.
355	2		CHP 180G, NOTICE OF FORFEITURE (061)	P		6			6		
356	24		CHP 181 SERIES, VEHICLE AND/OR COMPONENT PARTS (061)	P		*+2			*+2	XI	*AFTER CASE IS CLOSED.
357	1		CHP 183, CVC 9250.14 QUARTERLY EXPENDITURE REPORT (065)	P		*5			*5		RETENTION OF 5 YEARS BY FIELD SUPPORT SECTION. NOTE: CHP-183A AUTO POPULATES THE CHP-183, IN CONJUNCTION, WITH THE CHP-185, CVC 9250.14 CVC QUARTERLY EXPENDITURE REPORT, USED FOR REPORTING FUNDS, ACCOUNTABILITY AND UTILIZATION BY THE COUNTIES.
358	1		CHP 183A, CVC 9250.14 ANNUAL EXPENDITURE AND ACTIVITY SUMMARY (065)	P		*5			*5		RETENTION OF 5 YEARS BY FIELD SUPPORT SECTION. NOTE: CHP-183A AUTO POPULATES THE CHP-183, IN CONJUNCTION, WITH THE CHP-185, CVC 9250.14 CVC QUARTERLY EXPENDITURE REPORT, USED FOR REPORTING FUNDS, ACCOUNTABILITY AND UTILIZATION BY THE COUNTIES.
359	1		CHP 184, MONTHLY MOTORCYCLE INSPECTION LIST (091)	P		*2			*2		*RETENTION OF 2 YEARS BY OPI.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
360	1		CHP 185, CVC 9250.14 QUARTERLY ACTIVITY REPORT (065)	P		*5			*5		RETENTION OF 5 YEARS BY FIELD SUPPORT SECTION. NOTE: CHP-183A AUTO POPULATES THE CHP-183, IN CONJUNCTION, WITH THE CHP-185, CVC 9250.14 CVC QUARTERLY EXPENDITURE REPORT, USED FOR REPORTING FUNDS, ACCOUNTABILITY AND UTILIZATION BY THE COUNTIES.	
361	50		CHP 186, 10851 VC AWARD (065)	P		*			*		*EMPLOYED LIFE.	
362	0		CHP 187, PURSUIT REPORT (061)	M		3			3			
363	0		CHP 187A, ALLIED AGENCY PURSUIT REPORT (061)	M		3			3			
364	0		CHP 188, REQUEST FOR MATERIAL SAFETY DATA SHEET(S) (016)	P		*			*		*UNTIL REQUEST HAS BEEN FILLED.	
365			CHP 189, HAZARDOUS SUBSTANCES INVENTORY (016)	P		*30			*30		*OR UNTIL SUPERSEDED.	
366	7		CHP 190, APPLICATION FOR RELEASE OF INFORMATION (032)	P		6 months			6 months	XI		
367			CHP 190A, REQUEST FOR ADDRESSES OF ARRESTEES (0096)	P		1			1	XI	NEW FORM REQUIRED EACH YEAR.	
368	30		CHP 191, EMPLOYEE RESPIRATORY HEALTH ASSESSMENT UPDATE (016)	P		*+30			*+30	XI	*EMPLOYED LIFE.	
369	25		CHP 192, RECEIPT OF REQUIREMENT TO REPORT CHILD ABUSE (061)	P		*			*		*EMPLOYED LIFE.	
370	2		CHP 194, FINGERPRINT NOTIFICATION/VERIFICATION (061)	P		2			2		AT AREA OF ASSIGNMENT (COPY).	
371			CHP 196, CERTIFICATE OF COMPLIANCE (040)	P		*+3			*+3		*CURRENT YEAR. RETAINED W/CHP 43.	

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(35) APPROVAL NUMBER										(36)	
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
372	20		CHP 197, RECEIPT FOR NOTICE TO EMPLOYEES OF RIGHTS UNDER FMLA (096)	P		*			*		*EMPLOYED LIFE OR UNTIL SUPERSEDED. FMLA: FAMILY AND MEDICAL LEAVE ACT
373	2		CHP 198, WORKSTATION EVALUATION CHECKLIST (033)	P		*			*		*UNTIL SUPERSEDED
374	4		CHP 199, OFFICER SAFETY CERTIFICATION (091)	P		1			1		HPM 70.6
375	150		CHP 200, MOTORCYCLE PERFORMANCE EVALUATION (091)	P		3			3		
376			CHP 200A, MOTORCYCLE PERFORMANCE EVALUATION - END OF PHASE REPORT (091)	P		3 YRS			3 YRS		FORM USED BY CMTO FOR TRAINING AND EVALUATION OF DEPARTMENT MOTORCYCLE RIDERS.
377	250		CHP 201, PETITION TO SEAL/DESTROY ARREST RECORDS (FACTUALLY INNOCENT) (032)	P		3			3	XI	WITNESS DESTRUCTION.
378	100		CHP 202, DRIVING UNDER THE INFLUENCE ARREST-INVESTIGATION REPORT (OPEN FELONY) 1 OF 2 (066) (066)	P		*7			*7	X	*RETENTION LENGTH DEPENDS ON WHETHER THE CHARGES FILED ARE MISDEMEANOR (THREE YEARS) OR FELONY (SEVEN YEARS) BY THE AREA OFFICE. GC 6254(f), PC 293(a) WITNESS DESTRUCTION NEW OPI (066) FORM (OLD) 061.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION			PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
379	50		CHP 202, DRIVING UNDER THE INFLUENCE ARREST-INVESTIGATION REPORT (FELONY) 2 OF 2 (066) (066)	P		*7			*7	X	*RETENTION LENGTH DEPENDS ON WHETHER THE CHARGES FILED ARE MISDEMEANOR (THREE YEARS) OR FELONY (SEVEN YEARS) BY THE: AREA OFFICE. GC 6254(f), PC 293(a) WITNESS DESTRUCTION. NEW OPI (066) FORM (OLD) 061.
380	50		CHP 202, DRIVING UNDER THE INFLUENCE ARREST-INVESTIGATION REPORT (MISDEMEANOR) (066)	P		*3			*3	X	*RETENTION LENGTH DEPENDS ON WHETHER THE CHARGES FILED ARE MISDEMEANOR (THREE YEARS) OR FELONY (SEVEN YEARS) BY THE: AREA OFFICE. GC 6254(f), PC 293(a) WITNESS DESTRUCTION. NEW OPI (066) FORM (OLD) 061.

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ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
381	50		CHP 202, DRIVING UNDER THE INFLUENCE ARREST-INVESTIGATION REPORT (066)	P		*			*	X	*IF CONNECTED TO BIOLOGICAL EVIDENCE, RETAIN FOR PERIOD OF TIME ANY PERSON REMAINS INCARCERATED IN CONNECTION WITH CASE. RETENTION LENGTH DEPENDS ON WHETHER THE CHARGES FILED ARE MISDEMEANOR (THREE YEARS) OR FELONY (SEVEN YEARS) BY THE: AREA OFFICE. GC 6254(f), PC 293(a) WITNESS DESTRUCTION,GC 6254(f), PC 293(a) WITNESS DESTRUCTION.. NEW OPI (066) FORM (OLD) 061.
382	26		CHP 202C, INFLUENCE EVALUATIONS (ROLLING LOG) (091)	P		2			2	X	RETENTION VOLUNTARY; IF RETAINED, MAXIMUM OF . TWO YEARS. GC 6254(f) WITNESS DESTRUCTION
383	50		CHP 202D, CONSENT/PROBABLE CAUSE SEARCH (065)	P		3			3	XI	LONGER IF ATTACHED TO CHP 202. GC 6254(f), CC 1798.3 WITNESS DESTRUCTIOOn
384			CHP 202DL, CHP 202D LOG (065)	P		*			*	XI	*RETAIN 3 YEARS FOR MISDEMEANOR, 4 YEARS FOR FELONY, 7 YEARS FOR OPEN FELONY. RETENTION CORRESPONDS WITH CHP 202. GC 6254 (f) cc 1798.3, WITNESS DESTRUCTION.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
385	52		CHP 202DRE, DRUG RECOGNITION EVALUATION (MISDEMEANOR) ORIGINATING OFFICE (066)	P		3			3	X	RETAIN WITH CHP 202. GC 6254(f) WITNESS DESTRUCTION. Change from (old) OPI 094 to New OPI 066.	
386	10		CHP 202DRE, DRUG RECOGNITION EVALUATION (FELONY) ORIGINATING OFFICE (066)	P		4			4	X	RETAIN WITH CHP 202. GC 6254(f) WITNESS DESTRUCTION. Change from (old) OPI 094 to New OPI 066.	
387	10		CHP 202DRE, DRUG RECOGNITION EVALUATION (OPEN FELONY) ORIGINATING OFFICE (066)	P		7			7	X	RETAIN WITH CHP 202. GC 6254(f) WITNESS DESTRUCTION. Change from (old) OPI 094 to New OPI 066.	
388	10		CHP 202F, DUI CITE AND RELEASE ADMONISHMENT (061)	P		2			2	XI	WITNESS DESTRUCTION.	
389	9		CHP 202J, PRELIMINARY ALCOHOL SCREENING DEVICE OUT/IN USAGE LOG (061)	P		3			3			
390	3		CHP 202K, PRELIMINARY ALCOHOL SCREENING (PAS) DEVICE ACCURACY CHECK/CALIBRATION LOG (061)	P		36 months			36 months			
391	5		CHP 202L, PRELIMINARY ALCOHOL SCREENING DEVICE REPAIR TRANSMITTAL (066)	P		*5			*5		* RETENTION: THE ORIGINATING OFFICE SHALL RETAIN THIS FORM FOR THE LIFE OF THE PAS DEVICE. (General Life of Equipment is approximately 5-Years but may be longer.) NOTE: OPI Change to (new) 066 from 061 (old).	

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
392	12		CHP 202M, 202D, AUDIT (AREA LEVEL) (065)	P		*3			*3		*3 YEARS OR UNTIL CASE ADJUDICATED, WHICHEVER IS LONGER	
393	22		CHP 202N, 202D, AUDIT (DIVISION LEVEL) (065)	P		3			3			
394	1		CHP 202O, ORAL FLUID ANALYZER USAGE AND ACCURACY TESTING LOG (066)	P		3			3		FORM RETENTION OF 3 YEARS BY AREA OFFICES. (Refer to HPM 70.4)	
395	50		CHP 202S, D.U.I. FIELD EVALUATION NOTES (091)	P		*			*		*RETAINED WITH CHP 202. GC 6254(f), PC 293(a) WITNESS DESTRUCTION.	
396	0		CHP 202X, WORKPLACE SUBSTANCE ABUSE INVESTIGATION/VOLUNTARY TESTING REPORT(LEGAL FILES) (031)	P		5			5	XI	RETAIN WITH ORIGINAL INTERNAL INVESTIGATION. WITNESS DESTRUCTION.	
397	12		CHP 203, CORONER'S MONTHLY REPORT OF MOTOR VEHICLE DEATHS (042)	P		*+3			*+3		*CURRENT YEAR.	
398			CHP 205, SOBRIETY CHECKPOINT ACTIVITY REPORT (066)	P		3			3		DUI: DRIVING UNDER INFLUENCE/SOBRIETY - HPM 70.4, RETENTION OF 3 YEARS BY AREA OFFICE AND IMPAIRED DRIVING SECTION, OPI 066.	
399			CHP 207 SERIES, FINANCIAL ASSISTANCE AUTHORIZATION (096)	P		*+1		3	*+4		*CURRENT YEAR.	

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
400	12		CHP 208, ACCIDENT PREVENTION REPORT (033)	P		*+3			*+3	XI	*RETAIN AT LEAST TWO YEARS FROM END OF FISCAL YEAR IN WHICH ENCUMBRANCE IS LIQUIDATED. AFTER TWO YEARS DESTROY AFTER AUDIT OR THREE YEARS, WHICHEVER OCCURS FIRST. RETAINED WITH STD. 270. GC 6254(c), PC 832.7, CC1798.3 WITNESS DESTRUCTION
401	9		CHP 208, ACCIDENT PREVENTION REPORT (ORIGINATING OFFICE RETENTION) (033)	P		3			3	XI	RETAINED WITH STD. 270, UNTIL SUPERSEDED GC 6254(c), 'PC 832.7, CC 1798.3 WITNESS DESTRUCTION
402			CHP 209, ADVISORY: POTENTIAL FETAL HEALTH HAZARDS ASSOCIATED WITH FIREARMS TRAINING (033)	P		*+30			*+30	XI	*AFTER SEPARATION OR RETIREMENT. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION
403			CHP 211, MILITARY LEAVE WORKSHEET (096)	P		4			4	XI	GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION
404			CHP 211A, REQUEST FOR SPOUSAL MILITARY LEAVE (096)	P		4			4		GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION. Change of OPI from 070 to 096.
405	134		CHP 212, NON-AUTOMATED PERSONNEL CONTRIBUTORY TIME BANK (007)	P		6			6		OR AUDIT, WHICHEVER OCCURS FIRST.
406	4		CHP 213, MENTOR CHECKLIST (013)	P		*			*		*EMPLOYED LIFE

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
407	150		CHP 215, NOTICE TO APPEAR (061)	P		6 months			6 months	XI	WHEN THE 215 BECOMES PART OF ANOTHER FILE, THE RETENTION IS CHANGED TO THE LONGEST RETENTION ON ANY DOCUMENT WITHIN THE FILE. GC 6254(f), CC 1798.3, WITNESS DESTRUCTION NOTE: DIVISION CHIEF MAY DIRECT FIELD OFFICES TO EXTEND MINIMUM RETENTIONS ON THE 215 PROVIDED HEADQUARTERS AUTOMATED BUSINESS SOLUTIONS IS NOTIFIED IN ADVANCE. THE 215 MAY BE TRANSFERRED FOR AUDITING PURPOSES.
408	0		CHP 215, NOTICE TO APPEAR - REIMBURSABLE PROJECTS (061)	P		48 months			48 months	XI	WHEN THE 215 BECOMES PART OF ANOTHER FILE, THE RETENTION IS CHANGED TO THE LONGEST RETENTION ON ANY DOCUMENT WITHIN THE FILE. GC 6254(f), CC 1798.3, WITNESS DESTRUCTION
409	1		CHP 215A, ASSIGNMENT OF NOTICE TO APPEAR (061)	P		6 months			6 months		

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
410	10		CHP 215S, CONTINUATION OF CITATION (061)	P		6 months			6 months	XI	ATTACHED TO CHP 215. GC 6254(f), CC 1798.3, WITNESS DESTRUCTION. RECORDS RETENTION OF 6 MONTHS BY ISSUING AREA OFFICE.	
412			INTERN APPROVAL FORM (095)	P		5			5		CONTAINS CONFIDENTIAL INFORMATION	
412	200		CHP 216, ARREST-INVESTIGATION REPORT (OPEN FELONY) (061)	P		7			7	X	GC 6254(f), PC 293(a)	
413	50		CHP 216, ARREST-INVESTIGATION REPORT (SEX OFFENDER INFORMATION) (061)	P		5			5	X	WITNESS DESTRUCTION GC 6254(f), PC 293(a)	
414	24		CHP 216, ARREST-INVESTIGATION REPORT (FELONY) (061)	P		4			4	X	WITNESS DESTRUCTION GC 6254(f), PC 293(a)	
415	6		CHP 216, ARREST-INVESTIGATION REPORT (MISDEMEANOR) (061)	P		3			3	X	GC 6254(f), PC 293(a)	
416	11		CHP 216, ARREST- INVESTIGATION REPORT (INCIDENT) (061)	P		3			3		WITNESS DESTRUCTION	
417	50		CHP 216, ARREST-INVESTIGATION REPORT (061)	P	*				*	X	*IF CONNECTED TO BIOLOGICAL EVIDENCE, RETAIN FOR PERIOD OF TIME ANY PERSON REMAINS INCARCERATED IN CONNECTION WITH CASE. GC 6254(f), PC 293(a)	
											WITNESS DESTRUCTION	

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ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
418	1		CHP 216PL, PHOTOGRAPHIC LINEUP ADMONISHMENT (061)	P		*3 - 7			*3 - 7	X	RETENTION OF OF 3 TO 7 SEVEN YEARS BY ORIGINATING OFFICE. THIS FORM SHALL BE RETAINED WITH THE CORRESPONDING CHP 202, DRIVING UNDER THE INFLUENCE ARREST-INVESTIGATION REPORT, OR CHP 216, ARREST-INVESTIGATION REPORT, FOR THE LENGTH REPORT AS PER THE RECORDS SCHEDULE OF PARTICULAR FORM REQUIRED. CHP 216PL FORM, SHALL BE KEPT WITH THE INVESTIGATION REPORT. GC 6254(f), PC 293(a) WITNESS DESTRUCTION.
419	2		CHP 218, HR 218 CERTIFICATION (091)	P		3			3	XI	
420	1		CHP 219, TRIAL INFORMATION (061)	P		6			6	XI	
						months			months		
421	2		CHP 220, REQUEST FOR TRANSFER (096)	P		*			*	XI	NOTE: THE OPI NUMBER HAS CHANGED TO 096. *RETAIN FORM BY OFFICE AND OPI UNTIL CANCELED, SUPERSEDED OR EMPLOYEE TRANSFERS. GC 6254(c), 'CC 1798.3 WITNESS DESTRUCTION

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
422	3		CHP 221, MALICIOUS DAMAGE REPORT (071)	P	*			4	*+4		*ONE YEAR FROM END OF FISCAL YEAR IN WHICH PREPARED. AFTER ONE YEAR, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.	
423	3		CHP 222A, EAS DAILY TEST LOG (EMERGENCY ALERT SYSTEM) (048)	P	1				1			
424	0		CHP 226, GOVERNOR'S EMPLOYEE SAFETY AWARD NOMINATION (033)	P	3				3		MAINTAINED IN DISABILITY & RETIREMENT SECTION	
425	3		CHP 226A-D, AWARD NOMINATIONS (033)	P	3				3		RETAINED IN DISABILITY & RETIREMENT SECTION	
426	0		CHP 226X, GOVERNOR'S EMPLOYEE AWARD SAFETY NOMINATION (033)	P	5				5		SAME AS CHP 226	
427			CHP 227 SPEEDOMETER CALIBRATION CHART (FRONT) (074)	P	*+3				*+3		*LIFE OF VEHICLE	
428	3		CHP 227A SPEEDOMETER CALIBRATION CHART (BACK) (074)	P	*+3				*+3		*LIFE OF VEHICLE	
429	5		CHP 228, PURSUIT POLICY TRAINING ATTESTATION FORM (091)	P	*				*		*EMPLOYED LIFE	
430	0		CHP 229, DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PROGRAM REQUIREMENT WAIVER FORM (BUSINESS SERVICES SECTION) (076)	P	*				*		RETAIN IN APPROPRIATE FILE WITH CONTRACT OR PURCHASE ORDER	
431	0		CHP 229, DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PROGRAM REQUIREMENT WAIVER FORM (BUSINESS SERVICES SECTION) (076)	P	*				*		*RETAIN IN APPROPRIATE FILE WITH CONTRACT OR PURCHASE ORDER	

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ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
432	1		CHP 230, TRANSMITTAL RECORD (071)	P	*			4	*+4		*ONE YEAR FROM END OF FISCAL YEAR IN WHICH PREPARED. AFTER ONE YEAR, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.
433	24		CHP 230, TRANSMITTAL RECORD (ORIGINATING OFFICE RETENTION) (071)	P	4				4		
434	2		CHP 231A, BEAT SCHEDULE WORKSHEET (061)	P	2				2		
435	4		CHP 232, ANNUAL LEAVE OR SICK LEAVE/VACATION ELECTION (096)	P	*			*		XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING UNTIL CHECKED.
436			CHP 232, ANNUAL LEAVE OR SICK LEAVE/VACATION ELECTION (096)	M	*			*		XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, 'CC 1798.3 WITNESS DESTRUCTION
437	3		CHP 233, REQUEST FOR BLOOD SAMPLE (091)	P	*			*			*BECOMES A PART OF OTHER RECORDS WITH VARYING RETENTIONS.
438	9		CHP 233A, PETITION FOR ORDER TO TEST ACCUSED'S BLOOD (091)	P	4				4	XI	RETAINED WITH CHP 202. GC 6254(c), 'PC 832.7, CC 1798.3 WITNESS DESTRUCTION
439			CHP 233A, PETITION FOR ORDER TO TEST ACCUSED'S BLOOD (PERSONNEL FILES COPY) (091)	M	*+30				*+30	XI	*AFTER SEPARATION. GC 6254(c). SCANNED AND RETAINED IN PERSONNEL FILES.

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						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
440			CHP 233B, REQUEST FOR SEARCH WARRANT TO TEST ACCUSED'S BLOOD (091)	P		4			4	XI	RETAINED WITH CHP 202. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION	
441			CHP 233B, REQUEST FOR SEARCH WARRANT TO TEST ACCUSED'S BLOOD (PERSONNEL FILES COPY) (091)	P		30			30	XI	AFTER SEPARATION. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION	
442			CHP 233C, DISCLOSURE OF HIV ANTIBODY TEST RESULTS (PERS) (091)	P		30			30	XI	AFTER SEPARATION. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION	
443			CHP 233D, DISCLOSURE OF HIV ANTIBODY TEST RESULTS (COUNTY) (091)	P		30			30	XI	SAME AS CHP 233C.	
444	10		CHP 233E, CONSENT FOR HEPATITIS B VACCINE (091)	P		*			*	XI	*UNTIL SCANNED & CHECKED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION	
445			CHP 233E, CONSENT FOR HEPATITIS B VACCINE (091)	M		*+30			*+30	XI	*SEPARATION. RETAINED IN PERSONNEL FILES UNIT. SAME AS CHP 233C.	
446	10		CHP 233F, TUBERCULOSIS/INFLUENZA DECLINATION STATEMENT (ORIGINATING OFFICE) (091)	P		*+3			*+3	X	*CURRENT YEAR. WITNESS DESTRUCTION	
447	2		CHP 234, TOW SERVICE AGREEMENT (061)	P		*+3			*3		*WHILE SERVICE REMAINS ON AREA ROTATION TOW LIST OR PENDING PLACEMENT ON LIST. GO 82.104	
448	4		CHP 234A, ROTATION TOW LISTING APPLICATION (061)	P		*+3			*+3		*CURRENT YEAR. SAME AS CHP 234	
449	30		CHP 234B, TOW TRUCK INSPECTION GUIDE (061)	P		*+3			*+3		*CURRENT YEAR. SAME AS CHP 234.	
450	0		CHP 234C, TOW DISTRICT DESCRIPTION (061)	P		1			1			

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
451	6		CHP 234D, FREEWAY SERVICE PATROL - DAILY INSPECTION REPORT (061)	P		1			1		
452	2		CHP 234E, FREEWAY SERVICE PATROL - CURSORY INSPECTION REPORT (061)	P		1			1		
453	18		CHP 234F, TOW OPERATOR/ DRIVER INFORMATION (061)	P		1			1	XI	RETENTION OF CURRENT YEAR BY AREA
454			CHP 234G, ROTATION TOW COMPLAINT INVESTIGATION (061)	P		1 YR			1 YR	X	WITNESS DESTRUCTION
455	3		CHP 235, CROSS REFERENCE (076)	P		*			*		*UNTIL SUPERSEDED.
456	0		CHP 236, SPENT BRASS CASINGS RECEIPT (076)	P		3			3		OR UNTIL AUDITED.
457	0		CHP 237, SEXUAL HARASSMENT TRAINING LOG (034)	P		*			*		*RETAINED IN EMPLOYEE PERSONNEL FILE UNTIL SEPARATION FROM STATE SERVICE.
458	0		CHP 237A, SEXUAL HARASSMENT and DISCRIMINATION POLICY ADMONITION (034)	P		*			*		*RETAINED IN EMPLOYEE PERSONNEL FILE UNTIL SEPARATION FROM STATE SERVICE.
459			CHP 238B, DGS SUPPLIES INVENTORY AND CONTROL (076)	P		4			4		FROM LAST ENTRY.
460	1		CHP 239, NOTICE TO DEFENDANT (061)	P		6 months			6 months		
461	10		CHP 240, COMPLAINT INQUIRY / INVESTIGATION (INCLUDES INTERVIEW TAPES) (031)	P		*+5			*+5	XI	*RETENTION FOR ORIGINATING OFFICE FROM DATE COMPLAINT CLOSED *PLUS +5 years, GC 6254 (c) (f), PC 832.7, CC 1798.3 (EXCEPT LOG) WITNESS DESTRUCTION. CHARGE FROM (OLD OPI 004) TO NEW OPI AREA 031. HPM.10.4

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
462	5		CHP 240A, COMPLAINT CONTROL LOG (031)	P		*+5			*+5	XI	*SAME AS CHP 240	
463			CHP 240B, CITIZEN'S COMPLAINT INFORMATION (031)	P		*+5			*+5	XI	SAME AS CHP 240	
464			CHP 240C, WITNESS LIST (031)	P		*+5			*+5	XI	*SAME AS CHP 240	
465			CHP 240D, CITIZEN'S COMPLAINT INFORMATION (NON-UNIFORMED) (031)	P		*+5			*+5	XI	*SAME AS CHP 240	
466	0		CHP 240E, LANGUAGE ACCESS COMPLAINT (031)	P		5			5	XI	FROM DATE COMPLAINT CLOSED. GC 6254(c)(f), PC 832.7, CC 1798.3 (EXCEPT LOG) WITNESS DESTRUCTION	
467			CHP 240G, COMPLAINT TRANSMITTAL (031)	P		5 YRS			5 YRS	X	ADDITIONAL LOCATION: LEGAL FILES	
468	6		CHP 242, EMPLOYEE PRE-DESIGNATION OF TREATING PHYSICIAN (096)	P		*			*	XI	*UNTIL SUPERSEDED	
469	0		CHP 244 SERIES, STATE VEHICLE COMMUTE USE (070)	P		*		4	*+4	XI	*ONE YEAR FROM END OF FISCAL YEAR IN WHICH PREPARED. AFTER ONE YEAR, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST. WITNESS DESTRUCTION.	
470	1		CHP 245, ELECTRONIC SECURITY ACCESS CARD INFORMATION UPDATE (029)	P		2			2	XI		
471			CHP 246, REQUEST FOR ASSISTANCE (029)	P		2			2			
472	3		CHP 247, PRODUCTION OF RECORDS - SUBPOENA DUCES TECUM (032)	P		30 days			30 days			
473	6		CHP 247, PRODUCTION OF RECORDS - SUBPOENA DUCES TECUM (032)	P		3			3		RETAINED WITH SUBPOENA FILE IN LEGAL FILES UNIT.	

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ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
474	0		CHP 247A, PROVIDED RECORDS - PUBLIC RECORDS ACT REQUEST (003)	P		3			3		THIS FORM KEPT WITH PRA REQUESTS ALREADY HELD IN AREA OFFICES FOR 3 YEARS
475	4		CHP 248, RESPONSE TO ACCIDENT REPORT/ PHOTOGRAPH REQUEST (060)	P		6 months			6 months		
476	40		CHP 249A, HEADQUARTERS TEMPORARY IDENTIFICATION CARD LOG (028)	P		1		2	3		
477	2		CHP 250, PETTY CASH AND CHANGE FUND RECONCILIATION (071)	P		*+3			*+3	X	*RETENTION: ORIGINATING OFFICE *+1 YEAR AND FISCAL MANAGEMENT SECTION AS OPI, *+3 YEARS (FROM THE END OF THE CURRENT FISCAL YEAR.)
478	375		CHP 251, COUNTER RECEIPT (FISCAL MANAGEMENT SECTION) (071)	P		*		4	*+4	X	*FROM END OF FISCAL YEAR IN WHICH PREPARED OR AUDIT PLUS SIX MONTHS, WHICHEVER OCCURS FIRST. SAM 1750
479	375		CHP 251, COUNTER RECEIPT (FIELD COMMANDS) (071)	P		*+4			*+4	X	*FROM END OF FISCAL YEAR IN WHICH PREPARED OR AUDIT PLUS SIX MONTHS, WHICHEVER OCCURS FIRST. SAM 1750
480	5		CHP 251, COUNTER RECEIPT (HEADQUARTERS COMMANDS) (071)	P		*		4	*+4	X	*FROM END OF FISCAL YEAR IN WHICH PREPARED OR AUDIT PLUS SIX MONTHS, WHICHEVER OCCURS FIRST. SAM 1750
481	1		CHP 255, RADIO TRANSMISSION TALLY (048)	P		2			2		

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
482	1		CHP 255C, EXCESS LODGING RATE REQUEST / APPROVAL (071)	P		4			4		RETENTION OF 4-YEARS BY FISCAL MANAGEMENT - OPI 071.	
483	0		CHP 256, AREA HOLIDAY ACCIDENT WORKSHEET (013)	P		90 days			90 days			
484	0		CHP 256A, DIVISION HOLIDAY ACCIDENT SUMMARY (COMMUNITY OUTREACH RETENTION) (013)	P		3			3			
485	0		CHP 256A, DIVISION HOLIDAY ACCIDENT SUMMARY (DIVISION RETENTION) (013)	P		90 days			90 days			
486	0		CHP 257, CANINE TRAINING SNIFF LOG (065)	P		*			**		*LIFE OF CANINE **LIFE OF CANINE +7 YRS AT FIELD SUPPORT SECTION	
487	5		CHP 260, NARCOTICS DETECTION CANINE EVALUATION (065)	P		*			**		*LIFE OF CANINE **ADDITIONAL LOCATION, FILED SUPPORT SECTION FOR LIFE OF CANINE + 7 YR	
488	5		CHP 260A, CANINE TEAM EVALUATION (065)	P		*			*		*SAME AS CHP 260	
489	1		CHP 260H, EXPOSIVES DETECTION CANINE EVALUATION (065)	P		*			*		*SAME AS CHP 260	
490	0		CHP 261, AMBER ALERT/EAS ACTIVATION CHECKLIST (048)	P		3			3		EAS: EMERGENCY ALERT SYSTEM	
491	30		CHP 262, TRAVEL EXPENSE CLAIM (071)	P		*		4	*+4	XI	*AFTER AUDIT OR FOUR YEARS, WHICH-EVER OCCURS FIRST. RETAIN MINIMUM OF TWO YEARS FROM END OF FISCAL YEAR. GC 6254(c), CC 1798.3 WITNESS DESTRUCTION	

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(35) APPROVAL NUMBER							2019-197				(36)
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
492	12		CHP 262, TRAVEL EXPENSE(ORIGINATING OFFICE RETENTION) (071)	P		3			3	XI	RETAIN MINIMUM OF TWO YEARS FROM END OF FISCAL YEAR. GC 6254(c), CC 1798.3 WITNESS DESTRUCTION
493	5		CHP 263, RENTAL CAR JUSTIFICATION (071)	P	*			4	*+4	XI	*AFTER AUDIT OR 4 YEARS, WHICHEVER OCCURS FIRST. RETAIN MINIMUM OF 2 YEARS FROM OF FISCAL YEAR. GC 6354(c) CC1798.3 WITNESS DESTRUCTION
494	1		CHP 263A, REQUEST FOR CRIMINAL RECORD (MISDEMEANOR) (032)	P		4			4	X	SAME AS FELONY.
495	0		CHP 263A, REQUEST FOR CRIMINAL RECORD (FELONY) (032)	P		4			4	X	AFTER CASE IS CLOSED, UNLESS SEALED BY COURT. GC 6254(f) WITNESS DESTRUCTION
496	0		CHP 263B, CRIMINAL OFFENDER RECORD INFORMATION RELEASE LOG (048)	P		3			3		AFTER LAST ENTRY.
497	4		CHP 264, REIMBURSEMENT - PETTY CASH REQUEST (071)	P	*			4	*+4		*ONE YEAR FROM END OF FISCAL YEAR IN WHICH PREPARED. AFTER ONE YEAR, DESTROY AFTER AUDIT PLUS SIX MONTHS OR FOUR YEARS, WHICHEVER OCCURS FIRST.
498	0		CHP 264, REIMBURSEMENT - PETTY CASH REQUEST (ORIGINATING OFFICE RETENTION) (071)	P		*+4			*+4		*SAME AS FISCAL MANAGEMENT RETENTION.
499	5		CHP 265, SALE OF DISCARDED TIRES/JUNK BATTERIES/USED ROTORS (071)	P	*			4	*+4		*SAME AS CHP 264.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
500	5		CHP 265, SALE OF DISCARDED TIRES/JUNK BATTERIES/USED ROTORS (ORIGINATING OFFICE RETENTION) (071)	P		*+4			*+4		*SAME AS CHP 264.
501	8		CHP 266 SERIES, CREDIT MEMOS (076)	P		*+3			*+3		*CURRENT YEAR PLUS THREE OR AUDIT PLUS SIX MONTHS, WHICHEVER OCCURS FIRST.
502	4		CHP 266B, UNCLAIMED PROPERTY CREDIT MEMORANDUM (076)	P		*+3			*+3		*SAME AS CHP 266 UNLESS FILED WITH CHP 36.
503	35		CHP 267, NOTICE OF PARKING - REGISTRATION VIOLATION (061)	P		6 months			6 months	XI	GC 6254(f), CC 1798.3 WITNESS DESTRUCTION
504	40		CHP 268, POTENTIAL CIVIL LITIGATION REPORT (OTHER THAN MOTOR VEHICLES) (033)	P		10			10	XI	OR UNTIL CIVIL CASE IS ADJUDICATED. EC 950, CC 1798.34 WITNESS DESTRUCTION
505	6		CHP 268, POTENTIAL CIVIL LITIGATION REPORT, (OTHER THAN MOTOR VEHICLES), ORIGINATING OFFICE (033)	P		2			2	XI	CC 1798.34 WITNESS DESTRUCTION
506	9		CHP 269, RECORD OF AMMUNITION (091)	P		3			3		OR AUDIT PLUS SIX MONTHS, WHICHEVER OCCURS FIRST. HPM 70.8
507	125		CHP 270, SERVICE RECORD (PAGE 1, 2, 3, 3A AND 4) (091)	P		*			*	XI	*EMPLOYED LIFE. TRANSFER TO HEADQUARTERS UPON SEPARATION. SCAN TO ELECTRONIC FILE AFTER ONE YEAR. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION.
508	50		CHP 270D, SERVICE RECORD (PAGE 5, PHYSICAL PERFORMANCE TEST) (091)	P		*			*	XI	*EMPLOYED LIFE, TRANSFER TO PERSONNEL FILES UPON SEPARATION AND SCAN TO FILE.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
509	16		CHP 272, RADIO TROUBLE REPORT (ORIGINATING OFFICE) (047)	P		*+2			*+2		*CURRENT YEAR. RETAIN UP TO THREE YEARS DEPENDING ON PROJECT. GC 6254(c), CC 1798.3 WITNESS DESTRUCTION *EMPLOYED LIFE.
510	5		CHP 273, CHILD SAFETY SEAT CHECKLIST (061)	P		1			1	XI	
511			CHP 274, PRE-CERTIFICATION PERFORMANCE EVALUATION – LEVEL I INSPECTOR (062)	P		*			*		
512	1		CHP 275, RISK MANAGEMENT USE OF FORCE REPORT (033)	P		5			5		RETENTION OF 5 YEARS IN OFFICE OF RISK MANAGEMENT - AS OPI.
513	3		CHP 276, VEHICLE USAGE JUSTIFICATION (074)	P		3			3		
514	3		CHP 276, VEHICLE USE JUSTIFICATION, ORIGINATING OFFICE (074)	P		3			3		
515	6		CHP 277, SALE OF STATE-OWNED SERVICE PISTOL (RETIRING OFFICER) (091)	P		3			3		RETENTION OF 3 YEARS FOR ACADEMY (091) & FISCAL MANAGEMENT SECTION (071), HPM 70.8, Firearms Manual
516	1		CHP 279, REQUEST FOR OWNER'S RESPONSIBILITY (062)	P		1			1		ATTACH TO CHP 215 COURT COPY, IF ISSUED.
517	12		CHP 280, CALTRANS MAINTENANCE REQUEST FOR COMMERCIAL VEHICLE INSPECTION FACILITY & PLATFORM SCALES (062)	P		*			*		*TWO YEARS OR WHEN WORK HAS BEEN COMPLETED.
518	225		CHP 281, NOTICE TO CORRECT VIOLATION (061)	P		6 months			6 months		
519			CHP 283, BEAT DESCRIPTION (042)	P		*			*		*UNTIL SUPERSEDED.
520			CHP 284, DAILY FATALITY REPORT (042)	P		*			*		*CURRENT YEAR
521			CHP 286, RECEIPT AND ACKNOWLEDGEMENT DRUG -FREE WORKPLACE INFORMATION (063)	P		*+2			*+2		*CURRENT YEAR

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
522	4		CHP 287, CLAIMS OF \$1,000 OR LESS (033)	P		*+3			*+3		NOTE: CHANGE OF OPI 032 (OLD) TO 033. * RETAIN FORM CHP 287 UNTIL CLAIM IS ALLOWED OR DENIED. IF LAWSUIT FILED WITHIN (*+3 YEARS) AFTER CLAIM IS DENIED, KEEP UNTIL CASE IS ADJUDICATED BY OPI. FIELD OFFICE NOT REQUIRED TO RETAIN.
523	6		CHP 288, REPORT OF COLLISION NEWS RELEASE (013)	P		13 months			13 months		
524	1		CHP 288A, REPORT OF COLLISION - NEWS RELEASE (013)	P		3 months			3 months		IN ACCORDANCE WITH GOVERNMENT CODE SECTIONS 6254 (f) AND 6254 (f)(2).
525	1		CHP 288B, REPORT OF ARREST/UNUSUAL INCIDENT - NEWS RELEASE (013)	P		3 months			3 months		IN ACCORDANCE WITH GOVERNMENT CODE SECTIONS 6254 (f) AND 6254 (f)(1).
526	1		CHP 293, SCHOOL AND YOUTH BUS DRIVER FIRST AID EXAMINATION 1-4 (061)	P		*			*	X	* Change to OPI 061, (old 062) * UNTIL SUPERSEDED. TEST MATERIAL GC 6254(g) WITNESS DESTRUCTION AFTER THE YEAR OF ORIGINATION.
527	8		CHP 294, SCHOOL BUS INITIAL INSPECTION (062)	P		4			4		
528	2		CHP 294, SCHOOL BUS INSPECTION (VAN RETENTION) (062)	P		13 months			13 months.		

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ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA & IPA (47)	REMARKS (48)	
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)			
529	16		CHP 294A, SPAB-YOUTH BUS/GPPV INITIAL INSPECTION (SCHOOL PUPIL ACTIVITY BUS) (GENERAL PUBLIC PARATRANSIT VEHICLE) (062)	P		4			4		AFTER THE YEAR OF ORIGINATION.	
530	4		CHP 294A, SPAB-YOUTH BUS/GPPV INITIAL INSPECTION (VAN RETENTION) (062)	P		13 months			13 months			
531	2		CHP 294D, YOUTH BUS OR GENERAL PUBLIC PARA-TRANSIT VEHICLE (GPPV) INSPECTION APPLICATION (062)	P		2			2		OR AUDIT, WHICHEVER OCCURS FIRST.	
532	12		CHP 295, SPECIAL CERTIFICATE APPLICATION (061)	P		*+1			*+1	XI	*RETENTION 1 YEAR AFTER CERTIFICATE (DL 45) EXPIRES BY AREA OFFICE, GC 6254(f), CC 1798 WITNESS DESTRUCTION.	
533	12		CHP 295A, PRE-TRIP INSPECTION & DRIVING TEST (061)	P		*13 months			*13 months	X	*RETENTION 13 MONTHS AFTER CERTIFICATE (DL 45) EXPIRES BY AREA OFFICE.	
534	1		CHP 295B, FAILURE TO STOP FOR SCHOOL BUS (22454 VC) (061)	P		1			1		*RETENTION 1 YEAR AFTER CERTIFICATE (DL 45) EXPIRES BY AREA OFFICE, GC 6254(f), CC 1798 WITNESS DESTRUCTION.	
535			CHP 295C, SPECIAL DRIVER CERTIFICATE FEE COUPON (ORIGINATING OFFICE RETENTION) (071)	P		1			1			
536	22		CHP 295C, SPECIAL DRIVER CERTIFICATE FEE COUPON (FISCAL MANAGEMENT LOG BOOK) (071)	P		3		3	6			
537			CHP 295C-1, SPECIAL DRIVER CERTIFICATE RENEWAL FEE COUPON (071)	P	*	*		*	*		*UNTIL CANCELED OR SUPERSEDED.	

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
538	12		CHP 295C-1, SPECIAL DRIVER CERTIFICATE RENEWAL FEE COUPON (FISCAL MANAGEMENT LOG BOOK) (071)	P	*				*		*UNTIL AUDIT, THEN DESTROY.
539	1		CHP 295D, APPLICANT DISCREPANCY IDENTIFIER (061)	P	1				1		
540			CHP 295E, APPLICANT REFERENCE (061)	P	5				5		*RETENTION OF 5 YEARS BY AREA OFFICE. COMPLETE A NEW CHP 295E WHEN APPLICANT RENEWS THEIR (DL 45), GC 6254(f), CC 1798 WITNESS DESTRUCTION.
541	2		CHP 295F, SCHOOL BUS COLLISION LOG (ORIGINATING OFFICE) (061)	P	*2				*2		*RETENTION OF 2 YEARS BY AREA OFFICE FROM THE DATE OF THE LAST COLLISION ENTERED ON THE LOG.
542	96		CHP 295G, ANNUAL INSPECTION OF DRIVERS' RECORDS (ORIGINATING OFFICE) (061)	P	*+3				*+3		*RETAIN CURRENT, PLUS +3 YEARS BY AREA OFFICE.
543			CHP 295H, DRIVER CERTIFICATE LOG (061)	P	5				5		AFTER LAST ENTRY ON LOG.
544	4		CHP 296, SCHOOL BUS CONTRACTOR'S LICENSE APPLICATION (062)	P	*+3				*+3	XI	*LIFE OF LICENSE.
545	2		CHP 297, AIRCRAFT JOB TAG (018)	P	*+1				*+1		*LIFE OF AIRCRAFT.
546	10		CHP 298, INVOICE OF TRUCK WEIGHTS (071)	P	*			4	*+4		*RETAIN AT LEAST TWO YEARS FROM END OF FISCAL YEAR IN WHICH CLAIM IS FILED. AFTER TWO YEARS, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.

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						OFFICE	DEPT.	SRC			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
547	4		CHP 299, AMBULANCE INSPECTION REPORT (INITIAL) (061)	P		*+3			*+3		RETENTION: *LIFE OF LICENSE: *3 YRS INITIAL LICENSE/PERMIT + 1 YEAR - RENEWAL BY OPI, RESEARCH & PLANNING SECTION & FIELD OFFICES 1 YEAR, HPM 82.1 - LICENSES AND PERMIT MANUAL.
548	1		CHP 299, AMBULANCE INSPECTION REPORT (INITIAL) (ORIGINATING OFFICE RETENTION) (061)	P		1			1		
549			CHP 300, DIVISION ASSET FORFEITURE SUMMARY REPORT (DIVISION RETENTION) (065)	P		*+4			*+4		* RETENTION OF THE CHP 300 - SERIES: CHP 300, 300B, 300F, 306, 308 & 309 fall under HPM 81.5, Chapter 2. THESE CHP- 300 FORMS RETENTION ARE BASED ON THE ADJUDICATION OF EACH INDIVIDUAL CASE ACCORDINGLY. (*DIVISIONS SHALL RETAIN FORMS IN OFFICE FOR THE LIFE OF THE CASE- PLUS (2) YEARS. *ORIGINATING OFFICE SHALL RETAIN FORMS IN THE OFFICE FOR THE LIFE OF THE CASE - PLUS (5) YEARS. *FIELD SUPPORT SECTION SHALL RETAIN FORMS FOR THE LIFE OF THE CASE - PLUS (10) YEARS.)

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						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
550			CHP 300, DIVISION ASSET FORFEITURE SUMMARY REPORT (065)	P		10			10		RETAINED IN HQ, FIELD SUPPORT SECTION.	
551			CHP 300A, AREA ASSET FORFEITURE SUMMARY REPORT (065)	P		4			4			
552			CHP 300B, ASSET FORFEITURE COVER REPORT (DIVISION RETENTION) (065)	P		*+2			*+2		*AFTER CASE CLOSED.	
553	12		CHP 300B, ASSET FORFEITURE COVER REPORT (065)	P		*+10			*+10		*AFTER CASE CLOSED, RETAIN 10 YEARS IN HQ, FIELD SUPPORT SECTION	
554			CHP 300B, ASSET FORFEITURE COVER REPORT (ORIGINATING OFFICE RETENTION) (065)	P		*+5			*+5		*AFTER CASE CLOSED.	
555			CHP 300D, ASSET FORFEITURE CHECKLIST (DIVISION RETENTION) (065)	P		*+2			*+2		*AFTER CASE CLOSED.	
556	12		CHP 300D, ASSET FORFEITURE CHECKLIST (065)	P		*+10			*+10		*AFTER CASE CLOSED. RETAIN IN HQ, FIELD SUPPORT SECTION 10 YEARS	
557			CHP 300D, ASSET FORFEITURE CHECKLIST (ORIGINATING OFFICE RETENTION) (065)	P		*+5			*+5		*AFTER CASE CLOSED.	
558	4		CHP 300F, DIVISION ASSET FORFEITURE COORDINATOR CHECKLIST (DIVISION RETENTION) (065)	P		*+2			*+2		FOR DURATION OF CASE AND *2 YEARS AFTER CASE IS CLOSED.	
559	20		CHP 300F, DIVISION ASSET FORFEITURE COORDINATOR CHECKLIST (065)	P		*+10			*+10		*AFTER CASE CLOSED. RETAIN IN HQ, FIELD SUPPORT SECTION 10 YEARS	
560			CHP 300G, ASSET FORFEITURE PROGRAM EXPENDITURE LOG (065)	P		*+4			*+4		*AFTER PROJECT COMPLETION.	
561	12		CHP 300G, ASSET FORFEITURE PROGRAM EXPENDITURE LOG (065)	P		10			10		RETAINED IN HQ, FIELD SUPPORT SECTION.	

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION			PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
562	2		CHP 301, SPECIAL VEHICLE IDENTIFICATION CERTIFICATE/PERMIT (061)	P		1			1		FOR CERTIFICATES: PLUS 30 DAYS AFTER EXPIRATION OR CANCELLATION.
563	8		CHP 301, SPECIAL VEHICLE IDENTIFICATION CERTIFICATE/PERMIT (061)	P		*+3			*+3		*FOR PERMITS. *CURRENT YEAR AFTER EXPIRATION.
564	25		CHP 302A, FIELD INTERVIEW (065)	P		*		*	*	X	*UNTIL CASE IS ADJUDICATED (IF APPLICABLE) OR IS NO LONGER NEEDED. VEHICLE THEFT RECORD OF CONTACTS WITH SUSPECTED THIEVES. GC 6254(f) WITNESS DESTRUCTION.
565			CHP 303 SERIES, CONFIDENTIAL INVESTIGATIONS (065)	P		*		*	*	X	*RETENTION UNTIL CASE IS CLOSED GC 6254(f) WITNESS DESTRUCTION
566			CHP 304, DISCLAIMER OF OWNERSHIP OF ASSETS AND WAIVER OF RIGHT TO NOTICE OF SEIZURE (065)	P		*+5	*+10	*+10	X	*AFTER CASE IS CLOSED, RETAIN AT ORIGINATING OFFICE FOR 5 YR, DIVISION 1 YR, HQ FIELD SUPPORT SECTION FOR 10 YR	
567	12		CHP 304SP, DISCLAIMER OF OWNERSHIP OF ASSETS AND WAIVER OF RIGHT TO 'NOTICE OF SEIZURE (Spanish) (065)	P		*+5	*10	*+10	X	*AFTER CASE CLOSED, RETAIN 5 YR IN ORIGINATING OFFICE, 1 YR IN DIVISION, 10 YEARS IN HQ, FIELD SUPPORT SECTION	
568			CHP 305 SERIES, INDEMNITY AGREEMENT (ENGLISH AND SPANISH) (DIVISION RETENTION) (065)	P		2		2		AFTER CASE IS CLOSED,	

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						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
569			CHP 305 SERIES, INDEMNITY AGREEMENT (ENGLISH AND SPANISH) (065)	P		*			*		*RETAINED IN HQ, FIELD SUPPORT SECTION 10 YEARS AFTER CASE CLOSED	
570			CHP 305 SERIES, INDEMNITY AGREEMENT (ENGLISH AND SPANISH) (ORIGINATING OFFICE RETENTION) (065)	P		5			5		AFTER CASE IS CLOSED.	
571			CHP 306, PROOF OF PERSONAL SERVICES (DIVISION RETENTION) (065)	P		*+2			*+2		*AFTER CASE CLOSED.	
572			CHP 306, PROOF OF PERSONAL SERVICES (065)	P		*+10			*+10		*AFTER CASE CLOSED, RETAIN 10 YEARS IN HQ, FIELD SUPPORT SECTION.	
573			CHP 306, PROOF OF PERSONAL SERVICES (ORIGINATING OFFICE RETENTION) (065)	P		*+5			*+5		*AFTER CASE CLOSED.	
574	10		CHP 308, ASSET FORFEITURE FINANCIAL TALLY (DIVISION 'RETENTION') (065)	P		*+2			*+2		*AFTER CASE CLOSED.	
575	9		CHP 308, ASSET FORFEITURE FINANCIAL TALLY (065)	P		*+10			*+10		*AFTER CASE IS CLOSED. RETAIN 10 YEARS IN HQ, FIELD SUPPORT SECTION.	
576			CHP 308, ASSET FORFEITURE FINANCIAL TALLY (ORIGINATING OFFICE RETENTION) (065)	P		*+5			*+5		*AFTER CASE CLOSED.	
577			CHP 309, ASSET FORFEITURE LOG (DIVISION RETENTION) (065)	P		*+4			*+4		*AFTER LAST CASE ON LOG IS CLOSED, THEN FOUR YEARS OR UNTIL AUDITED.	
578			CHP 309, ASSET FORFEITURE LOG (ORIGINATING OFFICE RETENTION) (065)	P		*+5			*+5		*AFTER LAST CASE ON LOG IS CLOSED, 5 YEARS OR UNTIL AUDITED.	
579	13		CHP 310, AUTHORIZED EMERGENCY VEHICLE PERMIT APPLICATION AND INSPECTION REPORT - INITIAL (061)	P		*3			*3		*RETENTION AFTER PERMIT IS TERMINATED OR VEHICLE RELINQUISHED BY FIELD OFFICE AND OPI 061.	

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION			PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)
580	16		CHP 310, AUTHORIZED EMERGENCY VEHICLE PERMIT APPLICATION AND INSPECTIONS REPORT – RENEWALS (061)	P		*4			*4	*RETENTION FROM DATE OF ISSUE, UNLESS SUPERSEDED, FOR INITIAL 3 YEARS PLUS 1-YEAR RENEWAL BY FIELD OFFICE AND RESEARCH AND PLANNING SECTION - AS OPI.
581	12		CHP 310A, HOW TO OBTAIN/ 'RENEW AN AUTHORIZED EMERGENCY VEHICLE (AEV) PERMIT (061)	P		*+3			*+3	*CURRENT YEAR.
582			CHP 310C, LAW ENFORCEMENT APPLICANT STATUS VERIFICATION AND LIABILITY (061)	P		*+3			*+3	*AFTER PERMIT EXPIRES, IS TERMINATED, VEHICLE IS RELINQUISHED OR APPLICANT STATUS CHANGES.
583			CHP 310C, LAW ENFORCEMENT APPLICANT STATUS VERIFICATION AND LIABILITY (ORIGINATING 'OFFICE RETENTION) (061)	P		2			2	
584	10		CHP 311, ANNUAL SAFETY/ PROTECTIVE EQUIPMENT INSPECTION (091)	P		5			5	AFTER LAST ENTRY,
585	8		CHP 312, SAFETY SERVICES PROGRAM TASK ORDER (029)	P		2			2	
586			CHP 313, SAFETY SERVICES PROGRAM DAILY REPORT (029)	P		3			3	
587			CHP 314, NON LETHAL TRAINING CHECKLIST (091)	P		2			2	

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
588	8		CHP 315, PRICE COMPARISON WORKSHEET (076)	P		*+3		4	*+7		*RETAIN SEVEN YEARS FROM END OF FISCAL YEAR IN WHICH ENCUMBRANCE IS LIQUIDATED. DESTROY AFTER THE REQUIRED SEVEN YEARS OR WHEN AUDITED BY THE BUREAU OF STATE AUDITS OR THE DEPARTMENT OF GENERAL SERVICES, WHICHEVER OCCURS FIRST. EXCEPTION: ORDERS FOR FORMS ARE RETAINED FOR THE LIFE OF THE FORM.
589	6		CHP 316A, DELEGATION CONTROL LOG (AUTOMOTIVE-ORIGINATING OFFICE) (076)	P		3			3		
590	12		CHP 317, CALCARD LOG (076)	P		*+3			*+3		*CURRENT YEAR.
591	12		CHP 317, CALCARD LOG (ORIGINATING OFFICE RETENTION) (076)	P		*+3			*+3		*CURRENT YEAR + 3 YEARS OR UNTIL AUDITED. HPM 11.2
592			CHP 317A, CALCARD HOLDER ACKNOWLEDGMENT AND RESPONSIBILITY (076)	P		4			4		
593			CHP 318, NOTICE OF INTENT TO ENGAGE IN SECONDARY EMPLOYMENT (031)	P		*			*		*UNTIL SUPERSEDED.
594			CHP 318A, NONUNIFORMED STIPULATION AGREEMENT (COMMERCIAL ACTIVITIES) (031)	P		*			*		*UPON REVOCATION OF THE CHP 318 OR TERMINATION OF EMPLOYMENT WITH THE DEPARTMENT
595			CHP 318B, SECONDARY EMPLOYMENT LOG (031)	P		*1			*1		RETENTION OF 1-YEAR OR UNTIL SUPERSEDED.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
596			CHP 322, BICYCLE TRAINING PROGRAM APPLICATION (025)	P		*+3			*+3	XI	*AFTER COMPLETION OF OFFICER'S RIDING DUTY IN THE BICYCLE PROGRAM. PC 832.7, CC 1798.3 WITNESS DESTRUCTION
597	4		CHP 323, BICYCLE PERFORMANCE EVALUATION REPORT (025)	P		*+3			*+3	XI	*SAME AS CHP 322.
598	1		CHP 324, MONTHLY BICYCLE/SAFETY EQUIPMENT INSPECTION LIST (025)	P		*			*		*LIFE OF BICYCLE.
599	3		CHP 325, BICYCLE MAINTENANCE/ REPAIR LOG (025)	P		*			*		*LIFE OF BICYCLE.
600	45		CHP 327, LIFTED FINGERPRINT RECORD (065)	P		3			3	X	GC 6254(f) WITNESS DESTRUCTION
601	10		CHP 328 SERIES, ON-SCENE CHECKLIST/ DISCHARGE OF FIREARM INCIDENT (065)	P		*10			*10		* RETENTION OF 10-YEARS BY ORIGINATING OFFICEOR UNTIL LITIGATION RESOLVED.
602	12		CHP 329, EMERGENCY NOTIFICATION AND TACTICAL ALERT CENTER AMBER ALERT PROGRAM TRAINING RECORD (028)	P		3			3		
603	4		CHP 330, EMERGENCY MEDICAL REPORT (EMT-P, EMT-1, EMR) (091)	P		*+3			*+3	XI	*CURRENT YEAR. GC 6254(f), CC 1798.3 WITNESS DESTRUCTION HPM 70.2
604			CHP 330A, TRAUMA BAG EQUIPMENT LIST (091)	P		3			3		
605			CHP 330B, EMT-1, CLINICAL TRAINING CERTIFICATE (091)	P		3			3		RETAINED AT ACADEMY.
606	10		CHP 330E, ANNUAL EMT/EMR EQUIPMENT INSPECTION (091)	P		1			1		
607			CHP 330F, OXYGEN CYLINDER LOG (091)	P		*			*		*LIFE OF CYLINDER.
608			CHP 330L, AUTOMATED EXTERNAL DEFIBRILLATOR DAILY INSPECTION LOG (091)	P		*+3			*+3		*CURRENT YEAR.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION			PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)
609			CHP 330M, AUTOMATED EXTERNAL DEFIBRILLATOR USE AND MAINTENANCE LOG (091)	P		*+3			*+3	*CURRENT YEAR.
610			CHP 332, TRANSFER OF LIST ELIGIBILITY REQUEST (SPB 19) (097)	P		*			*	*UNTIL SUPERSEDED.
611	6		CHP 334, RESCUE EQUIPMENT INSPECTION LOG (018)	P		4			4	WITNESS DESTRUCTION
612			CHP 335, ROPE USE LOG (018)	P		4			4	
613			CHP 336, PARAMEDIC CONTACTS/CE LOG (018)	P		*+3			*+3	*CURRENT YEAR.
614	40		CHP 339, TRANSIT OPERATOR COMPLIANCE CERTIFICATE (062)	P		4			4	
615			CHP 339, TRANSIT OPERATOR COMPLIANCE CERTIFICATE (VAN RETENTION) (062)	P		13 months			13 months	
616			CHP 340 SERIES, ADVANCE NOTIFICATION – RADIOACTIVE SHIPMENTS (062)	P		3			3	X VC 33002(g) WITNESS DESTRUCTION
617	60		CHP 343, SAFETY COMPLIANCE REPORT/ TERMINAL RECORD UPDATE (062)	P		4			4	HPM 84.1, change to drop-down menu choices in the "Motor Carrier Certification" area to reflect the following telephone numbers: (530) 242-4357, (916) 731-6350, (707) 648-4180, (559) 453-3130, (323) 644-9557, (858) 650-3655, (805) 549-3261, (909) 806-2414.
618			CHP 343, SAFETY COMPLIANCE REPORT/ TERMINAL RECORD UPDATE - EVIDENCE TAPES (062)	M		4			4	HPM 70.1, CHAPTER 6. ACTUAL VOICE RECORDINGS OF SAFETY INSPECTIONS.
619	32		CHP 343-1, CONTINUATION (062)	P		4			4	HPM 84.1

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ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
620	80		CHP 343A, VEHICLE/ EQUIPMENT INSPECTION REPORT, MOTOR CARRIER SAFETY OPERATIONS (062)	P		4			4		HPM 84.1
621			CHP 343B, WHEELCHAIR LIFT AND SECUREMENT DEVICES INSPECTION (062)	P		4			4		HPM 84.1
622	3		CHP 343C, RECORDS RECEIPT (062)	P		2			2		
623	52		CHP 343D, CARRIER INSPECTION (062)	P		4			4		
624	8		CHP 343E, CARRIER ACKNOWLEDGEMENT (062)	P		4			4		
625	8		CHP 343F, HAZARDOUS MATERIALS TERMINAL INSPECTION (062)	P		4			4		
626	24		CHP 345, NOTICE TO CARRIER (062)	P		4			4		HPM 84.1, Statutory changes contained in Sections 34500.4 and 34501.12 of the California Vehicle Code.
627			CHP 345, NOTICE TO CARRIER (VAN RETENTION) (062)	P		6 months			6 months		
628			CHP 348, INITIAL COMPLAINT OF DEALER'S RESPONSIBILITY (062)	P		*+1			*+1		*AFTER RESOLUTION OF COMPLAINT.
629	25		CHP 349 SERIES, RECRUITMENT SURVEY (094)	P		3			3		RETENTION OF 3-YEARS IN THE PROFESSIONAL TRAINING SECTION - RECRUITMENT UNIT.
630	5		CHP 349A, PUBLIC SAFETY DISPATCHER RECRUITMENT SURVEY (094)	P		3			3		RETENTION OF 3-YEARS IN THE PROFESSIONAL TRAINING SECTION - RECRUITMENT UNIT.
631	16		CHP 350, FARM LABOR VEHICLE INSPECTION (062)	P		4			4		
632	4		CHP 350, FARM LABOR VEHICLE INSPECTION (VAN RETENTION) (062)	P		13 months			13 months		

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
633	2		CHP 350A, FARM LABOR VEHICLE CERTIFICATION (062)	P		1			1		
634			CHP 351, IRAN CONTRACTING ACT CERTIFICATION (076)	P		*			*		*THIS FORM SHALL BE RETAINED WITH THE CONTRACT OR PURCHASING FILE FOR THE DURATION OF THE CONTRACT OR THE PURCHASE ORDER RETENTION.
635	4		CHP 353 SERIES, COMPRESSED NATURAL GAS VEHICLE FUEL SYSTEM INSPECTION CHECKLIST (062)	P		4			4		
636	4		CHP 354 SERIES, LIQUEFIED NATURAL GAS VEHICLE FUEL SYSTEM INSPECTION CHECKLIST (062)	P		4			4		
637	4		CHP 356, MCSO, COMPLAINT AGAINST MOTOR CARRIER (062)	P		4			4		
638	1		CHP 357, NOTICE TO REMOVE ENCROACHMENT (062)	P		*			*		*MAXIMUM OF FIVE DAYS.
639			CHP 358, LIQUEFIED PETROLEUM GAS (LPG) VEHICLE NFPA FUEL SYSTEM INSPECTION CHECKLIST (062)	P		4			4		NFPA: NATIONAL FIRE PROTECTION ASSOCIATION
640			CHP 359, ENVIRONMENTAL CRIMES CASE INVESTIGATION LOG (062)	P		2			2		
641	3		CHP 360 SERIES, NON-TRANSFERABLE & OTHER COMMERCIAL LICENSES (061)	C		1			1		
642	12		CHP 361, APPLICATION FOR EMERGENCY AMBULANCE SERVICE LICENSE (061)	P		*+3			*+3		*CURRENT YEAR AFTER EXPIRATION OR TERMINATION OF LICENSE.
643	4		CHP 361, APPLICATION FOR EMERGENCY AMBULANCE SERVICE LICENSE (ORIGINATING OFFICE RETENTION) (061)	P		1			1		FROM DATE OF ISSUE, UNLESS SUPERSEDED.

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						OFFICE	DEPT.	SRC			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
644			CHP 361A, LIST OF VEHICLES TO BE OPERATED (061)	P		*+3			*+3		*UNTIL EXPIRATION OR TERMINATION OF LICENSE OR UNTIL SUPERSEDED OR CANCELED.
645			CHP 361AC, APPLICATION FOR ARMORED CAR OPERATOR'S LICENSE (061)	P		*+3			*+3		*CURRENT YEAR AFTER EXPIRATION OR TERMINATION OF LICENSE.
646			CHP 361F, ADDITIONAL APPLICATION REQUIREMENTS (062)	P		*			*		*DISCARD AFTER CORRECTIONS MADE.
647			CHP 361G, LICENSE RENEWAL NOTICE - HAZARDOUS MATERIALS TRANSPORTATION LICENSE (INSTRUCTIONS (062)	M		*			*		* NO RETENTION: TWO PAGES OF INSTRUCTIONS USED BY PUBLIC FROM CHP WEBSITE.
648			CHP 361M, APPLICATION FOR HAZARDOUS MATERIALS TRANSPORTATION LICENSE (062)	P		*+3			*+3	XI	*UNTIL LICENSE EXPIRATION OR TERMINATION.
649			CHP 361N, FLEET OWNER INSPECTION & MAINTENANCE STATION LICENSE APPLICATION (062)	P		*+3			*+3	XI	*UNTIL LICENSE EXPIRATION OR TERMINATION.
650	4		CHP 361R, APPLICATION RENEWAL FOR HAZARDOUS MATERIALS TRANSPORTATION LICENSE (062)	P		*+3			*+3	X	*UNTIL LICENSE EXPIRATION OR TERMINATION.
651			CHP 362, MOTOR CARRIER PROFILE (062)	M		*			*	XI	*UNTIL ENTERED INTO MISTER (MANAGEMENT INFORMATION SYSTEM OF TERMINAL EVALUATION RECORDS) SYSTEM. GC 6254(c), CC 1798.3 WITNESS DESTRUCTION
652			CHP 362B, MISTER RECORD CHANGE REQUEST (062)	M		*+10			*+10	XI	*CURRENT YEAR. GC 6254(c), CC 1798.3 WITNESS DESTRUCTION

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
653	12		CHP 362B, MISTER RECORD CHANGE REQUEST (ORIGINATING OFFICE RETENTION) (062)	P		*+2			1	XI	GC 6254(c), CC 1798.3 WITNESS DESTRUCTION
654	15		CHP 363, ARMORED CAR INSPECTION REPORT (061)	P		*			*		*AFTER LICENSE TERMINATED OR VEHICLE RELINQUISHED. HPM 82.1 * INSPECTION FORMS ARE RETAINED UNTIL THE ARMORED VEHICLE IS TAKE OUT OF SERVICE BY THE ARMORED CAR COMPANY. THE VEHICLES ARE ONLY INSPECTED WHEN THEY ARE PUT INTO THE FLEET PER SECTION 1112(b), TITLE 13 CALIFORNIA CODE OF REGULATIONS.
655	2		CHP 363, ARMORED CAR INSPECTION REPORT (ORIGINATING OFFICE RETENTION) (061)	P		*			*		* INSPECTION FORMS ARE RETAINED UNTIL THE ARMORED VEHICLE IS TAKE OUT OF SERVICE BY THE ARMORED CAR COMPANY. THE VEHICLES ARE ONLY INSPECTED WHEN THEY ARE PUT INTO THE FLEET PER SECTION 1112(b), TITLE 13 CALIFORNIA CODE OF REGULATIONS.
656			CHP 364, CARRIER INFORMATION REQUEST (042)	P		1			1		
657	27		CHP 365, APPLICATION FOR TERMINAL INSPECTION (042)	P		*+2			*+2	XI	*CURRENT YEAR. GC 6254(c), CC 1798.3 WITNESS DESTRUCTION

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
658			CHP 365, APPLICATION FOR TERMINAL INSPECTION (042)	M		*+10			*+10	XI	*CURRENT YEAR. GC 6254(c), CC 1798.3 WITNESS DESTRUCTION.
659			CHP 365A, D-F SERIES, BIENNIAL INSPECTION OF TERMINAL (BIT) PROGRAM FORMS (042)	M		*+2			*+2	XI	*CURRENT YEAR. CHP 365A IS THE AUTOMATED VERSION OF CHP 365. 'GC 6254(c), CC 1798.3 WITNESS DESTRUCTION
660			CHP 365A, D-F SERIES, BIENNIAL INSPECTION OF TERMINAL (BIT) PROGRAM FORMS (042)	M		*+10			*+10	XI	*CURRENT YEAR. CHP 365A IS THE AUTOMATED VERSION OF CHP 365. 'GC 6254(c), CC 1798.3 WITNESS DESTRUCTION
661	5		CHP 365B, C, & K SERIES, BIT PROGRAM (042)	P		*+2			*+2		*CURRENT YEAR.
662			CHP 365B, C, & K SERIES, BIT PROGRAM (042)	M		*+10			*+10		*CURRENT YEAR.
663	2		CHP 365N, CREDIT CARD PAYMENT (071)	P		1					WITNESS DESTRUCTION.
664	9		CHP 365P, NOTICE OF DELINQUENT FEE (042)	P		*+2		7	8	XI	*CURRENT YEAR. GC 6254(c), CC 1798.3 WITNESS DESTRUCTION
665			CHP 365P, NOTICE OF DELINQUENT FEE (042)	M		*+10			*+10	XI	*CURRENT YEAR. GC 6254(c), CC 1798.3 WITNESS DESTRUCTION
666	12		CHP 366, SAFETY SERVICES PROGRAM (SSP) ORIENTATION CHECKLIST (029)	P		3			3		
667	75		CHP 367, CRFR REGISTRATION FOLLOW-UP (CALIFORNIA RESIDENT FOREIGN REGISTRATION) (062)	P		1			1		
668			CHP 368, MASS MAILING TRANSMITTAL (042)	P		1			1		
669	25		CHP 369, AUTHORIZATION TO RELEASE MEDICAL INFORMATION FOR PUBLIC DISCLOSURE (033)	P		*			*		*UNTIL SUPERSEDED..

RECORDS RETENTION SCHEDULE

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(35) APPROVAL NUMBER								(36)			
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION			PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
670	24		CHP 370A, PERSONAL RECORDS INQUIRY NOTICE AND INSTRUCTIONS (033)	P		*			*		*EITHER GIVEN TO REQUESTER OR MAINTAINED WITH THE RECORD(S) ACCESSED. UNTIL SUPERSEDED.
671	18		CHP 370C, PUBLIC RECORD ACT REQUESTS (SPECIAL COUNSEL) (033)	P		3			3		New OPI 033 (old 003), Public use - Public to complete and return to CHP.
672	18		CHP 370C, PUBLIC RECORDS ACT REQUESTS, (ORIGINATING OFFICE RETENTION) (003)	P		3			3		
673	24		CHP 371, REQUEST FOR RECORDS ACCESS (033)	P		*			*		*SAME AS CHP 370A.
674	24		CHP 372, REQUEST FOR RECORDS AMENDMENT (033)	P		*			*		*SAME AS CHP 370A.
675			CHP 373, PERSONAL/ CONFIDENTIAL INFORMATION DISCLOSURE LOG (033)	P		*			*		*RETAIN WITH RECORD REQUESTED FOR LIFE OF RECORD OR THREE YEARS, WHICHEVER IS LONGER.
676	24		CHP 374, RECORDS TRANSFER REQUEST (033)	P		*			*		*SAME AS CHP 370A.
677			CHP 375, NOTICE OF RECORD RELEASE UNDER LEGAL PROCESS (033)	P		3			3		
678			CHP 376, MAIL RESPONSE TO RECORD REQUEST (033)	P		3			3		
679			CHP 377, VERIFICATION OF INSURANCE AND AUTHORIZATION TO OPERATE PRIVATELY OWNED/RENTED/ LEASED AIRCRAFT ON STATE BUSINESS (071)	P		1			1		MUST BE RESUBMITTED EACH YEAR.
680			CHP 378, GOVERNMENT CARD PROGRAM ACKNOWLEDGMENT (071)	P		*			*		*UNTIL CARD RELINQUISHED.
681	5		CHP 379, VEHICLE HOME STORAGE REQUEST/PERMIT (FLEET OPERATIONS SECTION) (074)	P		*+4			*+4	XI	*CURRENT YEAR. WITNESS DESTRUCTION

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(35) APPROVAL NUMBER							2019-197				(36)	
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
682	10		CHP 379, VEHICLE HOME STORAGE REQUEST/PERMIT, (ORIGINATING OFFICE) (074)	P		*+4			*+4	XI	*CURRENT YEAR. WITNESS DESTRUCTION.	
683			CHP 380, VEHICLE REPLACEMENT FORM (074)	P		*+3			*+3		*LIFE OF VEHICLE	
684			CHP 382, SECURITY SURVEY WORKSHEET (029)	P		2			2			
685			CHP 383, CRIME PREVENTION PLAN: SMALL FACILITY (029)	P		2			2			
686	2		CHP 385 SERIES, COBRA ELIGIBILITY NOTICE (EMPLOYEE) (096)	P		*			*		*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING UNTIL RECHECKED. WITNESS DESTRUCTION.	
687			CHP 385 SERIES, COBRA ELIGIBILITY NOTICE (EMPLOYEE) (096)	M		*			*	XI	*EMPLOYED LIFE. WITNESS DESTRUCTION	
688	6		CHP 385 SERIES, COBRA ELIGIBILITY NOTICE (DELETED DEPENDENTS) (096)	P		6			6	XI	WITNESS DESTRUCTION	
689	2		CHP 387, DENTAL ENROLLMENT RESTRICTION FOR NEWLY HIRED REPRESENTED (PERSONNEL FILES UNIT) (096)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING UNTIL RECHECKED. WITNESS DESTRUCTION	
690			CHP 387, DENTAL ENROLLMENT RESTRICTION FOR NEWLY HIRED REPRESENTED EMPLOYEES (HUMAN RESOURCES SECTION) (096)	P		3			3	XI	WITNESS DESTRUCTION	
691			CHP 387, DENTAL ENROLLMENT RESTRICTION FOR NEWLY HIRED REPRESENTED EMPLOYEES (PERSONNEL FILES UNIT) (096)	M		*			*	XI	*EMPLOYED LIFE. WITNESS DESTRUCTION	
692			CHP 387, DENTAL ENROLLMENT RESTRICTION FOR NEWLY HIRED REPRESENTED (FIELD FOLDER) (096)	P		*			*	XI	*EMPLOYED LIFE. WITNESS DESTRUCTION	

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(35) APPROVAL NUMBER										(36)	
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
693			CHP 389, CHANGE OF NAME OR ADDRESS REQUEST (097)	M		*			*	XI	*DESTROYED AFTER COMPUTER ENTRY INTO STATE TRAFFIC OFFICER PROCESSING SYSTEM (STOPS). GC 6254 (c), CC 1798.3 WITNESS DESTRUCTION
694			CHP 389, CHANGE OF NAME OR ADDRESS REQUEST (097)	M		*			*	XI	*UNTIL SUPERSEDED. GC 6254 (c), CC 1798.3 WITNESS DESTRUCTION
695	1		CHP 390, FLIGHT HELMET INSPECTION CHECKLIST (018)	P		1			1		
696	2		CHP 391, STATE PROPERTY ACTIVITY LOG (029)	P		2			2		
697			CHP 393, SAFETY SERVICES OFFICERS TRAINING PLAN (029)	P		4			4		PERSONNEL FILE: 4 YRS AREA OFFICE: 4 YRS
698			CHP 393A, INVESTIGATOR PERSONNEL ACTIVITY (065)	P		4			4		
699	8		CHP 393B, INVESTIGATOR PERSONNEL ACTIVITY SUMMARY (065)	P		4			4		
700			CHP 393C, SAFETY SERVICES OFFICERS TRAINING PLAN (029)	P		4 YRS			4 YRS	X	PERSONNEL FILE: 4 YRS/ORIGINATING OFFICE 4 YRS
701	3		CHP 398, PERMIT APPLICATION FOR ACTIVITY ON STATE PROPERTY (025)	P		*+2			*+2		*UNTIL RESOLUTION.
702			CHP 399, FLOTATION VEST INSPECTION CHECKLIST (018)	P		1			1		
703			CHP 400D, EXPLORER EVALUATION RESOURCES (094)	P		*			*		*LIFE OF EMPLOYEE +5
704	4		CHP 400F-L SERIES, EXPLORER FORMS (094)	P		*+5			*+5	XI	*RETENTION OF 5-YEARS BY AREA EXPLORER POST., PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION.

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(35) APPROVAL NUMBER							2019-197				(36) Page 86 of 178 Pages	
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
705	13		CHP 400M, EXPLORER POST INSPECTION REPORT (094)	P		3			3		Change OPI from 070 to 094. (4) Pages.	
706	5		CHP 400N-S, EXPLORER APPLICANT (094)	P		*+5			*+5	XI	*EMPLOYED LIFE. PC 832.7, CC 1798.3(b). WITNESS DESTRUCTION. HIRED: RETAINED IN PERSONNEL FILES UNIT. NOT HIRED; RETAINED IN EXPLORER FILE IN ORIGINATING OFFICE.	
707	2		CHP 400 T-W, EXPLORER REPORTS (ORIGINATING OFFICE/DIVISION/HQs) (094)	P		5			5	XI	(CHP 400W RETAINED), RETENTION OF 5-YEARS BY CHP DIVISION, PROFESSIONAL TRAINING SECTION & HQs DIVISION- RECRUITMENT UNIT, PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION.. (CHP 400V RETAINED) FOR 5-YEARS BY CHP DIVISION, PROFESSIONAL TRAINING SECTION, CHP EXPLORERPOST COMPILING THE REPORT AND HQs DIVISION - RECRUITMENT UNIT.	
708	7		CHP 400T-W, EXPLORER REPORTS (HEADQUARTERS) (094)	P		7			7	XI	PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION. Change of OPI from 070 to 094.	
709	2		CHP 400X, RENTAL VERIFICATION EXPLORER APPLICANT (094)	P		*+5			*+5	XI	*EMPLOYED LIFE. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION. RETAINED IN PERSONNEL FILES UNIT.	

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(35) APPROVAL NUMBER							2019-197		(36)		
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
710	1		CHP 400Y, EXPLORER SERVICE RECORD (ORIGINATING OFFICE/DIVISION) (094)	P		*+5			*+5	XI	*EMPLOYED LIFE. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION. *CURRENT YEAR.
711			CHP 403, MONTHLY INVESTIGATION SUMMARY (065)	P		*+2			*+2		
712			CHP 405, FIREARMS AUTHORIZATION LETTER (091)	P		3			3		PC 26950
713			CHP 406A, CVSA DECAL ASSIGNMENT LOG (062)	P		1 YR & 3 MO			1 YR & 3 MO		
714			CHP 406B, CVSA DECAL ISSUE LOG (062)	P		1 YR & 3 MO			1 YR & 3 MO		
715	1		CHP 406C, COMMERCIAL VEHICLE SAFETY ALLIANCE (CVSA) DECAL RECONCILUATION SUMMARY (062)	P		*3			*3		RETENTION OF *3 YEARS BY AREA, DIVISION AND HEADQUARTERS, HPM 82.6, CHAPTER 3
716	100		CHP 407E, HAZARDOUS MATERIALS INCIDENT REPORT (062)	P		*			3		*1 YEAR + CURRENT
717	100		CHP 407E, HAZARDOUS MATERIALS INCIDENT REPORT - IF EXPOSED (062)	P		*+30			*+30		*EMPLOYED LIFE.
718	5		CHP 407E, HAZARDOUS MATERIALS INCIDENT REPORT (ORIGINATING OFFICE RETENTION) (062)	P		*			*		1 YEAR + CURRENT
719			CHP 407F, SAFETYNET DRIVER/ VEHICLE INSPECTION REPORT (062)	M		*			*		*DESTROYED AFTER COMPUTER ENTRY.
720	5		CHP 407F, SAFETYNET DRIVER/ VEHICLE INSPECTION REPORT (ORIGINATING OFFICE RETENTION) (062)	P		6 months			6 months		UNLESS NEEDED FOR COURT CASE.
721	4		CHP 408 SERIES, FARM LABOR VEHICLE STICKER LOGS (062)	P		2			2		
722			CHP 410, NOTICE OF MEETING (ON WEBSITE) (061)	M		10			10		
723			CHP 410A, NOTICE OF MEETING (ON WEBSITE) (061)	M		10			10		

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(35) APPROVAL NUMBER										(36)	
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
724	75		CHP 411, NOTICE OF CORRECTION AND PROOF OF SERVICE (061)	P		6 months			6 months		
725	18		CHP 412, WARRANT SERVICE NOTICE (061)	P		6 months			6 months		OR IF ATTACHED TO ARREST REPORT, RETAINED FOR THE LENGTH OF THE REPORT.
726	50		CHP 413 SERIES, WARRANT SERVICE (065)	P		*		*	*	X	*RETAINED IN FIELD SUPPORT SECTION UNTIL CASE CLOSED. WITNESS DESTRUCTION.
727	10		CHP 413 SERIES, WARRANT SERVICE (ORIGINATING OFFICE RETENTION) (065)	P		4			4	X	WITNESS DESTRUCTION.
728			CHP 413C, WARRANT SERVICE TRAINING EVALUATION REPORT (DIVISION RETENTION) (065)	P		4			4		GC 6254 (f) WITNESS DESTRUCTION.
729	150		CHP 414, CUSTOMER SERVICE SURVEY (013)	P		*		*	*		*RETAIN AT AREA FOR 2 YEARS
						**		**	**		**RETAIN AT COMR (013) FOR 2 YEARS - WITNESS DESTRUCTION.
730			CHP 414A, ENCUESTA DE SERVICIO COMMUNITARIO (SPANISH SURVEY) (013)	P		*		*	*		REFER TO CHP 414. **RETAIN AT AREA FOR 2 YEARS
731			CHP 414B, COMMUNITY SERVICE SURVEY (KOREAN SURVEY) (013)	P		*		*	*		REFER TO CHP 414. **RETAIN AT AREA FOR 2 YEARS.
732			CHP 415, DAILY FIELD RECORD (041)	M		3			3	XI	GC 6254(c), PC 832.7, CC 1798, WITNESS DESTRUCTION

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION			PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
733			CHP 415, DAILY FIELD RECORD - REIMBURSABLE PROJECTS (041)	M		4			4	XI	GC 6254(c), PC 832.7, CC 1798, WITNESS DESTRUCTION
734	10		CHP 415, DAILY FIELD RECORD - REIMBURSABLE PROJECTS (FEDERALLY DECLARED DISASTERS) (041)	P		*+3			*+3	XI	*AFTER OPI NOTIFICATION PAYMENT HAS BEEN RECEIVED. GC 6254(c), PC 832.7, CC 1798, WITNESS DESTRUCTION.
735	144		CHP 415, DAILY FIELD RECORD (ORIGINATING OFFICE RETENTION) (041)	P		36 months			36 months	XI	GC 6254(c), PC 832.7, CC 1798, WITNESS DESTRUCTION
736			CHP 415A, DAILY FIELD RECORD (YELLOW) (041)	M		5			5	XI	GC 6254(c), PC 832.7, CC 1798, WITNESS DESTRUCTION
737			CHP 415A, DAILY FIELD RECORD (YELLOW) - REIMBURSABLE PROJECTS (041)	M		4			4	XI	GC 6254(c), PC 832.7, CC 1798, WITNESS DESTRUCTION
738	144		CHP 415A, DAILY FIELD RECORD (YELLOW) (ORIGINATING OFFICE RETENTION) (041)	P		36 months			36 months	XI	GC 6254(c), PC 832.7, CC 1798, WITNESS DESTRUCTION
739	150		CHP 415C, EMERGENCY INCIDENT ACTIVITY RECORD (029)	P		*+5			*+5		*CURRENT YEAR. WITNESS DESTRUCTION.
740			CHP 415D, SUPPLEMENTAL DAILY FIELD RECORD (061)	M		*+3 months			*+3 months		*THREE YEARS. WITNESS DESTRUCTION.
741			CHP 416, MONTHLY RECORD OF SHOOTS (091)	P		*			*		*AUDIT PLUS SIX MONTHS.
742	0		CHP 418, CRASH REPORT INFORMATION (060)	P		3 yrs			3		* Area Offices will retain copies of all CHP 418 Forms. Change from _Collison_ Report Information to "CRASH REPORT INFORMATION", CHP-418 Form

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STATE RECORDS PROGRAM

(35) APPROVAL NUMBER										(36)	
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
743			CHP 419, H.E.E.D. BOTTLE INSPECTION CHECKLIST (018)	P		1			1		H.E.E.D.: HELICOPTER EMERGENCY EGRESS DEVICE
744	2		CHP 420, APPLICANT DRUG HISTORY QUESTIONNAIRE NONUNIFORMED (PERSONNEL FILES UNIT) (094)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING UNTIL RECHECKED.
745			CHP 420, APPLICANT DRUG HISTORY QUESTIONNAIRE NONUNIFORMED (094)	M		*+6			*+6	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), 'CC 1798 WITNESS DESTRUCTION. PC 832.7, CC1798.3(b) *PAPER VERSION RETAINED ONE YEAR AFTER SCANNING UNTIL RECHECKED.
746			CHP 421, BACK BELT FACTS/AUTHORIZATION (016)	P		*			*		*UNTIL SUPERSEDED.
747	2		CHP 422, VEHICLE CHECK/PARKING WARNING/ HIGHWAY DAMAGE REPORT (061)	P		5 days			5 days		STUB RETAINED; CARD PLACED ON PARKED VEHICLE.
748	2		CHP 422B, VEHICLE STORAGE HEARING REPORT (061)	P		2			2		
749	2		CHP 422C, POST-STORAGE HEARING CHECKLIST (061)	P		2			2		
750			CHP 423, EMPLOYMENT APPLICANT DISCLOSURE (097)	P		5			5		"Hold" until policy is published.
751	8		CHP 424, PREVENTIVE MAINTENANCE SCHEDULE & REPAIR HISTORY-ENFORCEMENT (074)	P		*+3			*+3		*LIFE OF VEHICLE PLUS 3 YEARS
752	6		CHP 424A, MOTOR VEHICLE MAINTENANCE/REPAIR HISTORY (074)	P		*+3			*+3		*LIFE OF VEHICLE PLUS 3 YEARS

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STATE RECORDS PROGRAM

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
753			CHP 425 - MOTORCYCLE PREVENTIVE MAINTENANCE INSTRUCTION CHART (074)	P		*+3			*+3		*LIFE OF VEHICLE PLUS 3 YEARS
754			CHP 425B - MOTORCYCLE PREVENTATIVE MAINTENANCE INSTRUCTION CHART - BMW (074)	P		*3			*3		*LIFE OF VEHICLE PLUS 3 YEARS
755			CHP 425C - MOTORCYCLE PREVENTATIVE MAINMTCNCE INSTRUCTION CHART - KAWASAKI (074)	P		*+3			*+3		*LIFE OF VEHICLE PLUS 3 YEARS
756			CHP 425D - MOTORCYCLE PREVENTATIVE MAINTENANCE INSTRUCTION CHART - HARLEY DAVIDSON (074)	P		*3			*3		*LIFE OF VEHICLE PLUS 3 YEARS
757	6		CHP 426, PREVENTIVE MAINTENANCE SCHEDULE & REPAIR HISTORY - NON-ENFORCEMENT (074)	P		*+3			*+3		*LIFE OF VEHICLE PLUS 3 YEARS
758	1		CHP 428, RELEASE AND WAIVER OF LIABILITY (ORIGINATING OFFICE) (061)	P		1			1		WITNESS DESTRUCTION.
759	1		CHP 429, CERTIFICATE OF APPRECIATION (003)	P		1			1		ISSUE LOG RETAINED ONE YEAR; CERTIFICATE GIVEN TO RECIPIENT. HPM 150.1
760			CHP 430, USE OF EXERCISE EQUIPMENT AT CHP FACILITIES/RELEASE OF LIABILITY (033)	M		*			*		*EMPLOYED LIFE.
761			CHP 431, IMMUNIZATION RECORD (032)	M		*			*		*EMPLOYED LIFE. RETAIN IN FIELD FOLDER,

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
762	4		CHP 432, PERSONAL HISTORY STATEMENT NONUNIFORMED APPLICANT, CALIFORNIA HIGHWAY PATROL (PERSONNEL FILES UNIT) (094)	P		*+5			*+5	XI	*IF HIRED: EMPLOYED LIFE PLUS FIVE YEARS FILED IN PERSONNEL FILES SECTION. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION. (PROFESSIONAL TRAINING SECTION - CADET HIRING UNIT.) IF NOT HIRED, RETAIN 5 YEARS FILED IN CADET HIRING UNIT, PC 832.7, CC 1798.3(b), WITNESS DESTRUCTION.
763			CHP 432, PERSONAL HISTORY STATEMENT NONUNIFORMED APPLICANT (094)	M		*			*	XI	*IF HIRED: EMPLOYED LIFE PLUS FIVE YEARS FILED IN PERSONNEL FILES SECTION. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION. (PROFESSIONAL TRAINING SECTION - CADET HIRING UNIT.)
764			CHP 432A, ADVISEMENT (NILSSON WAIVER) (094)	M		*			*	XI	*HIRED: EMPLOYED LIFE. RETAINED IN PERSONNEL FILES UNIT. WITNESS DESTRUCTION
765	1		CHP 432A, ADVISEMENT (NILSSON WAIVER) (094)	P		4			4	XI	NOT HIRED: RETAINED IN CADET SELECTION HIRING UNIT.
766	2		CHP 432B, AUTHORIZATION TO RELEASE INFORMATION (NONUNIFORMED AND VOLUNTEER) (094)	P		*			*	XI	*RETAIN ONE YEAR AFTER SCANNING UNTIL RECHECKED. WITNESS DESTRUCTION

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
767	10		CHP 432B, AUTHORIZATION TO RELEASE INFORMATION - (NONUNIFORMED AND VOLUNTEER) (094)	M	*			*	*	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. WITNESS DESTRUCTION PC 832.7, CC 1798.3 (b)
768			CHP 432C, FCRA (FAIR CREDIT REPORTING ACT) ADVISEMENT (094)	M	*			*	*	XI	*HIRED: EMPLOYED LIFE. RETAIN IN PERSONNEL FILES UNIT. WITNESS DESTRUCTION PC 832.7, CC 1798.3 (b).
769	1		CHP 432C, FCRA (FAIR CREDIT REPORTING ACT) ADVISEMENT (094)	P	4			4	4	XI	NOT HIRED: RETAIN IN CADET SELECTION HIRING UNIT. WITNESS DESTRUCTION PC 832.7, CC 1798.3 (b).
770			CHP 432D, NOTICE OF CYBERVETTING INFORMED CONSENT (094)	M	*			*	*	XI	*HIRED: EMPLOYED LIFE. RETAIN IN PERSONNEL FILES UNIT. WITNESS DESTRUCTION PC 832.7, CC 1798.3 (b).
771	1		CHP 432D, NOTICE OF CYBERVETTING INFORMED CONSENT (094)	P	4			4	4	XI	NOT HIRED: RETAIN IN CADET SELECTION HIRING. WITNESS DESTRUCTION PC 832.7, CC 1798.3 (b).
772			CHP 432E, BACKGROUND INVESTIGATION NON-DISCLOSURE AGREEMENT (094)	M	*			*	*	X	*HIRED: EMPLOYED LIFE. RETAIN IN PERSONNEL FILES UNIT. WITNESS DESTRUCTION PC 832.7, CC 1798.3 (b).
773	1		CHP 432E, BACKGROUND INVESTIGATION NON-DISCLOSURE AGREEMENT (094)	P	4			4	4	X	NOT HIRED: RETAIN IN CADET SELECTION HIRING UNIT. WITNESS DESTRUCTION PC 832.7, CC 1798.3 (b).

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(35) APPROVAL NUMBER								(36)			
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION			PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
774			CHP 432F, ADVISEMENT TO PEACE OFFICERS SEEKING LATERAL PLACEMENT (094)	M		*			*		*HIRED: EMPLOYED LIFE. RETAIN IN PERSONNEL FILES UNIT.
775			CHP 432F, ADVISEMENT TO PEACE OFFICERS SEEKING LATERAL PLACEMENT (094)	P		4			4		NOT HIRED: RETAIN IN CADET SELECTION HIRING UNIT.
776			CHP 432P, PERSONAL HISTORY STATEMENT, PUBLIC SAFETY DISPATCHER- CHP (094)	P		*+5			**5	XI	* IF HIRED, EMPLOYED LIFE PLUS 5-YEARS @ PROFESSIONAL TRAINING SECTION - CADET HIRING UNIT. **IF NOT HIRED, RETAIN FOR 5-YEARS @ CADET HIRING UNIT. *** PC 832.7 CC 1798.3 (b) - WITNESS DESTRUCTION.
777	2		CHP 432S, PERSONAL HISTORY STATEMENT, EXPANDED NONUNIFORMED, CHP (094)	P		*5			*5	XI	* IF HIRED, EMPLOYED LIFE PLUS 5-YEARS @ PROFESSIONAL TRAINING SECTION - CADET HIRING UNIT. **IF NOT HIRED, RETAIN FOR 5-YEARS @ CADET HIRING UNIT. *** PC 832.7 CC 1798.3 (b) - WITNESS DESTRUCTION.
778	0		CHP 433, EMPLOYMENT INQUIRY NONUNIFORMED APPLICANT (097)	P		*			*	XI	*LIFE OF FILE GC 6254© (f) CC 1798.3 WITNESS DESTRUCTION
779	4		CHP 434, REFERENCE INQUIRY - NONUNIFORMED APPLICANT (PERSONNEL FILES UNIT) (097)	P		*			*		*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING UNTIL CHECKED.

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ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION			PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)	
780			CHP 434, REFERENCE INQUIRY - NONUNIFORMED APPLICANT (097)	M	*				*	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c)(f), 'CC 1798.3 WITNESS DESTRUCTION
781	4		CHP 435, INVESTIGATION REPORT - NONUNIFORMED APPLICANT (PERSONNEL FILES UNIT) (094)	P	*				*	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING UNTIL RECHECKED
782			CHP 435, INVESTIGATION REPORT - NONUNIFORMED APPLICANT (094)	M	*				*	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c)(f), 'CC 1798.3 WITNESS DESTRUCTION
783			CHP 435P, PUBLIC SAFETY DISPATCHER INVESTIGATIVE REPORT (094)	P	*				*	XI * EMPLOYED LIFE PERSONNEL FILES (IF HIRED) PC 832.7, CC 1798.3 (b) WITNESS DESTRUCTION
784	1		CHP 435P, PUBLIC SAFETY DISPATCHER INVESTIGATIVE REPORT (094)	P	2				2	X CADET HIRING (IF NOT HIRED) PC 832.7 CC1798.3(B) WITNESS DESTRUCTION
785	1		CHP 436, RESIDENCE INQUIRY - NONUNIFORMED APPLICANT (PERSONNEL FILES UNIT) (097)	P	*				*	*PAPER VERSION RETAINED AFTER SCANNING UNTIL RECHECKED.
786			CHP 436, RESIDENCE INQUIRY - NONUNIFORMED APPLICANT (097)	M	*				*	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c)(f), 'CC 1798.3 WITNESS DESTRUCTION

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
787	2		CHP 437, JOB COMMITMENT DISCLOSURE - NONUNIFORMED APPLICANT (PERSONNEL FILES UNIT) (094)	P		*			*		*PAPER VERSION RETAINED AFTER SCANNING UNTIL RECHECKED.	
788			CHP 437, JOB COMMITMENT DISCLOSURE - NONUNIFORMED APPLICANT (094)	M		*			*		*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. (Old: GC 6254(c)(f), 'CC 1798.3) NEW: PC 832.7, CC1798.6(b) - WITNESS DESTRUCTION	
789	1		CHP 438, PRE EMPLOYMENT MEDICAL EXAMINATION PROCESS (PERSONNEL FILES UNIT) (097)	P		*			*		*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING UNTIL RECHECKED.	
790			CHP 438, PRE EMPLOYMENT MEDICAL EXAMINATION PROCESS (097)	M		*			*		*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254 (c), 'CC 1798.3 WITNESS DESTRUCTION	
791	1		CHP 439, PARENTAL NOTIFICATION LETTER (061)	P		1			1			
792	20		CHP 440A, APPLICANT FLOW DATA CHART (020)	P		5			5		CODE OF FEDERAL REGULATIONS, SECTION 401.	
793			CHP 440A, APPLICANT FLOW DATA CHART (ORIGINATING OFFICE, DIVISION) (020)	P		1			1		CODE OF FEDERAL REGULATIONS, SECTION 401.	
794	3		CHP 441, JOB COMMITMENT DISCLOSURE (PERSONNEL FILES UNIT) (094)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING UNTIL RECHECKED. Change of OPI from 070 to 094.	

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
795			CHP 441, JOB COMMITMENT DISCLOSURE (PERSONNEL FILES UN IT) (094)	M		*			*	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION. Change of OPI from 070 to 094.
796	4		CHP 441, JOB COMMITMENT DISCLOSURE (CADET SELECTION/HIRING) (094)	P		*5			*5	XI	*IF NOT HIRED: RETAINED IN CADET HIRING UNIT. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION. (5 Years), Change of OPI from 070 to 094.
797	7		CHP 442, INDIVIDUAL ACCIDENT, INJURY & SAFETY RECOGNITION RECORD (016)	P		*+6			*+6	XI	*EMPLOYED LIFE. GC 6254(c), PC 832.7, CC 1798 WITNESS DESTRUCTION
798			CHP 443, LIMITED DUTY ASSIGNMENT - PHYSICIAN'S REPORT (033)	M		*+30			*+30	XI	*EMPLOYEMENT LIFE. SCANNED AND RETAINED IN EMPLOYEE MEDICAL FILE AND IN PERSONNEL FILES UNIT - PERSONNEL FILES AND INJURY FILES.. CAL/OSHA REQUIRE-MENT. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION
799	12		CHP 444, SUMMARY SHEET OF ABSENCE REQUESTS (096)	P		*+5			*+5	XI	*AFTER LAST ENTRY. GC 6254(c), PC 832.7, CC 1798 WITNESS DESTRUCTION
800	6		CHP 445, INVESTIGATION TRANSMITTAL (PERSONNEL FILES UNIT) (094)	P		*			*	XI	*PAPER VERSION RETAINED AFTER SCANNED UNTIL CHECKED. WITNESS DESTRUCTION.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
801			CHP 445, INVESTIGATION TRANSMITTAL (094)	M		*			*	XI	*HIRED: EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. PC 832.7, CC 1798.3(b), 'WITNESS DESTRUCTION
802	24		CHP 445, INVESTIGATION TRANSMITTAL (094)	P		4			4	XI	NOT HIRED: RETAINED IN CADET SELECTION HIRING. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION
803	4		CHP 445B, VERIFIED PERSONAL DATA (PERSONNEL FILES UNIT) (094)	P		*			*	X	*PAPER VERSION RETAINED AFTER SCANNING UNTIL RECHECKED. WITNESS DESTRUCTION.
804			CHP 445B, VERIFIED PERSONAL DATA (094)	M		*			*	X	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. PC 832.7 WITNESS DESTRUCTION
805			CHP 446, PERSONAL HISTORY STATEMENT (CADET) (094)	M		*			*	XI	* IF HIRED, EMPLOYED LIFE PLUS 5-YEARS @ PROFESSIONAL TRAINING SECTION - CADET HIRING UNIT. **IF NOT HIRED, RETAIN FOR 5-YEARS @ CADET HIRING UNIT. *** PC 832.7 CC 1798.3 (b) - WITNESS DESTRUCTION.
806	12		CHP 446A, APPLICANT INVESTIGATION CHECKLIST (PERSONNEL FILES UNIT) (094)	P		*			*	XI	*PAPER VERSION RETAINED AFTER SCANNING, UNTIL RECHECKED. WITNESS DESTRUCTION.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
807			CHP 446A, APPLICANT INVESTIGATION CHECKLIST (094)	M		*			*	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. WITNESS DESTRUCTION.	
808			CHP 446A, APPLICANT INVESTIGATION CHECKLIST (CADET HIRING UNIT) (094)	M		*			*	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION	
809	12		CHP 446B, AUTHORIZATION TO RELEASE INFORMATION (PERSONNEL FILES UNIT) (094)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED. WITNESS DESTRUCTION.	
810			CHP 446B, AUTHORIZATION TO RELEASE INFORMATION (094)	M		*			*	XI	*HIRED: EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION	
811	75		CHP 446B, AUTHORIZATION TO RELEASE INFORMATION (094)	P		4			4	XI	NOT HIRED: RETAINED IN CADET HIRING UNIT. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION	
812	1		CHP 446C, REQUEST FOR INFORMATION FROM MILITARY PERSONNEL RECORDS (PERSONNEL FILES UNIT) (094)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED. WITNESS DESTRUCTION.	
813			CHP 446C, REQUEST FOR INFORMATION FROM MILITARY PERSONNEL RECORDS (094)	M		*			*	XI	*HIRED: EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION	

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(35) APPROVAL NUMBER										(36)	
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
814			CHP 446C, REQUEST FOR INFORMATION FROM MILITARY PERSONNEL RECORDS (094)	M		*			*	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION
815	3		CHP 446D, AUTHORIZATION TO RELEASE MEDICAL INFORMATION (PERSONNEL FILES UNIT) (094)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.
816			CHP 446D, AUTHORIZATION TO RELEASE MEDICAL INFORMATION (094)	M		*			*	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. SEE CHP 73. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION
817	2		CHP 446E, APPLICANT DRUG SCREENING CONSENT & MEDICAL INFORMATION RELEASE AUTHORIZATION (PERSONNEL FILES UNIT) (094)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED. WITNESS DESTRUCTION.
818			CHP 446E, APPLICANT DRUG SCREENING CONSENT & MEDICAL INFORMATION RELEASE AUTHORIZATION (094)	M		*			*	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. SEE CHP 73. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION
819	4		CHP 446F, CADET ARREST AND CITATION QUESTIONNAIRE (094)	P		*+3			*+3	XI	*NOT HIRED: RETAINED IN CADET SELECTION HIRING. WITNESS DESTRUCTION.
820	1		CHP 446F, CADET ARREST AND CITATION QUESTIONNAIRE (PERSONNEL FILES UNIT) (094)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.

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(35) APPROVAL NUMBER								(36)			
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION			PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
821			CHP 446F, CADET ARREST AND CITATION QUESTIONNAIRE (094)	M		*			*	XI	*HIRED: EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. WITNESS DESTRUCTION.
822	4		CHP 446G, PERSONAL HISTORY QUESTIONNAIRE ANSWER SHEET (PERSONNEL FILES UNIT) (094)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.
823			CHP 446G, PERSONAL HISTORY QUESTIONNAIRE ANSWER SHEET (094)	M		*			*	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254 (c), PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION
824	1		CHP 446J, APPLICANT DRUG HISTORY QUESTIONNAIRE (PERSONNEL FILES UNIT) (094)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.
825			CHP 446J, APPLICANT DRUG HISTORY QUESTIONNAIRE (094)	M		*			*	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION
826	2		CHP 446J, APPLICANT DRUG HISTORY QUESTIONNAIRE (094)	P		*			*	X	*NOT HIRED: RETAINED IN CADET HIRING UNIT (CHU). GC 6254(c), PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION
827	1		CHP 446J-1, QUALIFICATIONS APPRAISAL PANEL APPLICANT DRUG HISTORY QUESTIONNAIRE (PERSONNEL FILES UNIT) (094)	P		*			*	XI	*HIRED: PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
828			CHP 446J-1, QUALIFICATIONS APPRAISAL PANEL APPLICANT DRUG HISTORY QUESTIONNAIRE (094)	M		*			*	XI	*HIRED: EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION
829	8		CHP 446J-1, QUALIFICATIONS APPRAISAL PANEL APPLICANT DRUG HISTORY QUESTIONNAIRE (094)	P		4			4	XI	NOT HIRED OR SCORES LESS THAN 85% ON QAP INTERVIEW: FILED IN CADET HIRING UNIT. 'GC 6254(c), PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION
830	5		CHP 446J-1, QUALIFICATIONS APPRAISAL PANEL APPLICANT DRUG HISTORY QUESTIONNAIRE (094)	P		4			4	XI	FAILED QAP INTERVIEW: FILED IN EXAMS UNIT. GC 6254(c), PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION
831	1		CHP 446K, PERSONAL HISTORY QUESTIONNAIRE CONSENT STATEMENT (PERSONNEL FILES UNIT) (094)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.
832			CHP 446K, PERSONAL HISTORY QUESTIONNAIRE CONSENT STATEMENT (094)	M		*			*	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION
833	1		CHP 446L, PSYCHOLOGICAL WRITTEN TEST ADVISEMENT (PERSONNEL FILES UNIT) (094)	P		*			*		*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.
834			CHP 446L, PSYCHOLOGICAL WRITTEN TEST ADVISEMENT (094)	M		*			*		*HIRED. EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
835	12		CHP 446L, PSYCHOLOGICAL WRITTEN TEST ADVISEMENT (094)	P		4			4		NOT HIRED: RETAINED IN CADET HIRING UNIT. WITNESS DESTRUCTION.	
836	12		CHP 446S, APPLICANT INVESTIGATION REPORT (PERSONNEL FILES UNIT) (094)	P		*			*	X	CADET HIRED. *PAPER VERSION RETAINED EMPLOYED LIFE. NEW OPI 094, OLD 077.	
837			CHP 446S, APPLICANT INVESTIGATION REPORT (CADET HIRED) (094)	M		*			*	X	*HIRED: EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. PC 832.7 WITNESS DESTRUCTION. NEW OPI 094, OLD 077.	
838	12		CHP 446S, APPLICANT INVESTIGATION REPORT (CADET NOT HIRED) (094)	P		5			5	X	NOT HIRED: RETAINED 5 YEARS IN CADET HIRING UNIT. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION	
839	1		CHP 446SF, APPLICANT INVESTIGATION REPORT - SHORT FORMAT, IF DISQUALIFIED (PERSONNEL FILES UNIT) (094)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.	
840			CHP 446SF, APPLICANT INVESTIGATION REPORT - SHORT FORMAT, IF HIRED (094)	M		*			*	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION	
841	4		CHP 446SF, APPLICANT INVESTIGATION REPORT - SHORT FORMAT, IF DISQUALIFIED (094)	P		4			4	XI	NOT HIRED: RETAINED IN CADET HIRING UNIT PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION	
842	4		CHP 446U, PERSONAL HISTORY STATEMENT UPDATE, IF HIRED (PERSONNEL FILES UNIT) (094)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.	

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ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
843			CHP 446U, PERSONAL HISTORY STATEMENT UPDATE, IF HIRED (094)	M		*			*	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION
844	4		CHP 446U, PERSONAL HISTORY STATEMENT UPDATE, IF DISQUALIFIED (094)	P		4			4	XI	NOT HIRED: RETAIN IN CADET HIRING UNIT. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION
845	12		CHP 447, WAIVER (PROFESSIONAL TRAINING SECTION - CADET HIRING UNIT) (094)	P		*+5			**5	XI	* IF HIRED, EMPLOYED LIFE PLUS 5-YEARS @ PROFESSIONAL TRAINING SECTION - CADET HIRING UNIT. **IF NOT HIRED, RETAIN FOR 5-YEARS @ CADET HIRING UNIT. *** PC 832.7 CC 1798.3 (b) - WITNESS DESTRUCTION.
846			CHP 447, WAIVER (094)	M		*+5			**5	XI	* IF HIRED, EMPLOYED LIFE PLUS 5-YEARS @ PROFESSIONAL TRAINING SECTION - CADET HIRING UNIT. **IF NOT HIRED, RETAIN FOR 5-YEARS @ CADET HIRING UNIT. *** PC 832.7 CC 1798.3 (b) - WITNESS DESTRUCTION.

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(35) APPROVAL NUMBER							(36)				
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION			PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	
847	8		CHP 447, WAIVER (094)	P		*+5			**5	XI	* IF HIRED, EMPLOYED LIFE PLUS 5-YEARS @ PROFESSIONAL TRAINING SECTION - CADET HIRING UNIT. **IF NOT HIRED, RETAIN FOR 5-YEARS @ CADET HIRING UNIT. *** PC 832.7 CC 1798.3 (b) - WITNESS DESTRUCTION.
848	1		CHP 448, REQUEST FOR DELIVERY OF WARRANTS OF A DECEASED EMPLOYEE (PERSONNEL FILES UNIT) (096)	P		*			*		*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.
849			CHP 448, REQUEST FOR DELIVERY OF WARRANTS OF A DECEASED EMPLOYEE (096)	M		3			3		SCANNED AND RETAINED BY PERSONNEL FILES UNITM
850			CHP 449, EMPLOYMENT SUMMARY - SEPARATED EMPLOYEE (096)	P		6			6	XI	GC 6254(c), PC 832.7, CC 1798(b) WITNESS DESTRUCTION
851	4		CHP 451, CONFIRMATION NOTICE REGARDING ELIGIBILITY FOR APPOINTMENT (Cancelled by OPI) (097)	P		2		2	4		NOTE: CANCELLED by OPI on April 6, 2018.
852			CHP 452, INTERN APPROVAL FORM (095)	P		5			5		
853			CHP 452A, INTERN ATTENDANCE AGREEMENT (095)	P		5			5		
854			CHP 452B, CALIFORNIA HIGHWAY PATROL INTERNSHIP AGREEMENT (095)	P		5			5		
855			CHP 452C, NEW STUDEN INTERN ONBOARDING (095)	P		5			5		
856			CHP 452D, CONFIDENTIAL PERSONAL HISTORY STATEMENT (095)	P		5			5		
857			CHP 452E, INTERNSHIP PROGRAM MEDICAL QUESTIONNAIRE (095)	P		5			5		

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(35) APPROVAL NUMBER										(36)	
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
858			CHP 452F, INTERNSHIP PROGRAM STATEMENT OF PROFESSIONAL ETHICS (095)	P		5			5		
859			CHP 452G, INTERNSHIP PROGRAM AUTHORIZATION TO RELEASE INFORMATION (095)	P		5			5		
860			CHP 452H, INTERNSHIP PROGRAM VOLUNTEER SERVICE AGREEMENT (095)	P		5			5		
861	24		CHP 456, NOTICE OF SALARY OVERPAYMENT (096)	P		*+1			3	*+4	*CURRENT YEAR. GC 6254(c), PC 832.7, CC 1798(b)
862	2		CHP 457, TRUTH VERIFICATION RELEASE (PERSONNEL FILES UNIT) (094)	P		*			*		*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.
863			CHP 457, TRUTH VERIFICATION RELEASE (094)	M		*			*		*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT.
864			CHP 458, COMPUTER VOICE STRESS ANALYSIS (CVSA) LOG (FIELD OFFICE RETENTION) (094)	P		2			2		
865			AUDIO TAPES OF CHP 458 (ORIGINATING OFFICE) (094)	M		2			2		
866			CHP 459, EMPLOYEE'S TRAVEL ADVANCES AND CLAIMS LOG (071)	P		3			1	4	
867	4		CHP 459A, EMPLOYEE TRAVEL PROFILE (071)	P		3			1	4	SAME AS CHP 168. RETENTION OF 3 YEARS IN OFFICE PLUS 1 YEAR AT SRC.
868	1		CHP 460 SERIES, VOLUNTARY PERSONAL LEAVE ELECTION (PERSONNEL FILES UNIT) (096)	P		*			*		*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
869			CHP 460 SERIES, VOLUNTARY PERSONAL LEAVE ELECTION (096)	M		*			*		*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT.
870	8		CHP 461 SERIES, RECRUITMENT PACKAGE (PERSONNEL FILES UNIT) (094)	P		*			*		*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.
871			CHP 461 SERIES, RECRUITMENT PACKAGE (094)	M		*			*		*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT.
872	20		CHP 462 SERIES, SENIOR VOLUNTEER PROGRAM (013)	P		5			5	XI	
873			CHP 463, REQUEST FOR SOCIAL MEDIA ACCOUNT AUTHORIZATION (013)	P		*			*		*UNTIL ACCOUNT CLOSED. RETAIN A COPY IN OFFICE OF MEDIA RELATIONS, INFORMATION MANAGEMENT DIVISION, AND ORIGINATING OFFICE/DIVISION.
874			CHP 464, PHOTOGRAPH AUTHORIZATION (013)	P		*5			*5		*AREA 5 YRS: ADDITIONAL LOCATIONS - COMMUNITY OUTREACH & MEDIA RELATIONS 5 YRS, DIVISION 5 YRS
875	12		CHP 465, REIMBURSABLE SERVICES AGREEMENT (071)	P		3		4	7		RETAIN 7 YEARS BY OPI.
876	6		CHP 465, REIMBURSABLE SERVICES AGREEMENT (ORIGINATING OFFICE RETENTION) (071)	P		2			2		
877	8		CHP 466, REIMBURSABLE SERVICES CONTROL LOG (UNDER \$50,000) (076)	P		3		4	7		

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(35) APPROVAL NUMBER							2019-197				(36) Page 108 of 178 Pages	
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
878	2		CHP 466, REIMBURSABLE SERVICES CONTROL LOG (UNDER \$50,000) (ORIGINATING OFFICE/DIVISION RETENTION) (076)	P		2			2			
879	4		CHP 467, BILLING MEMORANDUM - REIMBURSABLE SERVICES (071)	P		3		4	7		Change OPI from 076 to 071.	
880	6		CHP 467, BILLING MEMORANDUM - REIMBURSABLE SERVICES (ORIGINATING OFFICE 'RETENTION) (076)	P		2			2			
881			CHP 468, VEHICLE ALLOCATION (074)	P		3			3			
882			CHP 468A, ENFORCEMENT VEHICLE SHORTAGE REPORT (074)	P		3			3			
883	8		CHP 469, SALARY ADVANCE, DELAYED WARRANT REQUEST (071)	P		1		3	4			
884	14		CHP 471, MONTHLY COPIER REPORT (041)	P		*+2			*+2		*USEFUL LIFE OF COPIER, USUALLY 5 YEARS.	
885	10		CHP 471, MONTHLY COPIER REPORT (ORIGINATING OFFICE RETENTION) (041)	P		*			*		*USEFUL LIFE OF COPIER, USUALLY 5 YEARS.	
886	7		CHP 471A, LOANER/RETURNED COPIER TRACKING REPORT (041)	P		*+2			*+2		*USEFUL LIFE OF COPIER, USUALLY 5 YEARS.	
887	5		CHP 471A, LOANER/RETURNED COPIER TRACKING REPORT (ORIGINATING OFFICE RETENTION) (041)	P		*			*		*USEFUL LIFE OF COPIER, USUALLY 5 YEARS.	
888	14		CHP 472, DISBURSEMENT REQUEST (EMERGENCY OPERATIONS AND SAFETY SERVICES SECTION) (029)	P		*+3			*+3		*CURRENT YEAR.	
889			CHP 472, DISBURSEMENT REQUEST(ORIGINATING OFFICE) (029)	P		*+3			*+3	XI	*CURRENT YEAR. HPM 70.19, CHAPTER 3. GC 6254(f), CC 1798.3 WITNESS DESTRUCTION	
890			CHP 473, CERTIFICATE OF SALE OF PERSONAL PROPERTY (029)	P		4			4		HPM 70.19, CHAPTER 3	
891	4		CHP 474, NOTICE OF FILING OF CLAIM OF EXEMPTION (029)	P		4			4		HPM 70.19, CHAPTER 3	

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
892			CHP 475, RETURN ON WARRANT FOR COLLECTION OF AMOUNTS DUE (029)	P		*+3			*+3		*CURRENT YEAR. HPM 70.19, CHAPTER 3
893			CHP 476, NOTICE OF SALE (COUNTERTERRORISM AND THREAT AWARENESS SECTION) (029)	P		4			4	XI	HPM 70.19, CHAPTER 3 GC 6254(f), CC 1798.3 WITNESS DESTRUCTION
894			CHP 476, NOTICE OF SALE (ORIGINATING OFFICE) (029)	P		4			4	XI	HPM 70.19, CHAPTER 3 GC 6254(f), CC 1798.3 WITNESS DESTRUCTION
895			CHP 476A, AUCTION TERMS AND CONDITIONS (ORIGINATING OFFICE) (029)	P		4			4	XI	HPM 70.19, CHAPTER 3 GC 6254(f), CC 1798.3 WITNESS DESTRUCTION
896			CHP 476B, AUCTION BIDDER LIST (ORIGINATING OFFICE) (029)	P		4			4	XI	HPM 70.19, CHAPTER 3 GC 6254(f), CC 1798.3 WITNESS DESTRUCTION
897			CHP 476C, AUCTION BIDDING SHEET (ORIGINATING OFFICE) (029)	P		4			4	XI	HPM 70.19, CHAPTER 3 GC 6254(f), CC 1798.3 WITNESS DESTRUCTION
898			CHP 477, WARNING (029)	P		4			4		HPM 70.19, CHAPTER 3
899	4		CHP 478, TAX SEIZURE CASE LOG (029)	P		4			4		HPM 70.19, CHAPTER 3
900			CHP 478A, TAX SEIZURE TRACKING LOG (029)	P		4			4		
901	2		CHP 479, CLAIM OF EXEMPTION (029)	P		4			4	XI	HPM 70.19, CHAPTER 3 GC 6254(f), CC 1798.3 WITNESS DESTRUCTION
902	4		CHP 480, CALIFORNIA HIGHWAY PATROL ORDER TO RELEASE VEHICLE (029)	P		4			4	XI	HPM 70.19, CHAPTER 3. WITNESS DESTRUCTION
903			CHP 481, TAX SEIZURE TALLY/RECEIPT (029)	P		4			4	XI	HPM 70.19, CHAPTER 3 GC 6254(f), CC 1798.3 . WITNESS DESTRUCTION
904			CHP 481A, TAX SEIZURE PROPERTY RECEIPT (NON VEHICLE) (ORIGINATING OFFICE) (029)	P		4			4	XI	HPM 70.19, CHAPTER 3 GC 6254(f), CC 1798.3 . WITNESS DESTRUCTION

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
905			CHP 481A, TAX SEIZURE PROPERTY RECEIPT (NON VEHICLE) (COUNTERTERRORISM AND THREAT AWARENESS SECTION) (029)	P		4			4	XI	HPM 70.19, CHAPTER 3 GC 6254(f), CC 1798.3. WITNESS DESTRUCTION
906			CHP 483, NOTICE OF LEVY (029)	P		*+3			*+3		*CURRENT YEAR.
907			CHP 484, MEMORANDUM OF GARNISHEE (029)	P		4			4	XI	HPM 70.19, CHAPTER 3 GC 6254(f), CC 1798.3 WITNESS DESTRUCTION
908			CHP 485, VEHICLE SALE NOTICE TO DEBTOR (ORIGINATING OFFICE) (029)	P		4			4	XI	HPM 70.19, CHAPTER 3 GC 6254(f), CC 1798.3 WITNESS DESTRUCTION
909			CHP 485, VEHICLE SALE (COUNTERTERRORISM AND THREAT AWARENESS SECTION) (029)	P		4			4	XI	HPM 70.19, CHAPTER 3 GC 6254(f), CC 1798.3 WITNESS DESTRUCTION
910	2		CHP 486, DATA COLLECTION (PERSONNEL FILES UNIT) (094)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.
911	1		CHP 486, DATA COLLECTION (094)	M		2			2	XI	GC 6254(f), CC 1798.3 WITNESS DESTRUCTION RETAINED IN CADET HIRING UNIT.
912			CHP 488, CONTROLLED DRUG LOG (018)	P		5			5		
913			CHP 488, CONTROLLED DRUG LOG (ORIGINATING OFFICE RETENTION) (018)	P		*+3			*+3		*CURRENT YEAR.
914			CHP 489, DISCLOSURE OF INFORMATION ADMONISHMENT (094)	P		2			2		RETAINED IN CADET HIRING UNIT
915	2		CHP 492, DIVISION RECRUITING ACTIVITY SUMMARY (PERSONNEL FILES UNIT) (094)	P		*			*		*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.
916			CHP 492, DIVISION RECRUITING ACTIVITY SUMMARY (DIVISION RETENTION) (094)	M		*			*		*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
917	4		CHP 494, CADET TRAINING CLASS ACCEPTANCE (094)	P		4			4	XI	RETAINED IN CADET HIRING UNIT. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION
918	2		CHP 495, PHYSICAL PERFORMANCE TESTING (PERSONNEL FILES UNIT) (094)	P		*			*		*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.
919			CHP 495, PHYSICAL PERFORMANCE TESTING (094)	M		*			*		*HIRED: EMPLOYED LIFE, SCANNED AND RETAINED IN PERSONNEL FILES UNIT.
920	4		CHP 495, PHYSICAL PERFORMANCE TESTING (094)	P		4			4		NOT HIRED: RETAINED IN CADET SELECTION HIRING.
921	2		CHP 498, STATE DISABILITY INSURANCE (SDI) EMPLOYEE OPTIONS CHECKLIST (PERSONNEL FILES UNIT) (096)	P		*			*		*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.
922			CHP 498, STATE DISABILITY INSURANCE (SDI) EMPLOYEE OPTIONS CHECKLIST (096)	M		*+2			*+2		*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT.
923			CHP 500, DOCUMENT TRANSMITTAL (042)	P		*			*		*RETAINED UNTIL DOCUMENT RECEIVED.
924	78		CHP 505, PREPAID COLLISION REPORT VOUCHER (071)	P		2			2		OR AUDIT
925	52		CHP 505B, PREPAID COLLISION REPORT VOUCHER REQUEST (071)	P		*		3	*+3		*CURRENT YEAR.
926	5		CHP 507, CALIFORNIA HIGHWAY PATROL RIGHT TURN STUDENT EVALUATION (013)	P		6 months			6 months		
927			CHP 508, CALIFORNIA HIGHWAY PATROL RIGHT TURN TEACHER EVALUATION (013)	P		6 months			6 months		
928	12		CHP 510, MOBILE IN-CAR VIDEO CAMERA VIDEOTAPE MASTER IN/OUT LOG (061)	P		3			3		

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
929	2		CHP 511, BADGE TRANSMITTAL (076)	P		3			3		HPM 11.2, CHAPTER 20
930	1		CHP 512, NAMEPLATE REQUISITION (076)	P		3			3		RETAIN IN BUSINESS SERVICES SECTION, SPECIAL PROJECTS UNIT.
931			CHP 514, CHP Word Search, Bike (013)	P							Handouts
932			CHP 514A, CHP Word Search, Walk (013)	P							Handouts
933			CHP 514B, Word Search, Skate (013)	P							Handouts
934			CHP 515, CHP Origami, Bike (013)								Handouts for community outreach for public use.
935			CHP 515A, CHP Origami, Walk (013)	P							Handouts for community outreach for public use.
936			CHP 515B, CHP Origami, Skate (013)								Handouts for community outreach for public use.
937			CHP 516, Application - Hazardous Agricultural Materials Certificate (062)	P		*1			*1		Section 12804.2 California Vehicle Code; AB 810 (2017-2018 Session) for the public to request an Application - Hazardous Agricultural Materials Certificate to the department.
938			CHP 516A, Instructions - Hazardous Agricultural Materials Certificate (062)	P		*1			*1		Section 12804.2 California Vehicle Code; AB 810 (2017-2018 Session) for the public to request an Application - Hazardous Agricultural Materials Certificate to the department.
939	33		CHP 520, AREA PUBLIC RECORDS ACT LOG/REPORT (ORIGINATING OFFICE) (033)	P		* 3	3		* 3		* Change to (New) OPI 033, (old 004), * PRIMARY OFFICE LOCATION IS 033 - Office of Risk Management & Area Office.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
940	3		CHP 520, AREA PUBLIC RECORDS ACT LOG/REPORT (ADMINISTRATIVE ADVISOR TO EXECUTIVE MANAGEMENT) (003)	P		3			3		
941	1		CHP 522, DRUG EVALUATION AND CLASSIFICATION PROGRAM TRAINING REQUEST (066)	P		*1			*1		*RETENTION UNTIL COURSE IS COMPLETED OR ONE YEAR BY COURSE COORDINATOR - UNDER THE DRUG EVALUATION AND CLASSIFICATION PROGRAM TRAINING/CLASS - DECP. THIS FORM IS USED BY LAW ENFORCEMENT AGENCIES TO "REQUEST" ENROLLMENT IN DECP COURSES.
942			CHP 523, DRUG EVALUATION AND CLASSIFICATION PROGRAM CLASS NOTIFICATION (066)	P		*4			*4		*RETENTION OF (3) YEARS PLUS CURRENT YEAR BY THE IMPAIRED DRIVING SECTION - UNDER THE DRUG EVALUATION AND CLASSIFICATION PROGRAM TRAINING/CLASS - DECP. THIS FORM IS USED BY LAW ENFORCEMENT AGENCIES TO REQUEST APPROVAL TO HOST DECP CLASSES.
943	100		CHP 553, COLLISION INVESTIGATION/REPORT NOTICE (FIELD OFFICE RETENTION (060)	P		1			1		

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
944	99999		CHP 555, TRAFFIC CRASH REPORT, PAGE ONE/TWO(ORIGINATING OFFICE) (060)	P		48 months			48 months	XI	CHP 555, TRAFFIC CRASH REPORT, PAGE ONE/TWO(ORIGINATING OFFICE) RETENTION: Under CHP 555, (* as noted below.) TRAFFIC CRASH Report – Page 1 of 4. TRAFFIC CRASH CODING – Page 2 of 4. INJURED /WITNESS /PASSENGERS – Page 3 of 4. ACTUAL DIAGRAM – Page 4 of 4. As circumstances apply: CHP 555, Page 1 through 4. RETENTION OF TRAFFIC CRASH REPORTS. A. Commanders shall maintain a file of all original traffic crash reports prepared in their jurisdictions for 48 months rotating, unless sealed by court order or the report is a felony hit-and-run involving a fatality. This storage may be in an electronic format and not necessarily within the Area CHP office (e.g., on a main server located at Division or headquarters). * Reports prepared by a

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
945	20		CHP 555, TRAFFIC CRASH REPORT (FELONY HIT-RUN FATALITY) (060)	P		*+4			*+4	XI	CHP 555, TRAFFIC CRASH REPORT, PAGE ONE/TWO(ORIGINATING OFFICE) RETENTION: Under CHP 555, (* as noted below.) TRAFFIC CRASH Report – Page 1 of 4. TRAFFIC CRASH CODING – Page 2 of 4. INJURED /WITNESS /PASSENGERS – Page 3 of 4. ACTUAL DIAGRAM – Page 4 of 4. As circumstances apply: CHP 555, Page 1 through 4. RETENTION OF TRAFFIC CRASH REPORTS. A. Commanders shall maintain a file of all original traffic crash reports prepared in their jurisdictions for 48 months rotating, unless sealed by court order or the report is a felony hit-and-run involving a fatality. This storage may be in an electronic format and not necessarily within the Area CHP office (e.g., on a main server located at Division or headquarters). * Reports prepared by a

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STATE RECORDS PROGRAM

(35) APPROVAL NUMBER										(36)		
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
						(41)	(42)	(43)	(44)	(45)	(46)	(47)
946	125		CHP 555, TRAFFIC CRASH REPORT (UNSOLVED FELONY HIT-RUN FATALITY) (060)	P		*+4				*+4	XI	CHP 555, TRAFFIC CRASH REPORT, RETENTION: (COMPREHENSIVE) Under CHP 555, (* as noted below.) TRAFFIC CRASH Report – Page 1 of 4. TRAFFIC CRASH CODING – Page 2 of 4. INJURED /WITNESS /PASSENGERS – Page 3 of 4. ACTUAL DIAGRAM – Page 4 of 4. As circumstances apply: CHP 555, Page 1 through 4. RETENTION OF TRAFFIC CRASH REPORTS. A. Commanders shall maintain a file of all original traffic crash reports prepared in their jurisdictions for 48 months rotating, unless sealed by court order or the report is a felony hit-and-run involving a fatality. This storage may be in an electronic format and not necessarily within the Area CHP office (e.g., on a main server located at Division or headquarters). * Reports prepared by a Multidisciplinary Accident

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ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION			PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)	
947	2000		CHP 555-01, TRAFFIC CRASH REPORT (PAGES ONE - FOUR) (060)	P	*			*	XI	*SAME AS CHP 555 FORM. CHP 555, TRAFFIC CRASH REPORT Under CHP 555, (* as noted below.) TRAFFIC CRASH REPORT – Page 1 of 4. TRAFFIC CRASH CODING – Page 2 of 4. INJURED /WITNESS /PASSENGERS – Page 3 of 4. ACTUAL DIAGRAM – Page 4 of 4. As circumstances apply: CHP 555, Page 1 through 4. RETENTION OF TRAFFIC CRASH REPORTS: A. Commanders shall maintain a file of all original traffic crash reports prepared in their jurisdictions for 48 months rotating, unless sealed by court order or the report is a felony hit-and-run involving a fatality. This storage may be in an electronic format and not necessarily within the Area CHP office (e.g., on a main server located at Division or headquarters). * Reports prepared by a Multidisciplinary Accident Investigation Team (MAIT) have

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ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
948	1000		CHP 555-03, TRAFFIC COLLISION REPORT - PDO (PROPERTY DAMAGE ONLY) (ORIGINATING OFFICE) (065)	P		48 months			48 months	XI	VC 20012, CC 1798 WITNESS DESTRUCTION
949	4		CHP 555D, TRUCK/BUS COLLISION SUPPLEMENTAL REPORT (062)	P		4			4		HPM 82.4 AND HPM 110.5, Chapter 8. Div or HQs main server, for digital storage (4, 7 or 10 Years)
950	8		CHP 555E, SCHOOL BUS COLLISION SUPPLEMENTAL REPORT (ORIGINATING OFFICE) (061)	P		4			4	XI	RETENTION OF 4 YEARS BY ORIGINATING OFFICE.
951	1352		CHP 556, NARRATIVE / SUPPLEMENTAL (060)	P		4			4	XI	RETENTION OF 4-YEARS (48 MONTHS) BY CHP AREA OR LOCAL AGENCY WITH JURISDICTION. HMP 110.5 CRASH INVESTIGATION MANUAL. SAME AS CHP 555.
952			CHP 556WP, NARRATIVE/ SUPPLEMENTAL (065)	M		4			4	XI	SAME AS CHP 555.
953	10		CHP 557, FILM/PHOTO ENVELOPE (065)	P	*				*		*IF FILED WITH REPORT, RETAIN SAME LENGTH AS APPROPRIATE REPORT.
954	1		CHP 558, MULTIDISCIPLINARY ACCIDENT INVESTIGATION TEAM COVER (060)	P		*+10			*+10	XI	*RETENTION OF 10 YEARS FROM CLOSE OF INVESTIGATION BY AREA OFFICE AND DIVISION. VC 20012, CC 1798 WITNESS DESTRUCTION.
955	13		CHP 558-, NARRATIVE DIAGRAM (FIELD OFFICE RETENTION MAIT) (060)	P	*				*		*ATTACH TO CHP 555
956			CHP 558A, APPLICATION FOR CERTIFICATION TRAFFIC ACCIDENT RECONSTRUCTION SPECIALIST PROGRAM (060)	P	*				*		*EMPLOYED LIFE.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
957	8		CHP 558B, APPRENTICESHIP EVALUATION TRAFFIC ACCIDENT RECONSTRUCTION SPECIALIST PROGRAM (060)	P		8			8		
958	4		CHP 558H, EVIDENCE INVENTORY (FIELD OFFICE RETENTION MAIT) (065)	P		*			*		*ATTACH TO CHP 555
959			CHP 558J, EVIDENCE TAG (FIELD OFFICE RETENTION MAIT) (065)	P		*			*		*ATTACH TO CHP 555
960			CHP 559A, QUANTITATIVE SUMMARY - MAIT ACTIVITY (060)	P		5			5		
961	1		CHP 602, CONTRACT INTERPRETATION (007)	P		*			*		*UNTIL RESCINDED.
962	2		CHP 603 SERIES, SPECIAL DESIGNATION MEMORANDUMS (007)	P		2			2		
963	7		CHP 605, MANAGEMENT PROPOSAL (007)	P		3			3		
964	16		CHP 609, SUPERVISOR CERTIFICATION OF SALARY ADJUSTMENT (PERSONNEL FILES UNIT) (096)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.
965			CHP 609, SUPERVISOR CERTIFICATION OF SALARY ADJUSTMENT (096)	M		1			1	XI	SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6245(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION
966	9		CHP 610, REPRESENTATION REPORTING (007)	P		*3			*3		*OER - RETAIN FOR 3 YEARS
967	3		CHP 610, REPRESENTATION REPORTING (ORIGINATING OFFICE RETENTION) (007)	P		*1			*1		*COMMAND LEVEL - RETAIN FOR 1 YEAR
968			CHP 611A&B, INSTRUCTIONS IN THE EVENT OF DEATH (096)	M		*			*	XI	*UNTIL SUPERSEDED, RETIREMENT OR DEATH OF EMPLOYEE. GC 6254(c), 'PC 832.7, CC 1798.3 WITNESS DESTRUCTION

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						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
969	10		CHP 612 SERIES, DISCRIMINATION COMPLAINT (020)	P		2		8	10	XI	GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION	
970			CHP 612 SERIES, DISCRIMINATION COMPLAINT (DIVISION RETENTION) (020)	P		2			2	XI	GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION	
971			CHP 614, REIMBURSABLE PAID LEAVE OF ABSENCE REQUEST (007)	P		3			3			
972	1		CHP 614, REIMBURSABLE PAID LEAVE OF ABSENCE REQUEST (ORIGINATING OFFICE) (007)	P		1			1			
973	40		CHP 678, CADET APPLICATION (094)	P		2			2	XI	GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION	
974			COMMAND INSPECTIONS PROGRAM, SPREADSHEET, COLLISIONS, ENFORCEMENT, AND SERVICES (010)	P		3 YRS			3 YRS		USED BY ALL FIELD AND HQ COMMANDS TO CONDUCT AN INSPECTION PURSUANT TO HPM 22.1, CHAPTER 11, COLLISIONS, ENFORCEMENT, AND SERVICES.	
975			COMMAND INSPECTIONS PROGRAM, SPREADSHEET, COLLISIONS, ENFORCEMENT, AND SERVICES (010)	P		3 YRS			3 YRS		USED BY ALL FIELD AND HQ COMMANDS (DIVISIONS, AREAS, SECTIONS) TO CONDUCT INSPECTIONS PURSUANT TO HPM 22.1, CHAPTER 11, COLLISIONS, ENFORCEMENT, AND SERVICES.	
976			COMMAND INSPECTIIONS PROGRAM, SPREADSHEET (010)	P		3 YRS			3 YRS		USED BY ALL FIELDS AND HQ COMMANDS	

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						OFFICE	DEPT.	SRC			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
977	3		CHP 680 SERIES, COMMAND EXCEPTIONS DOCUMENT, INSPECTION CHECKLISTS, LOG (010)	P		3			3		RETENTION (CHP 680-SERIES) OF 3-YEARS BY THE OFFICE OF INSPECTOR GENERAL - OPI 010, WITNESS DESTRUCTION.
978	3		CHP 681C, COMMAND INSPECTIONS PROGRAM, INSPECTION CHECKLIST, CHAPTER 18 - COMMAND TRAINING (010)	M		3			3		FORM RETENTION OF 3 YEARS BY OFFICE OF INSPECTOR GENERAL.
979			CHP 681D, COMMAND INSPECTIONS PROGRAM, INSPECTION CHECKLIST, CHAPTER 19, COMMAND PROCEDURES AND LOCAL ORDERS (010)	P		3			3		RETENTION OF 3 YEARS BY THE OFFICE OF INSPECTOR GENERAL. Note: FORM USED BY ALL FIELD AND HEADQUARTERS COMMANDS TO CONDUCT INSPECTION PURSUANT TO HMP 22.1. - AS DIRECTED BY THE DEPARTMENT AUDIT AND INSPECTION PLAN.
980			CHP 681F, COMMAND INSPECTIONS PROGRAM, INSPECTION CHECKLIST, CHAPTER 21, INVESTIGATIVE SERVICES (010)	P		3			3		RETENTION OF 3 YEARS BY THE OFFICE OF INSPECTOR GENERAL.
981			CHP 681T, COMMAND INSPECTIONS PROGRAM, INSPECTION CHECKLIST, COMMAND UNIFORM AND EQUIPMENT INSPECTION (010)	M		*4			*4		POLICY CHANGE OF RETENTION AS OF 6/6/2019. *AREA TO RETAIN FOR 4 YEAR PLUS CURRENT.
982	3		CHP 681U, COMMAND INSPECTIONS PROGRAM, INSPECTION CHECKLIST, CHAPER 32, EMERGENCY INCIDENT MANAGEMENT PLANNING (010)	M		*3			*3		*RETENTION OF THREE YEARS BY THE OFFICE OF INSPECTOR GENERAL - PER HPM 22.1 AND DIRECTED BY THE DEPARTMENT AUDIT PLAN.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
983			CHP 681X, COMMAND INSPECTIONS PROGRAM, INSPECTION CHECKLIST, CHAPTER 21, TASK FORCES (010)	P		3			3		RETENTION OF 3 YEARS BY THE OFFICE OF INSPECTOR GENERAL. Note: FORM USED BY ALL FIELD AND HEADQUARTERS COMMANDS TO CONDUCT INSPECTION PURSUANT TO HMP 22.1. - AS DIRECTED BY THE DEPARTMENT AUDIT AND INSPECTION PLAN.
984			CHP 701, COMPANY ORGANIZATION/MOBIL FIELD FORCE ORGANIZATION (029)	P		3			3		
985			CHP 701A, SQUAD/SUPPORT PERSONNEL TACTICAL ALERT REPORT (029)	P		3			3		
986	24		CHP 701B, PERSONNEL ROSTER & RESOURCE RECORD (029)	P		*+5			*+5		*CURRENT YEAR. APPLIES TO PRESIDENTIAL DECLARATIONS OF EMERGENCIES WITH POSSIBLE FEMA REIMBURSEMENTS/AUDITS. *RETENTION DETERMINED BY AREA COMMANDER FOR ALL OTHER 701B'S
987	4		CHP 702, EMERGENCY INCIDENT LODGING (MEALS AUTHORIZATION) FORMERLY CHP709A (AREA RTENTION (029)	P		*			*		*UNTIL INFO IS TRANSLATED INTO THE AFTER ACTION REPORT
988	32		CHP 711, EMPLOYEE RELOCATION INFORMATION (FISCAL MANAGEMENT SECTION) (071)	P		*+3		4	*+7		* CURRENT YEAR

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
989	16		CHP 711, EMPLOYEE RELOCATION INFORMATION (ORIGINATING OFFICE) (071)	P		*+3			*+3		* CURRENT YEAR
990	50		CHP 712, EMPLOYEE EMERGENCY ACTION PLAN REVIEW (028)	P				50	50		
991	3		CHP 712, EMPLOYEE EMERGENCY ACTION PLAN REVIEW (LEGAL COORDINATION RETENTION) (028)	P		3			3		
992	4		CHP 712, EMPLOYEE EMERGENCY ACTION PLAN REVIEW (ORIGINATING OFFICE RETENTION) (028)	P		4			4		WITHIN 90 DAYS AFTER RETENTION PERIOD ENDS, TRANSFER TO HEADQUARTERS LEGAL COORDINATION UNIT, IF USED IN CONJUNCTION WITH INCIDENT COMMAND SYSTEM, INCIDENT ACTION PLAN.
993	4		CHP 712A, INJURY & ILLNESS PREVENTION PROGRAM ORIENTATION & REVIEW (033)	P		*+3			*+3		*CURRENT YEAR.
994	16		CHP 729 SERIES, UNIFORM CRIME REPORT (ORIGINATING OFFICE) (061)	P		2			2		RETENTION OF (2) BY ORIGINATING OFFICE. HPM 100.53 NOTE: FORM: CHP 729S - UNIFORM CRIME REPORT SUMMARY is Discontinued as of 1/17/2019 per OPI/061.
995	25		CHP 735, INCIDENT RESPONSE REIMBURSEMENT STATEMENT (071)	P		*		4	*+4	X	*CURRENT YEAR. RETAINED WITH CHP 202. GC 6254(f) WITNESS DESTRUCTION
996	10		CHP 735, INCIDENT RESPONSE REIMBURSEMENT STATEMENT (ORIGINATING OFFICE RETENTION) (071)	P		2			2	X	RETAINED WITH CHP 202. GC 6254(f) WITNESS DESTRUCTION

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
997	2		CHP 735A, CASE LOG - DUI COST RECOVERY PROGRAM (071)	P		2			2	X	GC 6254(f) WITNESS DESTRUCTION
998	2		CHP 737, REQUEST FOR LEAVE OF ABSENCE (PERSONNEL FILES UNIT) (096)	P		*		*	*	XI	*PAPER VERSION RETAINED FOR ONE YEAR AFTER SCANNING, UNTIL RECHECKED.
999			CHP 737, REQUEST FOR LEAVE OF ABSENCE (096)	M		*		*	*	XI	*EMPLOYED LIFE, SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6245(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION
1000	1		CHP 738, NOTICE OF ELIGIBILITY AND RIGHTS AND RESPONSIBILITIES (096)	P		3			3	XI	FORM REQUIRED TO BE GIVEN TO EMPLOYEE REQUESTING A LEAVE OF ABSENCE THAT MIGHT FALL UNDER THE FMLA/CFRA REGULATIONS. WITNESS DESTRUCTION.
1001			CHP 739, DESIGNATION NOTICE (096)	P		3			3	XI	DESIGNATION FORM IS REQUIRED TO BE GIVEN TO EMPLOYEE REQUESTING A LEAVE OF ABSENCE THAT MIGHT FALL UNDER THE FMLA/CFRA REGULATIONS. WITNESS DESTRUCTION
1002			CHP 740, CERTIFICATION OF HEALTH CARE PROVIDER FOR EMPLOYEE'S SERIOUS HEALTH CONDITION (096)	P		3			3	XI	MEDICAL CERTIFICATION FORM IS REQUIRED TO BE GIVEN TO EMPLOYEE REQUESTING A LEAVE OF ABSENCE THAT MIGHT FALL UNDER THE FMLA/CFRA REGULATIONS. WITNESS DESTRUCTION

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						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
1003			CHP 741, CERTIFICATION OF HEALTH CARE PROVIDER FOR FAMILY MEMBER'S SERIOUS HEALTH CONDITION (096)	P		3			3	XI	WITNESS DESTRUCTION	
1004			CHP 742, CERTIFICATION OF QUALIFYING EXIGENCY FOR MILITARY FAMILY LEAVE (FAMILY AND MEDICAL LEAVE ACT) (096)	P		3			3	XI	WITNESS DESTRUCTION	
1005			CHP 743, CERTIFICATION FOR SERIOUS INJURY OR ILLNESS OF COVERED SERVICEMEMBER FOR MILITARY FAMILY CAREGIVER LEAVE (FAMILY AND MEDICAL LEAVE ACT) (096)	P		3			3	XI	WITNESS DESTRUCTION	
1006			CHP 911, UNIFORM SHOULDER PATCH - PAMPHLET (013)	P							Printed Pamphlets - provided to officers and cadets.	
1007			CHP 932, GIVE YOUR CHILD A SAFE RIDE (ENGLISH & SPANISH) (061)	P							Handouts	
1008			CHP 432SP, CHILD PASSANGER SAFETY LAWS & GUIDELINES - SPANISH VERSION (061)	P							Handouts	
1009			CHP 941S, START SMART (Spanish) - PAMPHLET (013)	P		*			*		CHP 941S, PAMPHLET, * SPANISH BROCHURE TO PROMOTE SAFE DRIVING PROGRAM FOR PUBLIC USE.	
1010			CHP 955P, THE MISSION POSTER (013)	P							For public viewing.	

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1011			CHP 963, LANE SPLITTING SAFETY TIPS - FPLIER (063)	M		*0			*0		FLIER - UNDER LEGISLATION PERMITTING THE DEPARTMENT TO ESTABLISH LANE SPLITTING GUIDELINES TO EDUCATE THE GENERAL MOTORING PUBLIC AND TO PROMOTE AND INCREASE MOTORCYCLIST SAFETY IN CA. * FORM ON STARPOINT WEBSITE.
1012			CHP 1000, BOMB THREATS (029)	P							TO PROVIDE SAFETY SERVICES PROGRAM INFORMATION TO CHP PERSONNEL AND STATE FACILITY COORDINATORS
1013			CHP 1001, EMERGENCY NUMBERS (029)	P							SAME AS CHP 1000
1014			CHP 1004, CRIME VICTIMS (029)	P							SAME AS CHP 1000
1015			CHP 1005, EMERGENCY PREPAREDNESS PROGRAM (029)	P							SAME AS CHP 1000
1016			CHP 1011, PERSONAL SAFETY (029)	P							SAME AS CHP 1000
1017			CHP 1012, FACILITY SECURITY (029)	P							SAME AS CHP 1000
1018			CHP 1015, WORKPLACE EMERGENCIES (029)	P							SAME AS CHP 1000
1019			CHP 1016, SECURITY IN STATE OFFICES (029)	P							SAME AS CHP 1000
1020			STD 4, CONTRACT/CONTRACTORS EVALUATION (076)	P		3		4	7		RETAIN WITH STD 210 OR STD 213.
1021			STD 8, SPECIAL HANDLING REQUEST (071)	P		*			*		*UNTIL SUPERSEDED OR CANCELED.
1022			STD 12, FRESH PRODUCE WEEKLY ORDER (091)	P		7			7		ATTACHED TO STD 66.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1023			STD 15, CONTRACT TRANSMITTAL AND PRE-EVALUATION (076)	P		3		4	7		RETAIN WITH STD 210 AND STD 213.
1024			STD 16, CONTRACT AWARD REPORT (076)	P		3		4	7		RETAIN WITH STD 210 AND STD 213.
1025	8		STD 17A, NONDISCRIMINATION CLAUSE (076)	P		3		4	7		RETAIN WITH STD 210 AND STD 213.
1026			STD 19, NONDISCRIMINATION COMPLIANCE STATEMENT (076)	P		3		4	7		RETAIN WITH STD 210 AND STD 213.
1027	1		STD 21, DRUG FREE WORKPLACE CERTIFICATION (076)	P		3		4	7		RETAIN WITH STD 210 AND STD 213.
1028	2		STD 25, TRANSFER OF BUDGET ALLOTMENT (076)	P		*		4	*+4		*RETAIN AT LEAST TWO YEARS FROM END OF LAST FISCAL YEAR AFFECTED. AFTER TWO YEARS, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.
1029			STD 26, BUDGET REVISION (071)	P		*		4	*+4		*RETAIN AT LEAST TWO YEARS FROM END OF LAST FISCAL YEAR AFFECTED. AFTER TWO YEARS, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.
1030	332		STD 27, APPLICATION FOR DISCHARGE FROM ACCOUNTABILITY (071)	P		*		4	*+4		*RETAIN AT LEAST TWO YEARS FROM END OF FISCAL YEAR IN WHICH ENCUMBRANCE IS LIQUIDATED. AFTER TWO YEARS DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1031	2		STD 27A, CLAIM FOR REIMBURSEMENT (071)	P		*		4	*+4		*RETAIN AT LEAST TWO YEARS FROM END OF FISCAL YEAR IN WHICH ENCUMBRANCE IS LIQUIDATED. AFTER TWO YEARS DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.
1032	4		STD 40A, SUB-PURCHASE ORDER (076)	P		3		4	7		RETAIN SEVEN YEARS FROM END OF FISCAL YEAR IN WHICH ENCUMBRANCE IS LIQUIDATED. DESTROY AFTER THE REQUIRED SEVEN YEARS OR WHEN AUDITED BY THE BUREAU OF STATE AUDITS OR THE DEPARTMENT OF GENERAL SERVICES, WHICHEVER OCCURS FIRST.
1033			STD 65 SERIES, CONTRACT/DELEGATION PURCHASE ORDER (076)	P		3		4	7		RETAIN SEVEN YEARS FROM END OF FISCAL YEAR IN WHICH ENCUMBRANCE IS LIQUIDATED. DESTROY AFTER THE REQUIRED SEVEN YEARS OR WHEN AUDITED BY THE BUREAU OF STATE AUDITS OR THE DEPARTMENT OF GENERAL SERVICES, WHICHEVER OCCURS FIRST. EXCEPTION: ORDERS FOR FORMS ARE RETAINED FOR LIFE OF FORM.

STATE OF CALIFORNIA - SECRETARY OF STATE
RECORDS RETENTION SCHEDULE

STD. 73 (REV. 2/2015)

STATE RECORDS PROGRAM

(35) APPROVAL NUMBER										(36)
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION			PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)
1034			STD 66 SERIES, PURCHASE ESTIMATE (076)	P		3		4	7	RETAIN SEVEN YEARS FROM END OF FISCAL YEAR IN WHICH ENCUMBRANCE IS LIQUIDATED. DESTROY AFTER THE REQUIRED SEVEN YEARS OR WHEN AUDITED BY THE BUREAU OF STATE AUDITS OR THE DEPARTMENT OF GENERAL SERVICES, WHICHEVER OCCURS FIRST. EXCEPTION: ORDERS FOR FORMS ARE RETAINED FOR LIFE OF FORM.
1035			STD 67, PRINTING/SUPPORT SERVICES ORDER (076)	P		3		4	7	RETAIN SEVEN YEARS FROM END OF FISCAL YEAR IN WHICH ENCUMBRANCE IS LIQUIDATED. DESTROY AFTER THE REQUIRED SEVEN YEARS OR WHEN AUDITED BY THE BUREAU OF STATE AUDITS OR THE DEPARTMENT OF GENERAL SERVICES, WHICHEVER OCCURS FIRST. EXCEPTION: ORDERS FOR FORMS ARE RETAINED FOR LIFE OF FORM.
1036	2		STD 71, RECORDS TRANSFER LIST (076)	P		*+1			*+1	*UNTIL RECORDS ARE DESTROYED.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
1037	2		STD 73, RECORDS RETENTION SCHEDULE (076)	P		*			*		*RETAIN AS CURRENT UNTIL SUPERSEDED. ALTHOUGH REVISION IS REQUIRED EVERY FIVE YEARS FROM THE DATE APPROVED BY DGS, RRS THAT ARE NOT REVISED REMAIN IN EFFECT BUT ARE CONSIDERED NON-CURRENT.	
1038	6		STD 96, PURCHASE ORDER/ESTIMATE CHANGE REQUEST (076)	P		3		4	7		RETAIN SEVEN YEARS FROM END OF FISCAL YEAR IN WHICH ENCUMBRANCE IS LIQUIDATED. DESTROY AFTER THE REQUIRED SEVEN YEARS OR WHEN AUDITED BY THE BUREAU OF STATE AUDITS OR THE DEPARTMENT OF GENERAL SERVICES, WHICHEVER OCCURS FIRST.	
1039	4		STD 99, REPORT OF CRIME OR CRIMINALLY CAUSED PROPERTY DAMAGE ON STATE PROPERTY (029)	P		2			2			
1040	4		STD 107, NOTICE OF CORRECTION OF INVOICE (071)	P		*		4	*+4		*RETAIN AT LEAST TWO YEARS FROM END OF FISCAL YEAR IN WHICH CLAIM IS FILED. DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.	

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
1041	2		STD 116, SUPPLY ORDER (076)	P		*		4	*+4		*RETAIN AT LEAST ONE YEAR FROM END OF FISCAL YEAR. AFTER ONE YEAR, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.	
1042	4		STD 152, PROPERTY SURVEY REPORT (071)	P		*		4	*+4		*RETAIN AT LEAST TWO YEARS FROM END OF FISCAL YEAR IN WHICH PREPARED. AFTER TWO YEARS, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.	
1043	20		STD 158, PROPERTY TRANSFER REPORT (071)	P		*		4	*+4		*RETAIN UNTIL NEXT INVENTORY, PROVIDED (1) THE TRANSFER IS SIGNED BY PROPERTY CUSTODIAN, AND (2) PERIOD HAS BEEN AUDITED BY DEPARTMENT OF FINANCE, OR UNTIL FOUR YEARS HAVE ELAPSED, WHICHEVER OCCURS FIRST.	
1044	6		STD 204, PAYEE DATA RECORD (071)	P		*		4	*+4	XI	*CURRENT YEAR, SECTION 7(b), PRIVACY ACT OF 1974 (PUBLIC LAW 93-579), CC 1798 WITNESS DESTRUCTION	

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STATE RECORDS PROGRAM

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1045	2		STD 208, PENALTY CALCULATION (071)	P	*			4	*+4		*RETAIN AT LEAST TWO YEARS FROM END OF FISCAL YEAR IN WHICH ENCUMBRANCE IS LIQUIDATED. AFTER TWO YEARS DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.
1046	2		STD 209, INVOICE DISPUTE NOTIFICATION (071)	P	*			4	*+4		*RETAIN AT LEAST TWO YEARS FROM END OF FISCAL YEAR IN WHICH ENCUMBRANCE IS LIQUIDATED. AFTER TWO YEARS DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.
1047			STD 210, SHORT FORM CONTRACT (FOR AGREEMENTS UP TO \$9,999.99) (076)	P	3			4	7		RETAIN SEVEN YEARS FROM END OF FISCAL YEAR IN WHICH ENCUMBRANCE IS LIQUIDATED. DESTROY AFTER THE REQUIRED SEVEN YEARS OR WHEN AUDITED BY THE BUREAU OF STATE AUDITS OR THE DEPARTMENT OF GENERAL SERVICES, WHICHEVER OCCURS FIRST.

RECORDS RETENTION SCHEDULE

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ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
1048			STD 213, STANDARD AGREEMENT (076)	P		3		4	7		RETAIN SEVEN YEARS FROM END OF FISCAL YEAR IN WHICH ENCUMBRANCE IS LIQUIDATED. DESTROY AFTER THE REQUIRED SEVEN YEARS OR WHEN AUDITED BY THE BUREAU OF STATE AUDITS OR THE DEPARTMENT OF GENERAL SERVICES, WHICHEVER OCCURS FIRST.
1049	100		STD 213, STANDARD AGREEMENT (CONTRACT SERVICES UNIT RETENTION) (076)	P		3		4	7		RETAIN SEVEN YEARS FROM END OF FISCAL YEAR IN WHICH ENCUMBRANCE IS LIQUIDATED. DESTROY AFTER THE REQUIRED SEVEN YEARS OR WHEN AUDITED BY THE BUREAU OF STATE AUDITS OR THE DEPARTMENT OF GENERAL SERVICES, WHICHEVER OCCURS FIRST.
1050			STD 215, AGREEMENT SUMMARY (076)	P		3		4	7		RETAIN SEVEN YEARS FROM END OF FISCAL YEAR IN WHICH ENCUMBRANCE IS LIQUIDATED. DESTROY AFTER THE REQUIRED SEVEN YEARS OR WHEN AUDITED BY THE BUREAU OF STATE AUDITS OR THE DEPARTMENT OF GENERAL SERVICES, WHICHEVER OCCURS FIRST.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
1051			STD 218, CLAIM SCHEDULE (COMPUTER) (071)	P		*		4	*+4		*RETAIN AT LEAST TWO YEARS FROM END OF FISCAL YEAR IN WHICH CLAIM IS FILED. AFTER TWO YEARS, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.	
1052			STD 242, U.S. SAVINGS BONDS PURCHASE/PAYROLL DEDUCTION AUTHORIZATION (096)	M		*			*	XI	*UNTIL SUPERSEDED OR CANCELED. GC 6254(c), PC 832.7, CC 1798 WITNESS DESTRUCTION	
1053	12		STD 243, DESIGNATION OF PERSONS AUTHORIZED TO RECEIVE WARRANTS (PERSONNEL FILES UNIT) (096)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.	
1054			STD 243, DESIGNATION OF PERSONS AUTHORIZED TO RECEIVE WARRANTS (096)	M		*+6			*+6	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798 WITNESS DESTRUCTION.	
1055			STD 255 SERIES, EMPLOYEE MOVING FORMS (071)	M		*		4	*+4	XI	*RETAIN AT LEAST TWO YEARS FROM END OF FISCAL YEAR IN WHICH ENCUMBRANCE IS LIQUIDATED. AFTER TWO YEARS DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST. PC 832.7, CC 1798.34 WITNESS DESTRUCTION,	

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
1056	10		STD 256, MOVING/RELOCATION EXPENSE APPROVAL REQUEST (071)	P		*		4	*+4		*RETAIN AT LEAST TWO YEARS FROM END OF FISCAL YEAR IN WHICH EXPENSES ARE TO BE INCURRED. AFTER TWO YEARS, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.	
1057			STD 257, OUT-OF-STATE TRAVEL APPROVAL REQUEST (071)	P		*		4	*+4		*RETAIN AT LEAST TWO YEARS FROM END OF FISCAL YEAR IN WHICH EXPENSES ARE TO BE INCURRED. AFTER TWO YEARS, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.	
1058	2		STD 261, AUTHORIZATION TO USE PRIVATELY OWNED VEHICLE ON STATE BUSINESS (071)	P		1			1		MUST BE UPDATED ANNUALLY.	
1059	20		STD 270, REPORT OF VEHICLE ACCIDENT (074)	P		*		4	*+4	XI	*RETAIN AT LEAST TWO YEARS FROM END OF FISCAL YEAR IN WHICH ENCUMBRANCE IS LIQUIDATED. AFTER TWO YEARS DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION	

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ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
1060			STD 402, SCHEDULE OF UNCLAIMED TRUST DEPOSITS (071)	P	*			4	*+4		*RETAIN AT LEAST TWO YEARS. AFTER TWO YEARS, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.
1061			STD 404C, REMITTANCE ADVICE (071)	P	*			4	*+4		*RETAIN AT LEAST TWO YEARS FROM END OF FISCAL YEAR IN WHICH CLAIM IS FILED. AFTER TWO YEARS, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.
1062			STD 407, PAYROLL HEADER CHANGE (096)	P	1			3	4		
1063	6		STD 422, REPORT OF SALARY ADVANCES PAID/OFFSET (096)	P	4				4		OR AUDIT, WHICHEVER OCCURS FIRST.
1064			STD 432, STOP PAYMENT REQUEST (071)	P	*			4	*+4		*RETAIN AT LEAST ONE YEAR FROM END OF FISCAL YEAR IN WHICH PREPARED. AFTER ONE YEAR, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.
1065			STD 435, REQUEST FOR DUPLICATE CONTROLLER'S WARRANT/STOP PAYMENT (071)	P	*+4				*+4	XI	*AFTER DUPLICATE WARRANT RECEIVED. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION
1066			STD 436, DUPLICATE WAGE AND TAX STATEMENT REQUEST (096)	P	4			4		XI	OR AUDIT, WHICHEVER OCCURS FIRST. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1067			STD 438, REVOLVING FUND DISBURSEMENT VOUCHER (071)	P	*			4	*+4		*RETAIN AT LEAST TWO YEARS FROM END OF FISCAL YEAR IN WHICH CLAIM IS FILED. AFTER TWO YEARS, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.
1068	4		STD 439, DISBURSEMENT VOUCHER (071)	P	*			4	*+4		*RETAIN AT LEAST TWO YEARS FROM END OF FISCAL YEAR IN WHICH CLAIM IS FILED. AFTER TWO YEARS, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.
1069	10		STD 442, REPORT OF DEPOSIT, BANK OF AMERICA (071)	P	*			4	*+4		*RETAIN AT LEAST ONE YEAR FROM END OF FISCAL YEAR IN WHICH PREPARED. AFTER ONE YEAR, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.
1070			STD 448, DELIVERY OF WARRANT DECEASED EMPLOYEE (096)	P	*+2			2	*+4		*RETAIN AT LEAST ONE YEAR FROM END OF FISCAL YEAR IN WHICH PREPARED. AFTER ONE YEAR, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1071	1		STD 458, VOLUNTARY CHILD SUPPORT DEDUCTION/AUTHORIZATION (PERSONNEL FILES UNIT) (096)	P	*			*	*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED. WITNESS DESTRUCTION.
1072			STD 458, VOLUNTARY CHILD SUPPORT DEDUCTION/AUTHORIZATION (096)	M	5			5	5	XI	SCANNED AND RETAINED IN THE PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION
1073	2		STD 459, VOLUNTARY SPOUSAL SUPPORT DEDUCTION/AUTHORIZATION (PERSONNEL FILES UNIT) (096)	P	*			*	*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL CHECKED.
1074			STD 459, VOLUNTARY SPOUSAL SUPPORT DEDUCTION/AUTHORIZATION (096)	M	5			5	5	XI	SCANNED AND RETAINED IN THE PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION
1075	2		STD 603, ABSENCES WITHOUT PAY REPORT (096)	P	*+2			2	*+4	XI	*RETAIN FOR TWO YEARS AFTER PAY PERIOD INVOLVED. THEN RETAIN TWO MORE YEARS OR UNTIL AUDITED, WHICHEVER OCCURS FIRST.
1076	2		STD 607, CHANGE IN ESTABLISHED POSITIONS (096)	P	4			4	4		

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION			PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)
1077	12		STD 608 Series, ESTABLISHED POSITION RECORDS (096)	P		*+2			*+2	*RETAIN AS CURRENT UNTIL POSITION IS ABOLISHED OR RECLASSIFIED, THEN RETAIN FOR TWO MORE YEARS OR UNTIL AUDITED, WHICHEVER COMES FIRST. MAXIMUM FOUR YEARS.
1078	4		STD 610, HEALTH QUESTIONNAIRE (WITH PHYSICIAN'S REPORT) (PERSONNEL FILES UNIT) (094)	P		*			*	XI *PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED. WITNESS DESTRUCT.
1079			STD 610, HEALTH QUESTIONNAIRE (WITH PHYSICIAN'S REPORT) (094)	M		*+3			*+3	XI *EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION
1080	2		STD 610HQ, HEALTH QUESTIONNAIRE (PERSONNEL FILES UNIT) (094)	P		*			*	XI *PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.
1081			STD 610HQ, HEALTH QUESTIONNAIRE (094)	M		*+3			*+3	XI *EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION
1082	300		STD 611, EMPLOYEE RECORD (096)	P		50			50	XI GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
1083	2		STD 612, EMPLOYEE TRANSFER DATA (PERSONNEL FILES UNIT) (096)	P		*			*	XI	*PAPER VERSION RETAINED FOR ONE YEAR AFTER SCANNING, UNTIL RECHECKED.	
1084			STD 612, EMPLOYEE TRANSFER DATA (096)	M		*			*	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION	
1085	4		STD 613, POSITION JUSTIFICATION (PERSONNEL FILES UNIT) (097)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.	
1086			STD 613, POSITION JUSTIFICATION (097)	M		*			*	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION	
1087	10		STD 618S, INDUSTRIAL DISABILITY LEAVE BENEFIT OPTION COMPARISON (PERSONNEL FILES UNIT) (096)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION	
1088			STD 618S, INDUSTRIAL DISABILITY LEAVE BENEFIT OPTION COMPARISON (096)	M		*			*	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION	
1089	4		STD 625, CLASSIFICATION AND/OR CERTIFICATION REQUEST (096/097)	P		2		2	4			

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
1090			STD 628, EMPLOYMENT INQUIRY (097)	P		2		2	4			
1091	4		STD-634, ABSENCE AND ADDITIONAL TIME WORKED REPORT (096)	P		4		4	4	XI	PAPER VERSION RETAINED FOR ONE YEAR AFTER SCANNING, UNTIL RECHECKED. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION	
1092			STD 634, ABSENCE AND ADDITIONAL TIME WORKED REPORT (096)	M		*		*	*	XI	*SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION	
1093			STD 634, ABSENCE AND ADDITIONAL TIME WORKED REPORT - INJURY CASE (096)	M		*		*	*	XI	*SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION	
1094	12		STD 634, ABSENCE AND ADDITIONAL TIME WORKED REPORT - INJURY CASE (096)	P		*		*	*	XI	*PAPER VERSION RETAINED FOR ONE YEAR AFTER SCANNING, UNTIL RECHECKED. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION	
1095	24		STD 634, ABSENCE AND ADDITIONAL TIME WORKED REPORT (ORIGINATING OFFICE RETENTION) (096)	P		4		4	4	XI	GC 6254(c), PC 832.7, CC 1798.34, WITNESS DESTRUCTION.	
1096	3		STD 636, REPORT OF PERFORMANCE FOR PROBATIONARY EMPLOYEE (PERSONNEL FILES UNIT) (096)	P		*		*	*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION	

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1097			STD 636, REPORT OF PERFORMANCE FOR PROBATIONARY EMPLOYEE (096)	M		*			*	XI	*SCANNED AND RETAINED IN PERSONNEL FILES UNIT.. GC 6254(c), PC 832.7, CC 1798. 34 WITNESS DESTRUCTION
1098	2		STD 639, SALARY GARNISHMENT (PERSONNEL FILES UNIT) (0096)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNED, UNTIL RECHECKED.
1099			STD 639, SALARY GARNISHMENT (096)	M		*		4	*+4	XI	*UNTIL GARNISHMENT SATISFIED; THEN FOR FOUR YEARS FROM END OF PAY PERIOD INVOLVED OR UNTIL AUDITED, WHICHEVER OCCURS FIRST. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798. 34 WITNESS DESTRUCTION
1100	300		STD 642, EMPLOYEE LEAVE RECORD (096)	P		50			50	XI	GC 6254(c), PC 832.7, CC 1798. 34 WITNESS DESTRUCTION
1101	2		STD 645, EMPLOYEE SUGGESTION (AND RELATED CORRESPONDENCE) (070)	P		4			4	XI	GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION
1102			STD 650, MISCELLANEOUS DEDUCTION CHANGE REPORT (096)	P		*+2			*+2		*RETAIN FOR TWO YEARS FROM END OF PAY PERIOD INVOLVED, OR AUDIT, WHICHEVER COMES FIRST.
1103			STD 664, CERTIFICATION OF ELIGIBLES (097)	P		1		4	5		RETAIN FOR TWO YEARS FROM END OF PAY PERIOD INVOLVED, OR AUDIT, WHICHEVER COMES FIRST.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
1104			STD 666, PAYROLL EXCEPTIONS REPORT (077)	P		*+2			*+2	XI	*RETAIN FOR TWO YEARS FROM END OF PAY PERIOD INVOLVED, OR AUDIT, WHICHEVER COMES FIRST.	
1105	12		STD 671, MISCELLANEOUS PAYROLL/LEAVE ACTIONS (096)	P		*		5	*+5	XI	*RETAIN FOR TWO YEARS FROM END OF PAY PERIOD INVOLVED, THEN RETAIN FOR TWO MORE YEARS OR UNTIL AUDITED, WHICHEVER COMES FIRST. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION	
1106			STD 672, ATTENDANCE REPORT (096)	P		*		5	*+5	XI	*RETAIN FOR FIVE YEARS AFTER PAY PERIOD INVOLVED. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION	
1107	6		STD 674, PAYROLL ADJUSTMENT NOTICE (096)	P		*		5	*+5	XI	*RETAIN FOR FIVE YEARS AFTER PAY PERIOD INVOLVED. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION	
1108	2		STD 674I, INDUSTRIAL DISABILITY PAY REQUEST (096)	P		*		5	*+5	XI	*RETAIN FOR FIVE YEARS AFTER PAY PERIOD INVOLVED. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION	
1109	4		STD 674N, NON-DISABILITY INDUSTRIAL PAY REQUEST (096)	P		*		5	*+5	XI	*RETAIN FOR FIVE YEARS AFTER PAY PERIOD INVOLVED. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION	

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION			PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(48)	
1110			STD 675, SUPPLEMENTARY WAGE DEDUCTIONS (071)	P		*		4	*+4	XI	*CURRENT TAX YEAR OF TRANS-ACTION, RETAIN FOUR MORE YEARS. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION
1111	8		STD 676 SERIES, NON-USPS ADJUSTMENT REQUESTS (071)	P		*		4	*+4	XI	*CURRENT TAX YEAR OF TRANSACTION, RETAIN FOUR MORE YEARS. 'GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION
1112	12		STD 677, REQUEST FOR NONDISCLOSURE OF EMPLOYEE HOME ADDRESS (096)	P		*+4			*+4	XI	*CURRENT YEAR KEYED, RETAIN FOUR MORE YEARS. 'GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION
1113	6		STD 678, APPLICATION FOR EXAMINATION (097)	P		*+2			*+2	XI	*NOT HIRED NON UNIFORM: TWO YEARS AFTER COMPLETION OF INTERVIEW PROCESS. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION
1114	44		STD 678, APPLICATION FOR EXAMINATION (PERSONNEL FILES UNIT) (097)	P		*			*	XI	HIRED: *PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1115			STD 678, APPLICATION FOR EXAMINATION (097)	M		*+6			*+6	XI	*HIRED: FOLLOWING APPOINTMENT DATE. EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION GC 6254(c), PC 832.7, CC 1798.34
1116	8		STD 678, APPLICATION FOR EXAMINATION (097)	P		1		3	4	XI	CADET NOT HIRED: RETAINED IN CADET HIRING UNIT. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION
1117			STD 680A, PERSONNEL ACTION REQUEST (PERSONNEL FILES UNIT) (096)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.
1118			STD 680A, PERSONNEL ACTION REQUEST (096)	M		*+4			*+4	XI	*RETAIN CURRENT TAX YEAR OF TRANSACTION AND RETAIN FOUR MORE YEARS. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION
1119			STD 683, PAY ADJUSTMENT REQUEST (096)	P		*		5	*+5	XI	*RETAIN FOR FIVE YEARS FROM PAY PERIOD INVOLVED. GC 6254(c), 'PC 832.7, CC 1798.34 WITNESS DESTRUCTION
1120	12		STD 686, EMPLOYEE ACTION REQUEST (PERSONNEL FILES UNIT) (096)	P		*			*		*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
1121			STD 686, EMPLOYEE ACTION REQUEST (096)	M		*			*	XI	*UNTIL SUPERSEDED SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), 'PC 832.7, CC 1798.34 WITNESS DESTRUCTION	
1122	1		STD 687, SEPARATION/ DISPOSITION OF P.E.R.S. CONTRIBUTIONSN (PERSONNEL FILES UNIT) (096)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.	
1123			STD 687, SEPARATION/ DISPOSITION OF P.E.R.S. CONTRIBUTIONS (096)	M		*			*	XI	*UNTIL SUPERSEDED. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION	
1124	2		ALLEGIANCE AND DECLARATION OF PERMISSION TO WORK FOR PERSONS EMPLOYED BY THE STATE OF 'CALIFORNIA (PERSONNEL FILES UNIT) (096)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.	
1125			STD 689, OATH OF ALLEGIANCE AND DECLARATION OF PERMISSION TO WORK FOR PERSONS EMPLOYED BY THE STATE OF 'CALIFORNIA (096)	M		*+5			*+5		*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT.	
1126	2		STD 692, DENTAL PLAN ENROLLMENT AUTHORIZATION (PERSONNEL FILES UNIT) (096)	P		*			*	XI	*PAPER VERSION RETAINED FOR ONE YEAR AFTER SCANNING, UNTIL RECHECKED.	

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ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
1127			STD 692, DENTAL PLAN ENROLLMENT AUTHORIZATION (096)	M	*				*	XI	*KEEP MOST CURRENT COPY EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION
1128	1		STD 696, DENTAL PLAN DIRECT PAYMENT AUTHORIZATION (PERSONNEL FILES UNIT) (096)	P	*				*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.
1129			STD 696, DENTAL PLAN DIRECT PAYMENT AUTHORIZATION (096)	M	3				3	XI	SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION
1130	28		STD 699, DIRECT DEPOSIT ENROLLMENT AUTHORIZATION (096)	P	*				*	XI	*PAPER VERSION RETAINED FOR ONE YEAR AFTER SCANNING, UNTIL RECHECKED.
1131			STD 699, DIRECT DEPOSIT ENROLLMENT AUTHORIZATION (096)	M	*				*	XI	*UNTIL SUPERSEDED. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION
1132	2		STD 700, VISION PLAN ENROLLMENT AUTHORIZATION (PERSONNEL FILES UNIT) (096)		*				*	XI	*PAPER VERSION RETAINED FOR ONE YEAR AFTER SCANNED, UNTIL RECHECKED.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1133			STD 700, VISION PLAN ENROLLMENT AUTHORIZATION (096)	M		*			*	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION
1134	1		STD 701C, CASH OPTION ENROLLMENT AUTHORIZATION (PERSONNEL FILES UNIT) (096)	P		*			*	XI	*PAPER VERSION RETAINED FOR ONE YEAR AFTER SCANNED, UNTIL RECHECKED.
1135			STD 701C, CASH OPTION ENROLLMENT AUTHORIZATION (096)	M		*			*	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION
1136	1		STD 701R, FLEX-ELECT PROGRAM REIMBURSEMENT ACCOUNT ENROLLMENT AUTHORIZATION (PERSONNEL FILES UNIT) (096)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNED, UNTIL RECHECKED.
1137			STD 701R, FLEX-ELECT PROGRAM REIMBURSEMENT ACCOUNT ENROLLMENT AUTHORIZATION (096)	M		*			*	XI	*UNTIL SUPERSEDED. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION
1138	1		STD 702, CONSOLIDATED BENEFITS (COBEN) CASH ENROLLMENT ELECTION (PERSONNEL FILES UNIT) (096)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION			PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1139			STD 702, CONSOLIDATED BENEFITS (COBEN) CASH ENROLLMENT ELECTION (096)	M		*			*	XI	*UNTIL SUPERSEDED. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION
1140	1		STD 703, VISION PLAN DIRECT PAYMENT AUTHORIZATION (PERSONNEL FILES UNIT) (096)	P		*			*	XI	*PAPER VERSION RETAINED FOR ONE YEAR AFTER SCANNED, UNTIL CHECKED.
1141			STD 703, VISION PLAN DIRECT PAYMENT AUTHORIZATION (096)	M		*			*	XI	*UNTIL SUPERSEDED. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION
1142	1		STD 805A, STATE AGENCY TRUST CHECK REPLACEMENT APPLICATION (EXECUTED WITHIN THE STATE OF CALIFORNIA) (071)	P		*		4	*+4		*RETAIN AT LEAST TWO YEARS. AFTER TWO YEARS, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST. 'UNTIL NEXT REPORT'
1143			STD 807, PAYMENT BOND TO ACCOMPANY CONSTRUCTION CONTRACT (076)	P		*		4	*+4		*RETAINED WITH STD 2 & STD 13.
1144			STD 815, ADVERTISING IN THE CONTRACTS REGISTER (076)	P		3		4	7		RETAINED WITH STD 213, STD 65.
1145	8		STD 821, CONTRACT ADVERTISING EXEMPTION REQUEST (076)	P		3		4	7		RETAINED WITH STD 213, STD 65.
1146	1		STD 897, BILINGUAL PAY AUTHORIZATION (PERSONNEL FILES UNIT) (096)	P		*			*	XI	*PAPER VERSION RETAINED FOR ONE YEAR AFTER SCANNING, UNTIL RECHECKED.
1147			STD 897, BILINGUAL PAY AUTHORIZATION (096)	M		3			3		SCANNED AND RETAINED IN PERSONNEL FILES UNIT.

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ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION			PRA & IPA (47)	REMARKS (48)		
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)			
1148	2		STD 910, ESSENTIAL FUNCTIONS HEALTH QUESTIONNAIRE (PERSONNEL FILES UNIT) (097)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.	
1149			STD 910, ESSENTIAL FUNCTIONS HEALTH QUESTIONNAIRE (097)	M		*+3			*+3	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT 'GC 6245(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION	
1150			STD 966, EMPLOYEE TIME CERTIFICATION (096)	P		*		5	*+5	XI	*RETAIN FOR FIVE YEARS AFTER PAY PERIOD INVOLVED. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION	
1151	12		BAR 79-19, LETTER OF RESPONSE (074)	P		*			*		*LIFE OF VEHICLE.	
1152	6		BAR 79-21, VEHICLE INSPECTION REPORTING TRANSMITTAL (074)	P		3			3			
1153	22		BCIA 8016, REQUEST FOR LIVE SCAN SERVICE – APPLICANT SUBMISSION (FINGERPRINTS) (096)	P		*			*	XI	*UNTIL SCANNED & CHECKED. GC 6245(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION	
1154			BCIA 8016, REQUEST FOR LIVE SCAN SERVICE – APPLICANT SUBMISSION (FINGERPRINTS) (096)	M		*			*	XI	*EMPLOYED LIFE. GC 6245(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION	
1155	22		CA-21, REPORT TO CONTROLLER'S OF REMITTANCE TO TREASURER (071)	P		*		4	*+4		*RETAIN AT LEAST ONE YEAR FROM END OF FISCAL YEAR IN WHICH PREPARED. AFTER ONE YEAR, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.	

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1156	12		CA-62, PAYROLL REVOLVING FUND TRANSFER (071)	P		*		4	*+4		*RETAIN FOR TWO YEARS AFTER PAY PERIOD INVOLVED. THEN RETAIN TWO MORE YEARS OR UNTIL AUDITED, WHICHEVER OCCURS FIRST.
1157	2		CAL/OSHA 200, LOG AND SUMMARY OF OCCUPATIONAL INJURIES/ILLNESSES (033)	P		*+5			*+5		*CURRENT YEAR. CA LABOR CODE 6410, CCR TITLE 8, SECTION 14301.
1158	20		CAL/OSHA 300, LOG OF WORK-RELATED INJURIES AND ILLNESSES (033)	P		1			1		DIVISION SAFETY COORDINATOR
1159	18		CAL/OSHA 300, LOG OF WORK-RELATED INJURIES AND ILLNESSES (ORIGINATING OFFICE RETENTION) (033)	P		*+5			*+5		*CURRENT YEAR. CALIFORNIA LABOR CODE 6410, CCR TITLE 8, SECTION 14301.
1160	2		CAL/OSHA 300A, SUMMARY OF WORK-RELATED INJURIES AND ILLNESSES (033)	P		1			1		DIVISION SAFETY COORDINATOR.
1161	40		CAL/OSHA 300A, SUMMARY OF WORK-RELATED INJURIES AND ILLNESSES (ORIGINATING OFFICE RETENTION) (033)	P		*+5			*+5		*CURRENT YEAR. CALIFORNIA LABOR CODE 6410, CCR TITLE 8, SECTION 14301.
1162			CD-38, PAYROLL WARRANT REGISTER (071)	C		*		4	*+4		*RETAIN FOR TWO YEARS AFTER PAY PERIOD INVOLVED. THEN RETAIN TWO MORE YEARS OR UNTIL AUDITED, WHICHEVER OCCURS FIRST.

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						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
1163	4		CD-66, REPORT OF EXCEPTIONS (071)	P	*			4	*+4		*RETAIN FOR TWO YEARS AFTER PAY PERIOD INVOLVED. THEN RETAIN TWO MORE YEARS OR UNTIL AUDITED, WHICHEVER OCCURS FIRST.	
1164	3		CD-113 Series, REQUEST FOR DUPLICATE WARRANT (071)	P	*			4	*+4		*ONE YEAR FROM END OF FISCAL YEAR IN WHICH PREPARED. AFTER ONE YEAR, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.	
1165	4		CD-155, TRANSMITTAL FOR WRIT CHECK - BOARD OF CONTROL (071)	P	*			4	*+4		*ONE YEAR FROM END OF FISCAL YEAR IN WHICH PREPARED. AFTER ONE YEAR, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.	
1166	12		CJ-11A, ADDENDUM (DEATHS IN CUSTODY) (061)	P	3			3			RETAINED IN CONJUNCTION WITH CJSC 713.	
1167	12		CJ-11A, ADDENDUM (DEATHS IN CUSTODY) (ORIGINATING OFFICE RETENTION) (061)	P	5			5				
1168			CJSC 713, INFORMATION REQUIRED FOR DEATH IN CUSTODY REPORTING (061)	P	3			3				
1169	5		CJSC 713, INFORMATION REQUIRED FOR DEATH IN CUSTODY REPORTING (ORIGINATING OFFICE RETENTION) (061)	P	5			5				

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ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
1170	4		DE 8500A, AUTHORIZATION TO PAY NON-INDUSTRIAL DISABILITY INSURANCE (096)	P		*			*	XI	*RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION.
1171			DE 8500A, AUTHORIZATION TO PAY NON-INDUSTRIAL DISABILITY INSURANCE (096)	M		*+3			*+3	XI	*FROM OCCURRENCE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254©, PC 832.7, CC 1798.3 WITNESS DESTRUCTION.
1172	1		DE 8501, FIRST CLAIM FOR NONINDUSTRIAL DISABILITY INSURANCE (NDI) (PERSONNEL FILES UNIT) (096)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.
1173			DE 8501, FIRST CLAIM FOR NONINDUSTRIAL DISABILITY INSURANCE (NDI) (096)	M		*+3			*+3	XI	*FROM OCCURRENCE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254©, PC 832.7, CC 1798.34 WITNESS DESTRUCTION.
1174	5		DL 5F, FARM LABOR VEHICLE CERTIFICATE EXAM (SPANISH) (061)	P		*			*		*UNTIL SUPERSEDED.
1175	5		DL 5F, FARM LABOR VEHICLE CERTIFICATE EXAM (ENGLISH) (061)	P		*			*		*UNTIL SUPERSEDED.
1176	5		DL 5Y, YOUTH BUS DRIVER'S EXAMINATION (061)	P		*			*		*UNTIL SUPERSEDED.
1177			DL 51, MEDICAL EXAMINATION REPORT (061)	P		*			*	XI	*UNTIL SUPERSEDED. DISTRIBUTED TO MOTOR CARRIERS UPON REQUEST. VC 1808.5, CC 1798.34 WITNESS DESTRUCTION
1178	14		DL 51A, MEDICAL EXAMINER'S CERTIFICATE (061)	P		2			2		

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1179			DL 64, CALIFORNIA TOW TRUCK DRIVER CLEARANCE (061)	P		*+2			*+2	XI	*AFTER CURRENT YEAR, GC 6254 (c) CC 1798.34 WITNESS DESTRUCTION
1180	1		DL 164 SERIES, SCHOOL BUS DRIVER'S EXAMINATION (061)	P		*			*		*UNTIL SUPERSEDED.
1181	1		DL 165, ANSWER SHEET FOR SCHOOL BUS DRIVER'S WRITTEN TEST (061)	P		*			*		*UNTIL SUPERSEDED.
1182			DL 183, GENERAL PUBLIC PARA-TRANSIT VEHICLE EXAMINATION (061)	P		*			*		*UNTIL SUPERSEDED.
1183			DL 310, VERBAL NOTICE BY PEACE OFFICER, DMV OR COURT EMPLOYEE (062)	P		6 months			6 months	XI	IF RETAINED BY LOCAL AREA, SAME AS CHP 215. GC 6254(f), CC 1798.3, WITNESS DESTRUCTION
1184	10		DMV 8016, REQUEST FOR LIVE SCAN SERVICE (FINGERPRINTS) (061)	P		*			*		*EMPLOYED LIFE. GC 6254(c), PC 832.7. WITNESS DESTRUCTION.
1185	1		DPA 004, PRIOR EXEMPT SERVICE QUESTIONNAIRE (PERSONNEL FILES UNIT) (096)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.
1186			DPA 004, PRIOR EXEMPT SERVICE QUESTIONNAIRE (096)	M		*			*	X	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION
1187	1		DPA 025, DENTAL PROGRAM AFFIDAVIT OF ELIGIBILITY (ECONOMICALLY DEPENDENT CHILD) (PERSONNEL FILES UNIT) (096)	P		*			*	XI	*PAPER VERSION RETAINED FOR ONE YEAR AFTER SCANNING, UNTIL RECHECKED.

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						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
1188			DPA 025, DENTAL PROGRAM AFFIDAVIT OF ELIGIBILITY (ECONOMICALLY DEPENDENT CHILD) (096)	M	*				*	XI	*UNTIL SUPERSEDED. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), 'PC 832.7, CC 1798.34 WITNESS DESTRUCTION	
1189	1		DPA 039, VERIFICATION OF STATE SERVICE OUTSIDE THE EXECUTIVE BRANCH (PERSONNEL FILES UNIT) (096)	P	*				*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.	
1190			DPA 039, VERIFICATION OF STATE SERVICE OUTSIDE THE EXECUTIVE BRANCH (096)	M	*				*	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, 'CC 1798.34 WITNESS DESTRUCTION	
1191	2		DPA 190, MILITARY SERVICE INFORMATION (PERSONNEL FILES UNIT) (096)	p	*				*	XI	*PAPER VERSION RETAINED FOR ONE YEAR AFTER SCANNING, UNTIL RECHECKED.	
1192			DPA 190, MILITARY SERVICE INFORMATION (096)	M	*				*	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, 'CC 1798.34 WITNESS DESTRUCTION	
1193	1		DPA 666, CONSOLIDATED BENEFITS (COBEN) CASH ENROLLMENT ELECTION FORM (PERSONNEL FILES UNIT) (096)	P	*				*	XI	*PAPER VERSION RETAINED FOR ONE YEAR AFTER SCANNING, UNTIL CHECKED.	

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						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
1194			DPA 666, CONSOLIDATED BENEFITS (COBEN) CASH ENROLLMENT ELECTION FORM (096)	M		*			*	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, 'CC 1798.34 WITNESS DESTRUCTION	
1195	1		DPA 690, VERIFICATION OF TOTAL STATE SERVICE (PERSONNEL FILES UNIT) (096)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.	
1196			DPA 690, VERIFICATION OF TOTAL STATE SERVICE (096)	M		*			*	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, 'CC 1798.34 WITNESS DESTRUCTION	
1197	21		DS 367, OFFICER'S STATEMENT UNDER SECTION 13353.2 AND 13353 VEHICLE CODE/DRUG ADMONITION (OPEN FELONY) (061)	P		7			7	X	RETAINED WITH CHP 202. GC 6254(f) WITNESS DESTRUCTION	
1198	12		DS 367, OFFICER'S STATEMENT UNDER SECTION 13353.2 AND 13353 VEHICLE CODE/DRUG ADMONITION (FELONY) (061)	P		4			4	X	RETAINED WITH CHP 202. GC 6254(f) WITNESS DESTRUCTION	
1199	6		DS 367, OFFICER'S STATEMENT UNDER SECTION 13353.2 AND 13353 VEHICLE CODE/DRUG ADMONITION (MISDEMEANOR) (061)	P		2			2	X	RETAINED WITH CHP 202. GC 6254(f) WITNESS DESTRUCTION	
1200			DS 367A, BLOOD AND URINE SAMPLE (061)	P		4			4	X	RETAINED WITH CHP 202. GC 6254(f) WITNESS DESTRUCTION	
1201	10		DS 367M, UNDER AGE 21 OFFICER'S STATEMENT (OPEN FELONY) (061)	P		7			7	X	RETAINED WITH CHP 202. GC 6254(f) WITNESS DESTRUCTION	

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1202	5		DS 367M, UNDER AGE 21 OFFICER'S STATEMENT (FELONY) (061)	P		4			4	X	RETAINED WITH CHP 202. GC 6254(f) WITNESS DESTRUCTION
1203	5		DS 367M, UNDER AGE 21 OFFICER'S STATEMENT (MISDEMEANOR) (061)	P		2			2	X	RETAINED WITH CHP 202. GC 6254(f) WITNESS DESTRUCTION
1204	12		DS 367M, UNDER AGE 21 OFFICER'S STATEMENT (ADMINISTRATIVE ACTION-ZERO TOLERANCE) (061)	P		*+2			*+2	X	*CURRENT YEAR PLUS TWO. NO CHP 202 ISSUED. GC 6254(f) WITNESS DESTRUCTION
1205	54		DS 367M, UNDER AGE 21 OFFICER'S STATEMENT (FELONY) (061)	P		4			4	X	RETAINED WITH CHP 202. GC 6254(f) WITNESS DESTRUCTION
1206	32		DS 367S, OFFICER'S STATEMENT UNDER SECTION 13353.2 AND 13353 VEHICLE CODE/DRUG ADMONITION (SPANISH) (061)	P		4			4	X	RETAINED WITH CHP 202. GC 6254(f) WITNESS DESTRUCTION
1207	20		DTSC 8025, APPLICATION FOR VEHICLE/CONTAINER INSPECTION (061)	P		*+3			*+3		*AFTER YEAR OF INSPECTION.
1208	10		DWC RU-105, NOTICE OF TERMINATION OF VOCATIONAL (000)	P		*			*	XI	*UNTIL SCANNED & CHECKED. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION
1209			DWC RU-105, NOTICE OF TERMINATION OF VOCATIONAL REHABILITATION SERVICES (000)	M		*			*	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, 'CC 1798.3 WITNESS DESTRUCTION
1210	2		DWC RU-120, INITIAL EVALUATION SUMMARY (000)	P		*			*	XI	*UNTIL SCANNED & CHECKED. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION

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						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
1211			DWC RU-120, INITIAL EVALUATION SUMMARY (000)	M		*			*	XI	*EMPLOYED LIFE., GC 6254 (C), PC 832.7. CC1798.3 WITNESS DESTRUCTION	
1212	12		FD 016, CALIFORNIA FIREARMS INJURY REPORT (18 YEARS OF AGE OR UNDER) (061)	P		*			*		*SAME AS CHP 202 AND CHP 216. ATTACHED TO THESE DOCUMENTS.	
1213	14		FD 258, FINGERPRINT CARD (061)	P		*			*	XI	*UNTIL SCANNED & CHECKED. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION	
1214			FD 258, FINGERPRINT CARD (061)	M		*			*	XI	*EMPLOYED LIFE. GC 6254(c), PC 832.7, 'CC 1798.3 WITNESS DESTRUCTION	
1215	1		FCA, FIAT CHRYSLER AUTOMOBILES (FCA) AUTO PARTS ORDER FORM (076)	P		5			2	7	RETENTION OF 7 YEARS BY OPI 076 AND ORIGINATING OFFICE. THIS FORM TO BE RETAINED WITHIN PURCHASE ORDER DOCUMENTATION PACKET.	
1216	1		FMC 01, FORD OEM (ORIGINAL EQUIPMENT MANUFACTURER) PARTS ORDER FORM - NORTH (076)	P		5			2	7	RETENTION OF 7 YEARS BY OPI 076 AND ORIGINATING OFFICE. THIS FORM TO BE RETAINED WITHIN PURCHASE ORDER DOCUMENTATION PACKET.	
1217			FMC 02, FORD OEM (ORIGINAL EQUIPMENT MANUFACTURER) PARTS ORDER FORM - SOUTH (076)	P		5			2	7	RETENTION OF 7 YEARS BY OPI 076 AND ORIGINATING OFFICE. THIS FORM TO BE RETAINED WITHIN PURCHASE ORDER DOCUMENTATION PACKET.	

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1218			FMC 200, STANDARD FORMS ORDER (076)	P		*+4			*+4		*RETAIN AT LEAST ONE YEAR FROM END OF FISCAL YEAR. DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.
1219	16		FORM 571 SERIES, REPORTS/REVISIONS OF ACCRUALS TO CONTROLLER'S ACCOUNTS (000)	P		*		4	*+4		*ONE YEAR FROM END OF FISCAL YEAR IN WHICH PREPARED. DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.
1220	12		FORM 576 SERIES, ADJUSTMENTS TO CONTROLLER'S ACCOUNTS (000)	P		*		4	*+4		*ONE YEAR FROM END OF FISCAL YEAR IN WHICH PREPARED. AFTER ONE YEAR, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.
1221	4		FORM I-9, EMPLOYMENT ELIGIBILITY VERIFICATION (PERSONNEL FILES UNIT) (097)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.
1222			FORM I-9, EMPLOYMENT ELIGIBILITY VERIFICATION (097)	M		*+6			*+6	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), CC 1798.3 WITNESS DESTRUCTION
1223	16		FORM I-9, EMPLOYMENT ELIGIBILITY VERIFICATION (097)	P		*+4			*+4	XI	*CURRENT YEAR.. NOT HIRED: FILED IN CADET HIRING UNIT. PC 832.7, CC 1798.3(b) WITNESS DESTRUCTION

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						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
1224			FORM GR 11513-9, LONG TERM DISABILITY ENROLLMENT AUTHORIZATION (096)	M	*	*			*	XI	*UNTIL SUPERSEDED. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION.	
1225	24		HBD-12, HEALTH BENEFIT PLAN ENROLLMENT (PERSONNEL FILES UNIT) (096)	P	*				*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.	
1226			HBD-12, HEALTH BENEFIT PLAN ENROLLMENT (096)	M	*				*	XI	*KEEP MOST CURRENT COPY EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION	
1227	4		HBD-21, HEALTH BENEFIT PLAN, DIRECT PAYMENT AUTHORIZATION (PERSONNEL FILES UNIT) (096)	P	*				*	XI	*PAPER VERSION RETAINED FOR ONE YEAR AFTER SCANNING, UNTIL RECHECKED.	
1228			HBD-21, HEALTH BENEFIT PLAN, DIRECT PAYMENT AUTHORIZATION (096)	M	3				3	XI	SCANNED AND RETAINED IN PERSONNEL FILES UNIT. WITNESS DESTRUCTION.	
1229	1		HBD-35, AFFIDAVIT OF ELIGIBILITY FOR ECONOMICALLY DEPENDENT CHILDREN (PERSONNEL FILES UNIT) (096)	P	*				*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.	
1230			HBD-35, AFFIDAVIT OF ELIGIBILITY FOR ECONOMICALLY DEPENDENT CHILDREN (096)	M	*				*	XI	*UNTIL SUPERSEDED. SCANNED AND RETAIN IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION	

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						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
1231	1		HBD-85, GROUP CONTINUATION COVERAGE (PERSONNEL FILES UNIT) (096)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.	
1232			HBD-85, GROUP CONTINUATION COVERAGE (096)	M		3			3	XI	SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION	
1233	2		ICS 201, INCIDENT BRIEFING (ORIGINATING OFFICE) (029)	P		*+3			*+3		*CURRENT PLUS TWO YEARS. (FORM REPLACES CHP 703)	
1234	10		ICS 201, INCIDENT BRIEFING (LEGAL COORDINATION RETENTION) (029)	P		52			52			
1235	1		ICS 202, INCIDENT OBJECTIVES '(FORMERLY CHP 704, OPI RETENTION) (029)	P		4			4		WITHIN 90 DAYS AFTER RETENTION PERIOD ENDS, TRANSFER TO HEADQUARTERS LEGAL COORDINATION UNIT, IF USED IN CONJUNCTION WITH INCIDENT COMMAND SYSTEM, INCIDENT ACTION PLAN.	
1237	1		ICS 202, INCIDENT OBJECTIVES REPLACES CHP 704 (ORIGINATING OFFICE) (029)	P		3			3			
1237	10		ICS 202, INCIDENT OBJECTIVES (LEGAL COORDINATION RETENTION) (029)	P		52			52			

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1238	1		ICS 203, ORGANIZATION ASSIGNMENT LIST (029)	P		4			4		WITHIN 90 DAYS AFTER RETENTION PERIOD ENDS, TRANSFER TO HEADQUARTERS LEGAL COORDINATION UNIT, IF USED IN CONJUNCTION WITH INCIDENT COMMAND SYSTEM, INCIDENT ACTION PLAN. (REPLACES CHP 705)
1239	10		ICS 203, ORGANIZATION ASSIGNMENT LIST (LEGAL COORDINATION RETENTION) (029)	P		52			52		REPLACES CHP 705
1240	1		ICS 203, ORGANIZATION ASSIGNMENT LIST (ORIGINATING OFFICE) (029)	P		3			3		REPLACES CHP 705
1241	1		ICS 204, ASSIGNMENT LIST (029)	P		4			4		WITHIN 90 DAYS AFTER RETENTION PERIOD ENDS, TRANSFER TO HEADQUARTERS LEGAL COORDINATION UNIT, IF USED IN CONJUNCTION WITH INCIDENT 'COMMAND SYSTEM, INCIDENT ACTION PLAN.(REPLACES CHP 705A)
1242	1		ICS 204, ASSIGNMENT LIST, (ORIGINATING OFFICE) (029)	P		3			3		REPLACES CHP 705A
1243	1		ICS 205, INCIDENT RADIO COMMUNICATIONS PLAN (029)	P		4			4		REPLACES CHP 705A
1244	1		ICS 205, INCIDENT RADIO COMMUNICATIONS PLAN, (ORIGINATING OFFICE) (029)	P		3			3		REPLACES CHP 705A
1245	2		ICS 206, MEDICAL PLAN (029)	P		4			4		RETENTION OF 4 YEARS. (REPLACES CHP 703B)

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1246	10		ICS 206, MEDICAL PLAN, (ORIGINATING OFFICE) (029)	P		3			3		REPLACES CHP 703B
1247	1	NOTIFY ARCHIVES	ICS 207, ORGANIZATION CHART (COMMAND STAFF AND OPERATIONS SECTIONS) (029)	P		4			4		REPLACES CHP 703A, CHP 706
1248	1	NOTIFY ARCHIVES	ICS 207, ORGANIZATION CHART, (ORIGINATING OFFICE) (029)	P		3			3		REPLACES CHP 703A, CHP 706
1249	1	NOTIFY ARCHIVES	ICS 209, PUBLIC INFORMATION SUMMARY - INCIDENT STATUS (029)	P		4			4		REPLACES CHP 707
1250	10	NOTIFY ARCHIVES	ICS 209, PUBLIC INFORMATION SUMMARY - INCIDENT STATUS (LEGAL COORDINATION RETENTION) (029)	P		52			52		REPLACES CHP 707
1251	1	NOTIFY ARCHIVES	ICS 209, PUBLIC INFORMATION SUMMARY - INCIDENT STATUS (ORIGINATING OFFICE) (029)	P		3			3		REPLACES CHP 707
1252	6		ICS 211, CHECK-IN LIST (029)	P		4			4		WITHIN 90 DAYS AFTER RETENTION PERIOD ENDS, TRANSFER TO HEADQUARTERS LEGAL COORDINATION UNIT, IF USED IN CONJUNCTION WITH INCIDENT COMMAND SYSTEM, INCIDENT ACTION PLAN. (REPLACES CHP 708)
1253	10		ICS 211, CHECK-IN LIST (LEGAL COORDINATION RETENTION) (029)	P		52			52		REPLACES CHP 708
1254	1		ICS 211, CHECK-IN LIST, (ORIGINATING OFFICE) (029)	P		3			3		REPLACES CHP 708

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						OFFICE	DEPT.	SRC		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)
1255	1		ICS 213, MESSAGE, (029)	P		4			4	'WITHIN 90 DAYS AFTER RETENTION PERIOD ENDS, TRANSFER TO HEADQUARTERS LEGAL COORDINATION UNIT, IF USED IN CONJUNCTION WITH INCIDENT COMMAND SYSTEM, INCIDENT ACTION PLAN. (REPLACES CHP 702C)
1256	10		ICS 213, MESSAGE (LEGAL COORDINATION RETENTION) (029)	P		52			52	REPLACES CHP 702C
1257	1		ICS 213, MESSAGE (ORIGINATING OFFICE) (029)	P		3			3	REPLACES CHP 702C
1258	1		ICS 214, UNIT ACTIVITY LOG (029)	P		4			4	'WITHIN 90 DAYS AFTER RETENTION PERIOD ENDS, TRANSFER TO HEADQUARTERS LEGAL COORDINATION UNIT, IF USED IN CONJUNCTION WITH INCIDENT COMMAND SYSTEM, INCIDENT ACTION PLAN. (REPLACES CHP 703C)
1259	1		ICS 214, UNIT ACTIVITY LOG (ORIGINATING OFFICE) (029)	P		3			3	REPLACES CHP 703C

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1260	1		ICS 215, OPERATIONAL PLANNING WORKSHEET (029)	P		4			4		"WITHIN 90 DAYS AFTER RETENTION PERIOD ENDS, TRANSFER TO HEADQUARTERS LEGAL COORDINATION UNIT, IF USED IN CONJUNCTION WITH INCIDENT COMMAND SYSTEM, INCIDENT ACTION PLAN. (REPLACES CHP 709)
1261	10		ICS 215, OPERATIONAL PLANNING WORKSHEET (LEGAL COORDINATION RETENTION) (029)	P		52			52		REPLACES CHP 709
1262	1		ICS 215, OPERATIONAL PLANNING WORKSHEET (ORIGINATING OFFICE) (029)	P		3			3		REPLACES CHP 709
1263	1		ICS 215, INCIDENT ACTION PLAN SAFETY ANALYSIS (029)	P		4			4		"WITHIN 90 DAYS AFTER RETENTION PERIOD ENDS, TRANSFER TO HEADQUARTERS LEGAL COORDINATION UNIT, IF USED IN CONJUNCTION WITH INCIDENT COMMAND SYSTEM, INCIDENT ACTION PLAN. (REPLACES CHP 709)
1264	1		ICS 215, INCIDENT ACTION PLAN SAFETY ANALYSIS (ORIGINATING OFFICE) (029)	P		3			3		REPLACES CHP 709
1265	1		ICS 220, AIR OPERATIONS WORKSHEET/SUMMARY (029)	P		4			4		(REPLACES CHP 710)
1266	10		ICS 220, AIR OPERATIONS WORKSHEET/SUMMARY (LEGAL COORDINATION RETENTION) (029)	P		52			52		REPLACES CHP 710

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						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
1267	1		ICS 220, AIR OPERATIONS WORK-SHEET/SUMMARY (ORIGINATING OFFICE) (029)	P		3			3		WITHIN 90 DAYS AFTER RETENTION PERIOD ENDS, TRANSFER TO HEADQUARTERS LEGAL COORDINATION UNIT, IF USED IN CONJUNCTION WITH INCIDENT COMMAND SYSTEM, INCIDENT ACTION PLAN. (REPLACES CHP 710)	
1268	1		INF 252, LAW ENFORCEMENT REQUEST FOR DRIVER RECORD INFORMATION (DMV)	P		*			*		*UNTIL SUPERSEDED TO OBTAIN DRIVING HISTORY ON SCHOOL BUS DRIVER APPLICANTS. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION	
1269	1		INF 254, DRIVER LICENSE VERIFICATION (032)	P		*			*		*UNTIL SUPERSEDED. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION	
1270	1		INV 32, REQUEST FOR HOME ADDRESS CONFIDENTIALITY (PERSONNEL FILES UNIT) (096)	P		*			*	XI	*RETAINED FOR ONE YEAR AFTER SCANNING, UNTIL RECHECKED.. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION	
1271			INV 32, REQUEST FOR HOME ADDRESS CONFIDENTIALITY (096)	M		*			*	XI	*UNTIL SEPARATED, RETIRED OR ELIGIBLE. EMPLOYEE MOVES TO AN INELIGIBLE CLASS GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION	
1272	12		JUS 8715, DISPOSITION OF ARREST AND COURT ACTION (OPEN FELONY) (061)	P		7			7	X	RETAINED WITH CHP 202/216. GC6254(f) WITNESS DESTRUCTION	

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						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
1273			JUS 8715, DISPOSITION OF ARREST AND COURT ACTION (FELONY) (061)	P		4			4	X	RETAINED WITH CHP 202/216. GC6254(f) WITNESS DESTRUCTION.	
1274	1		JUS 8715, DISPOSITION OF ARREST AND COURT ACTION (MISDEMEANOR) (061)	P		2			2	X	RETAINED WITH CHP 202/216. GC6254(f) WITNESS DESTRUCTION	
1275	12		JUS 8716, JUVENILE DETENTION DISPOSITION REPORT (OPEN FELONY) (061)	P		7			7	X	RETAINED WITH CHP 202/216. GC6254(f) WITNESS DESTRUCTION.	
1276	1		JUS 8716, JUVENILE DETENTION DISPOSITION REPORT (FELONY) (061)	P		4			4	X	RETAINED WITH CHP 202/216. GC6254(f) WITNESS DESTRUCTION	
1277	1		JUS 8716, JUVENILE DETENTION DISPOSITION REPORT (MISDEMEANOR) (061)	P		2			2			
1278	5		JUS 8716, JUVENILE DETENTION DISPOSITION REPORT (MISDEMEANOR) (061)	P		2			2	X	RETAINED WITH CHP 202/216. GC6254(f) WITNESS DESTRUCTION.	
1279	1		OMB 1110-0006, LAW ENFORCEMENT (OFFICERS KILLED OR ASSAULTED) (032)	P		25 months			25 months		RETAINED WITH CHP 729.	
1280	6		PERS-BAS-369, APPLICATION FOR RETIREMENT (PERS) - SERVICE (PERSONNEL FILES UNIT) (096)	P	*				*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED. PERS: PUBLIC EMPLOYEES RETIREMENT SYSTEM.	
1281			PERS-BAS-369, APPLICATION FOR RETIREMENT (PERS) - SERVICE (033)	M		*+3			*+3	XI	*AFTER SEPARATION. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION	

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						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
1282	1		PERS-BAS-369, APPLICATION FOR RETIREMENT (PERS) - DISABILITY (PERSONNEL FILES UNIT) (096)	P		*			*	XI	*PAPER VERSION RETAINED FOR ONE YEAR AFTER SCANNING, UNTIL RECHECKED.	
1283			PERS-BAS-369, APPLICATION FOR RETIREMENT (PERS) - DISABILITY (033)	M		*+30			*+30	XI	*AFTER SEPARATION. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION	
1284	24		PERS-BSD-241, BENEFICIARY DESIGNATION (PERSONNEL FILES UNIT) (096)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.	
1285			PERS-BSD-241, BENEFICIARY DESIGNATION (096)	M		*			*	XI	*UNTIL SUPERSEDED OR CANCELLED. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION	
1286	2		PERS-HBSD-1965, AFFIDAVIT OF MARRIAGE (PERSONNEL FILES UNIT) (096)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.	
1287			PERS-HBSD-1965, AFFIDAVIT OF MARRIAGE (096)	M		*			*	XI	*UNTIL SUPERSEDED. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION	
1288	3		POST 2111, COURSE ROSTER (091)	P		*+2			*+2		CURRENT YEAR.	
1289	24		POST 2-114, NOTICE OF APPOINTMENT/TERMINATION (PERSONNEL FILES UNIT) (096)	P		*			*	XI	*PAPER VERSION RETAINED FOR ONE YEAR AFTER SCANNING, UNTIL RECHECKED.	

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1290			POST 2-114, NOTICE OF APPOINTMENT/TERMINATION (096)	M		*+6			*+6	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION
1291	12		PSD-609, SUPERVISOR CERTIFICATION OF SALARY ADJUSTMENT (PERSONNEL FILES UNIT) (096)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.
1292			PSD-609, SUPERVISOR CERTIFICATION OF SALARY ADJUSTMENT (096)	M		*			*		*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT.
1293	10		PUC EQUIPMENT STATEMENT/CHP INSPECTION REQUEST (PUC)	P		*+3			*+3		*CURRENT YEAR
1294	1		PUC PASSENGER CARRIER EQUIPMENT STATEMENT (PUC)	P		*+3			*+3		*CURRENT YEAR
1295			RB 102, VOCATIONAL REHABILITATION PLAN (032)	P		*			*		*EMPLOYED LIFE.
1296	1		REG 124, APPLICATION FOR ASSIGNED VEHICLE IDENTIFICATION NUMBER PLATE (065)	P		*+3			*+3		*CURRENT YEAR.
1297	1		REG 135, BILL OF SALE (071)	P		*			*		*UNTIL SUPERSEDED OR CANCELED.
1298	1		REG 256, STATEMENT OF FACTS (065)	P		*+3			*+3		*CURRENT YEAR.
1299	1		REG 462, PUBLIC AGENCY AUTHORIZATION TO DISPOSE OF A VEHICLE TO A SCRAP IRON PROCESSOR OR DISMANTLER (065)	P		*+1			*+1		*AFTER CURRENT YEAR.
1300	1		REG 684A, NOTICE OF INTENT TO DISPOSE OF AN ABANDONED VEHICLE VALUED AT \$300 OR LESS (065)	P		*+1			*+1		* AFTER CURRENT YEAR.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1301			SEC/STATE LP/SF-DP-1, DECLARATION OF DOMESTIC PARTNERSHIP (096)	M		*			*	XI	*UNTIL SUPERSEDED. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION
1302			SEC/STATE LP/SF-DP-2, NOTICE OF TERMINATION OF DOMESTIC PARTNERSHIP (096)	M		*			*	XI	*UNTIL SUPERSEDED. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION
1303			SCIF 3103, STIPULATION WITH REQUEST FOR AWARD (032)	M		*			*	XI	*EMPLOYED LIFE. GC 6254(c), PC 832.7. WITNESS DESTRUCTION.
1304			SCIF 3250, PROPOSED FINALIZATION FOR STATE CASES (032)	M		*			*	XI	*EMPLOYED LIFE. GC 6254(c), PC 832.7 WITNESS DESTRUCTION.
1305	1		SCIF 3290, TD VERIFICATION OF STATE EMPLOYEE (032)	P		*			*	XI	*UNTIL SCANNED & CHECKED. TD: TEMPORARY DISABILITY GC 6254(c), PC 832.7, CC 1798.3 , WITNESS DESTRUCTION.
1306			SCIF 3290, TD VERIFICATION OF STATE EMPLOYEE (032)	M		*+6			*+6	XI	*EMPLOYED LIFE. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION.
1307	6		SCIF 3301, EMPLOYEE'S CLAIM FOR WORKERS' COMPENSATION BENEFITS (033)	P		*			*	XI	*UNTIL SCANNED & CHECKED. GC 6254(c), PC 832.7, CC 1798.3, WITNESS DESTRUCTION.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1308			SCIF 3301, EMPLOYEE'S CLAIM FOR WORKERS' COMPENSATION BENEFITS (033)	M	*				*	XI	*EMPLOYED LIFE, RETAIN IN PERSONNEL FILES UNIT GC 6245(c), PC 832.7, CC 1798.3, WITNESS DESTRUCTION.
1309	1		SCIF 3301, EMPLOYEE'S CLAIM FOR WORKERS' COMPENSATION BENEFITS (ORIGINATING OFFICE RETENTION) (033)	P	*				*	XI	*RETAIN IN FIELD FOLDER WITH CHP 442 FOR EMPLOYED LIFE, GC 6254(c), PC 832.7, CC 1798.3, WITNESS DESTRUCTION.
1310	4		SCIF 5266, SCIF LISTING OF BENEFIT CHECKS (032)	P	2				2	XI	SEMI-MONTHLY BILLING FROM SCIF. GC 6254(c), PC 832.7, CC 1798.3, WITNESS DESTRUCTION. SCIF: STATE COMPENSATION INSURANCE FUND.
1311	14		SCIF 5419, SCIF BILLING TRANSMITTAL (032)	P	2				2	XI	COVER SHEET ACCOMPANYING BILLING. GC 6254(c), PC 832.7, CC 1798.3, WITNESS DESTRUCTION.
1312	3		SCIF 15307, LOSS ANALYSIS (032)	P	3				3	XI	GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION
1313			SCO 680, PERSONNEL ACTION REQUEST (096)	P	*+4				*+4	XI	*AFTER CLOSE OF FISCAL YEAR IN WHICH KEYED, THEN FOUR YEARS. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION
1314	1		SIMM 65E, REMOTE ACCESS AGREEMENT (040)	P	*				*	XI	*UNTIL TERMINATION OF AGREEMENT. RETAIN IN INFORMATION MANAGEMENT DIVISION AND ORIGINATING OFFICE.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1315			SPB 912, MILITARY SERVICE INFORMATION (011)	P		*			*	XI	*UNTIL SCANNED & CHECKED. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION
1316			SPB 912, MILITARY SERVICE INFORMATION (011)	M		*			*	XI	*EMPLOYED LIFE. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION
1317			T-01, TRAINING CERTIFICATE (061)	P		*			*		*EMPLOYED LIFE AS SCHOOL BUS DRIVER, OR UNTIL CASE IS ADJUDICATED.
1318	2		TR-235, TRIAL BY DECLARATION (OFFICER'S STATEMENT) (061)	P		3			3		
1319	3		1BC, TORT CLAIM (BOARD OF CONTROL) (000)	P		3			3	XI	OR UNTIL CASE IS ADJUDICATED.
1320			172-A-3164-0100, GROUP LEGAL SERVICES PLAN PAYROLL DEDUCTION AUTHORIZATION FORM (077)	P		*			*		*UNTIL SUPERSEDED. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION
1321	20		ACCOUNTS RECEIVABLE AGREEMENTS (071)	P		*		4	*+4		*FROM END OF FISCAL YEAR INVOLVED.
1322	5		ADVERSE ACTION (031)	P		5			5	X	OFFICIAL NOTICE SERVED & INVESTIGATION FILE. GC 6254(f) WITNESS DESTRUCTION
1323	9		ADVERSE ACTION (031)	P		3			3	X	WRITTEN REPRIMAND. GC 6254(f) WITNESS DESTRUCTION
1324			ASSESSMENT CENTER CAREER DEVELOPMENT PLAN (097)	M		*			*		*EMPLOYED LIFE. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION
1325			AUDIO TAPES (048)	M		1			1		

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1326	5		CASH STATE CHECKS (071)	P		*		4	*+4		*ONE YEAR FROM END OF FISCAL YEAR IN WHICH PREPARED. DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.
1327	1		CII RECORD/FBI RECORD (000)	P		*			*	X	*EMPLOYED LIFE. GC 6254(f) WITNESS DESTRUCTION
1328	1		CODE OF HONOR (091)	P		*			*		*CURRENT YEAR.
1329	3		COMMENDATIONS (091)	P		3			3		
1330			COMMUNICATIONS CENTER MEDIA TAPES (048)	M		1			1	XI	ACTUAL VOICE RECORDING OF CHP 140 AND 141. SPECIAL CONDITIONS MAY NEGATE DEPARTMENTAL PURGING CYCLE PER HPM 60.1. GC 14740-14755, GC 6255, CC 1798.24 WITNESS DESTRUCTION
1331			COMPUTER AIDED DISPATCH (CAD) (041)	M		1			1		
1332			DMV DRIVING RECORD (094)	M		*		*	*	XI	*UNTIL SUPERSEDED. CURRENT ONLY. 'GC 6254(c), 1798.3 WITNESS DESTRUCTION

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						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
1333			E-MAIL MESSAGES (041)	M		*			*	X	*DAILY DELETED MESSAGES ARE NOT PART OF A BUSINESS RECORD; DELETE SCHEDULED MEETINGS AND TASKS UPON COMPLETION. IF MESSAGE BECOMES AN INTEGRAL PART OF ANOTHER FILE, THE RETENTION IS THE SAME AS THAT SUBJECT FILE.	
1334	4		E-MAIL MESSAGES (041)	P		*			*	X	*IF MESSAGE BECOMES AN INTEGRAL PART OF ANOTHER FILE, THE RETENTION IS THE SAME AS THAT SUBJECT FILE. CONFIDENTIALITY APPLIES ONLY TO THOSE MESSAGES THAT CONTAIN PERSONAL OR CONFIDENTIAL INFORMATION. GC 6254(c)(f) WITNESS DESTRUCTION	
1335	12	NOTIFY ARCHIVES	GENERAL CORRESPONDENCE (076)	P		2			2			
1336	23		GRIEVANCES (034)	P		*+3			*+3		*AFTER FINAL ACTION.	
1337	12		INVENTORY RECORDS (071)	P		*			*		*SIX MONTHS AFTER AUDIT OR THREE YEARS, WHICHEVER OCCURS FIRST.	
1338	8	NOTIFY ARCHIVES	LETTERS OF UNDERSTANDING/OPINIONS OF OFFICIALS THAT ARE BASIS OF ORDERS/ DIRECTIVES (003)	P		*			*		*UNTIL ORDER/DIRECTIVE IS NO LONGER IN EFFECT.	

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						OFFICE	DEPT.	SRC	TOTAL			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	
1339			MANAGEMENT INFORMATION SYSTEM (MIS) (040)	P		*+1 month			*+1 month	X	*CURRENT MONTH. EXCEPTION: IF MIS BECOMES AN INTEGRAL PART OF ANOTHER FILE, THE RETENTION IS THE SAME AS THAT SUBJECT FILE. CONFIDENTIALITY APPLIES ONLY TO THOSE MIS THAT CONTAIN PERSONAL OR CONFIDENTIAL INFORMATION. GC 6254(c)(f) WITNESS DESTRUCTION	
1340	14		MANAGEMENT ASSESSMENT REPORT (003)	P		4			4		OR AUDIT, MINIMUM TWO YEARS.	
1341			MOBILE DIGITAL COMPUTER (MDA) (041)	M		1			1		*SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6245(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION	
1342			MSA DENIAL, NOTICE TO EMPLOYEE (096)	M		*			*			
1343	20		NOTICE OF PERSONNEL ACTION (096)	C		*			*	XI	*UNTIL SCANNED & CHECKED. GC 6254(c), PC 832.7, CC 1798.3 WITNESS DESTRUCTION	
1344	12		NOTICE OF PERSONNEL ACTION (PERSONNEL FILE UNIT) (096)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED.	

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						OFFICE	DEPT.	SRC			
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	
1345			NOTICE OF PERSONNEL ACTION (096)	M		*			*	XI	*EMPLOYED LIFE. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, 'CC 1798.3 WITNESS DESTRUCTION
1346	1		RADAR CERTIFICATION (018)	P		*			*		*CURRENT
1347			RESUMES (097)	P		6 months			6 months		
1348	4		REVOLVING FUND CHECKS (071)	P		*		4	*+4		*ONE YEAR FROM END OF FISCAL YEAR IN WHICH PREPARED. AFTER ONE YEAR, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.
1349	12		SHOOTING PACKAGES (LEGAL COORDINATION RETENTION) (032)	P		*+5			*+5	X	*CURRENT YEAR. IF LITIGATION IS INVOLVED, UNTIL CASE IS ADJUDICATED. GC 6254(f), WITNESS DESTRUCTION.
1350	4		SHOOTING PACKAGES (DIVISION RETENTION) (002)	P		*			*	X	*RETAINED AS DETERMINED BY THE ASSIGNED COMMANDER. GC 6254(f), WITNESS DESTRUCTION.
1351	22		SHOOTING PACKAGES (ORIGINATING OFFICE RETENTION) (002)	P		*+10			*+10	X	*CURRENT YEAR. IF LITIGATION IS INVOLVED, UNTIL CASE IS ADJUDICATED. GC 6254(f), WITNESS DESTRUCTION.

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						OFFICE	DEPT.	SRC	TOTAL		
						(41)	(42)	(43)	(44)		(48)
(37)	(38)	(39)	(40)								
1352			STAFF TELEPHONE & ADDRESS DIRECTORIES (096)	M		*			*	X	*UNTIL SUPERSEDED. GC 6254(c), VC 1808.4, CC 1798.3 WITNESS DESTRUCTION
1353	1		STATEMENT OF FINANCIAL LIABILITY FOR DOMESTIC PARTNER HEALTH BENEFITS (096)	P		*			*	XI	*PAPER VERSION RETAINED ONE YEAR AFTER SCANNING, UNTIL RECHECKED. GC 6254(c), WITNESS DESTRUCTION.
1354			STATEMENT OF FINANCIAL LIABILITY FOR DOMESTIC PARTNER HEALTH BENEFITS (096)	M		*			*	XI	*UNTIL SUPERSEDED. SCANNED AND RETAINED IN PERSONNEL FILES UNIT. GC 6254(c), PC 832.7, CC 1798.34 WITNESS DESTRUCTION
1355	220		SUBPOENAS (033)	P		*+3			*+3		*COURT APPEARANCE. RETAIN UNTIL CASE IS ADJUDICATED OR 3 YEARS FROM COURT DATE, WHICHEVER IS LATER. RETAIN WITH ANY FUTURE SUBPOENAS OF THE SAME CASE. MAINTAIN LOG OF SUBPOENAS.
1356	10		SUBPOENAS (NON-APPEARANCE) (033)	P		*			*		*IF OFFICER DOES NOT APPEAR IN COURT, RETAIN AS PART OF THE OFFICER'S REGULAR MONTHLY EVALUATION PROCESS. RETAIN ALL COURT ORDERED NON APPEARANCE DOCUMENTS TOGETHER WITH SUBPOENA.

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STATE OF CALIFORNIA - SECRETARY OF STATE
RECORDS RETENTION SCHEDULE

STD. 73 (REV. 2/2015)

STATE RECORDS PROGRAM

(35) APPROVAL NUMBER										(36)		
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS <i>(Double spaces between items)</i>	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS	
						OFFICE	DEPT.	SRC	TOTAL			
						(41)	(42)	(43)	(44)	(45)	(46)	(47)
1357	4		TASK ORDERS, DAILY REPORTS, RECONCILIATION REPORTS (002)	P		*+3				*+3		*CURRENT YEAR. PC 832.7, CC 1798.34 WITNESS DESTRUCTION
1358	80		TRANSFER ORDERS MANAGEMENT MEMORANDUM (096)	P		*+50				*+50		*CURRENT YEAR.
1359	45		UTILITY & PHONE BILLS (071)	P		*+4				*+4		*RETAIN AT LEAST TWO YEARS FROM END OF FISCAL YEAR IN WHICH OCCURRED. AFTER TWO YEARS, DESTROY AFTER AUDIT OR FOUR YEARS, WHICHEVER OCCURS FIRST.
1360	20		WAGE GARNISHMENT (071)	P		*				*		*UNTIL OBLIGATION IS COMPLETED.

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RECORDS RETENTION SUMMARY OF CHANGES

(REV. 8/2017)

(1) APPROVAL NUMBER			(6) TITLE OF RECORD			(2) 1 of 1 Pages
(3) PREVIOUS ITEM #	(4) NEW ITEM #	(5) ACTION		(6) TITLE OF RECORD	(7) COMMENTS	(8) MEDIA TYPE
		CHANGE	DELETE			
70 134 195 382 392 404 510 609 611 618 638 658 665 687 697 702 732 743 942 1001	39 45 299 324 418 595 1048		X	CHP 34, BOMB THREAT TELEPHONE CALLS	*Until Activity is Completed.	P
			X	CHP 36C, EVIDENCE COLLECTION TAG	*2 Years by Area or until superseded.	P
			X	CHP 148, EARLY INTERVENTION ENTRY	*2 Years by Area or until superseded.	P
			X	CHP 159, BASE STATION MONTHLY OPERATIONAL READINESS CHECKLIST (ORIGINATING OFFICE)	3 Years by Area.	P
			X	CHP 216PL, PHOTOGRAPHIC LINEUP ADMONISHMENT	*3 - 7 Years based on violation involved.	P
			X	CHP 318B, SECONDARY EMPLOYMENT LOG	*1 Year by Area or until superceded.	p
			X	SDT 201, SHORT FORM CONTRACT (FOR AGREEMENTS UP TO \$9,999.99)	7 Years by Area and OPI 076.	P
		X		CHP 54, SERVICE REQUEST		P
		X		CHP 85, REQUEST TO USE PERSONALLY OWNED COMPUTER EQUIPMENT FOR WORK -RELATED ACTIVITIES		P
		X		CHP 101B, COMPUTER/INFORMATION SYSTEM ACCESS ACTION REQUEST		P
		X		CHP 202, PHOTOGRAPHIC LINEUP ADMONISHMENT		P
		X		CHP 206, NOTICE TO DEFENDANT		P
		X		CHP 215D, ORAL NOTICE OF DETENTION		P
		X		CHP 278, VEHICLE WEIGHT RECORD		P
		X		CHP 331, RADIO EXTENDER ADJUSTMENT RECORD		P
		X		CHP 333, PRE-AUTHORIZED WORK REQUEST		P
		X		CHP 342, BIT PROGRAM ADMINISTRATION REVIEW		P
		X		CHP 355A - M, VIOLATION NOTICE		P
		X		CHP 365L, TERMINAL CONSOLIDATION		P
		X		CHP 365M, ASSUMPTION / NOTICE - BIT PROGRAM		P
		X		CHP 381, MEDIA INTERFACE USE AGREEMENT		P
		X		CHP 388, SAFETY SERVICES INCIDENT/SERVICE LOG		P
		X		CHP 392, EXPERIMENTAL DEVICES PERMIT		P
		X		CHP 407FX, SAFETYNET DRIVER / VEHICLE INSPECTION REPORT		P
		X		CHP 413HM, HAZARDOUS MATERIALS BUILDING CLEARING/TRAINING EVALUATION REPORT		P
		X		CHP 555WP, TRAFFIC COLLISION REPORT		M
		X		CHP 744, EMPLOYEE TIME CERTIFICATION FORM (GRANTEEES/SUBGRANTEEES)		P

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