

(1) DEPARTMENT* Department of Alcoholic Beverage Control		(2) AGENCY BILLING CODE 05000	IMS CODE	(3) PAGE 1 OF 24 PAGES
(4) DIVISION / BRANCH / SECTION Administration/Human Resources/Accounting/IT Services		(5) ADDRESS 3927 Lennane Drive, Sacramento, CA 95834		
CHECK THE APPROPRIATE BOX				
(6) ☐ New schedule of records that have never been scheduled. <i>[Complete boxes (9)–(12)]</i>				
(7) ☒ Revising a previous schedule. <i>[Complete boxes (9)–(16)] (A new approval number will be assigned.)</i>				
(8) ☐ Amending some pages of a previous schedule. <i>[Complete boxes (13) - (16)] (The original approval number will remain in effect.)</i>				
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER ABC-002	(10) SCHEDULE DATE 10/17/23	(11) NUMBER OF PAGES 24	(12) CUBIC FEET (Total Schedule) 227
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER ABC-002	(14) APPROVAL NUMBER 2004-016	(15) APPROVAL DATE(S) 2/24/04	(16) PAGE NUMBER(S) REVISED All

(17) FUNCTIONAL STATEMENT

The Department of Alcoholic Beverage Control Administration, Human Resources, Accounting, and Information Technology units are responsible for providing quality support services to the ongoing functions essential to the Department.

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 48, Remarks.**

(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS DocuSigned by: Patty Baker D029EC27618A450...	(19) TITLE Chief, Business Management Branch	NAME - (Printed or Typed) Patty Baker	(20) PHONE NUMBER (916) 419-2519	(21) DATE SIGNED 12/7/2023
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 DocuSigned by: Shanley Fitzwater 2379726601AE466...	(23) CLASSIFICATION Staff Services Manager I	(24) NAME - (Printed or Typed) Shanley Fitzwater	(25) PHONE NUMBER (916) 419-2546	(26) DATE SIGNED 12/7/2023

PART II A – SECRETARY OF STATE APPROVAL (Per Government Code Section 12272)

(27) SIGNATURE - CalRIM CONSULTANT DocuSigned by: Carly Arrington 7618FDBFA6D9A66...	NAME - (Printed or Typed) Carly Arrington	(28) APPROVAL NUMBER 2023-148	(29) APPROVAL DATE 12/07/2023	(30) EXPIRATION DATE 12/07/2028
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PART II B – ARCHIVAL SELECTION (Per Government Code Section 12223)

THE ATTACHED RECORDS RETENTION SCHEDULE:			FOR ARCHIVES' STAMP	
(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 Jeff Crawford	NAME - (Printed or Typed) Jeff Crawford	(34) DATE SIGNED		

*Department refers to any Agency, Department, Board, Commission, Office or Other

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 12/2020)

(35) APPROVAL NUMBER 2023-148											(36) Page 2 of 24 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)

FUNCTIONAL STATEMENT

See Page 1.

ACRONYMS

ABC	Alcoholic Beverage Control
DGS	Department of General Services
LEAD	
PO	Purchase Order
WEX	

ACCOUNTING

*Fiscal Accounting records shall be disclosed under the IPA except personal information as defined in CC 1798.3(a)

RECORDS RETENTION SCHEDULE

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RECORDS RETENTION SCHEDULE

STD. 73 (REV. 12/2020)

(35) APPROVAL NUMBER											(36)
2023-148											Page 4 of 24 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)
2	1		Cash Reports: STD 432 - Stop Payment Request STD 440 - Transfer Receipt Reports of Deposit STD 805 - Application for Replacement of State Agency Trust Check (Inside CA) STD 805B - Application for Replacement of State Agency Trust Check (Outside CA) Allocate and Deposit Details Additional Winegrower Fee Adjustments Daily Transmittals End-of-Month Transmittals Daily Acitivity and Intake Dishonored Check Records: ABC-83, ABC-88	P		1 year	3 years		4 years		Retain one year from end of fiscal year in which prepared. The transfer to departmental storage for three years. Destroy after audit or total or four years, whichever occurs first.
3	1		Disbursement Records: STD 107 - Notice of Correction of Invoice STD 210 - Schedule of Bills Filed STD 262 - Travel Expense Claim STD 404 - Remittance Advice STD 438 - Revolving Fund Disbursement Voucher STD 439 - Disbursement Voucher Cash State Checks Miscellaneous Checks Other Than Cash Trust Revolving Fund Checks	P		2 years	2 years		4 years		Retain two years from end of fiscal year in which claim is filed. After two years, destroy after audit or total of four years, whichever occurs first.

RECORDS RETENTION SCHEDULE

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(35) APPROVAL NUMBER											(36)
2023-148											Page 5 of 24 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)
4	1		Controller's Documents: CS1 - Report to Controller of Remittance to Treasurer Controller's Authorization to Treasurer to Receive Funds Controller's Journal Entry Notice of Cancellation of Warrants Notice of Transfer from Special Funds	P		1 year	3 years		4 years		Retain one year from end of fiscal year in which document is prepared. Then transfer to departmental storage for three years. Destroy after audit or total of four years, whichever occurs first.
5	1		Travel and Transportation Records: STD 255 - Moving Service Authorization STD 255A - Moving Service Authorization (Mobile Home) STD 256 - Expense Approval Moving/Relocation/Request STD 257 - Request for Approval of Out-of-State Travel STD 257C - Out-of-State Travel Request STD 260 - Blanket Approval for Out-of-State Travel	P		3 years			3 years		Retain three years from end of fiscal year in which expenses are to be incurred. After three years, destroy after audit or three years, whichever occurs first.
6	1		Grant Fiscal Files: Federal funding received to support ABC programs Decoy Shoulder Tap Program Every 15 Minutes Program and CSU Grant Program	P		2 years	3 years		5 years		Retain for two years from end of fiscal year affected. After two years, destroy after audit or five years, whichever occurs first.
7	1		License Renewals Fee Documents: Includes receipts and licensee information for customers to renew alcoholic beverage licenses.	P		1 year	3 years		4 years		Retain for 1 year from renewal submission, then retain for an additional 3 years.

PERSONNEL

RECORDS RETENTION SCHEDULE

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(35) APPROVAL NUMBER											(36)
2023-148											Page 6 of 24 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)		
8	8		<u>Exam Material:</u> including examination applications, interview materials, Job Analyses, and similar records.	P		5 years			5 years	XI	Retain for five years from date of creation. *Exempt from public disclosure: GC 7929.605 **Exempt from data subject: CC 1798.40(e)
9	40		<u>Employee Personnel Information:</u> Resignation Without Fault Voluntary Retirement Rejection on Probation STD 610 - Health Questionnaire Employment History Layoff Paperwork Terminate by Disciplinary Action Resignation with Fault AWOL Job Analysis: such as Individual Development Plans and Performance Reviews	P		5 years			5 years	X	Active until employee separated from agency. Then retain an additional five years. *Exempt from public disclosure: GC 7927.700
10	3		<u>State Compensation Insurance Fund Cases:</u> including any documents related to agency insurance fund compensation	P		Active			Active	XI	Retain as active until person reaches age 70. *Exempt from public disclosure: GC 7927.200 **Exempt from data subject: 1798.40(g)
11a	20		<u>Employee Monthly Timesheets:</u> ABC-17	P		5 years			5 years	X	Retain for five years from the end of the applicable pay period. *Exempt from public disclosure: GC 7927.700

(35) APPROVAL NUMBER											(36)
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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)
11b			Employee Monthly Timesheets: ABC-17	E		5 years			5 years	X	Retain for five years from the end of the applicable pay period. Electronic copies stored on ABC shared drive. *Exempt from public disclosure: GC 7927.700
12	1		Labor Relation Board Grievances: including documents from employee related to grievance and agency-related outcome information.	P		Active +5 yrs			Active +5 yrs	XI	Retain as active until employee separates from agency, then retain an additional five years. *Exempt from public disclosure: GC 7927.200 **Exempt from data subject: CC 1798.40(d)
13	1		Employee Emergency Contact Forms: Roster Cards (emergency procedures in each section, the designated emergency lead, etc.) Employee Emergency Cards (emergency contact information provided by each employee).	P		Active			Active	X	Retain as active until employee separates from agency *Exempt from public disclosure: GC 7927.700
14	4		Adverse Action (Punitive) Records: including documents relating to documenting an employee's adverse action and official reprimands.	P		5 years			5 years	XI	Retain for five years from date created. If the penalty is an Official Reprimand it must be purged after three years. *Exempt from public disclosure: GC 7927.200 **Exempt from data subject: CC 1798.40(d)

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
15a	1		<u>Vacancy Reports:</u> used to track and announce agency vacancies.	P		Active			Active		Retain as active until superseded.
15b			<u>Vacancy Reports:</u> used to track and announce agency vacancies.	E		Active			Active		Retain as active until superseded. Electronic copies stored in ABC shared drive.
16	100		<u>Background Investigation Records:</u> including documents relating to an employee's background investigation such as a personal history statement, credit advisement, live scan, etc.	P		Active +5 years			Active +5 years		Retain as active until employee has separated from agency, then retain an additional five years.
17	1		<u>ABC 64 - Receipts of State Equipment:</u> used to track issuance of agency equipment such as badge, cell phone, etc.	P		Active			Active		Retain as active until equipment returned to Department.
ADMINISTRATION											
18	1		<u>Workload vs. Performance Measures Report:</u> These are Annual Yearly Statistics.	P		Active			Active		Retain as active until superseded.
19	2		<u>Policy and Procedure Documents:</u> Includes records regarding ABC Policy and Procedures Manual Files (L&P, ABC-AM) Backup Files, Revisions	P		Active			Active		Retain as active until superseded.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
20	11		<u>Procurement and Supply Records:</u> STD 213 - Standard Agreement STD 215 - Agreement Summary STD 65 - Contract/Delegation Service Order for contracts not completed in Fi\$cal STD 67 - Printing Requisition - Invoice	P		3 years	3 years		6 years		Retain for three years in office from the date of the last payment received. Then transfer to departmental storage for three additional years.
21	1		<u>Purchase Orders, Invoices, and Backups:</u> Includes hard copies of purchase orders original created in Fi\$cal and any additional documentation associated with PO. Includes record of any audits performed.	P		3 years	4 years		7 years		Retain for three years onsite from date of creation, then for four additional years in storage, for total of seven years. Electronic PO's are created and maintained in Fi\$cal, but a hard copy file must be maintained for audit purposes.
22a	1		<u>Property (Equipment) Records:</u> STD 152 - Property Survey Report: record as disposition data List of ABC Property Inventory Information	P		Active			Active		Retain as active until superseded.
22b			<u>Property (Equipment) Records:</u> STD 152 - Property Survey Report: record as disposition data List of ABC Property Inventory Information	E		Active			Active		Retain as active until superseded. Electronic copies stored on ABC shared drive.
23	1		<u>Form 700 - Conflict of Interest Statements:</u> Completed by ABC employees to identify/disclose any conflicts of interest.	P		3 years	4 years		7 years		Retain for three years from filing date then transfer to departmental storage for an additional four years.

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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)
24	5		Facilities Files: STD 9 - Space Action Request Office leases including floor plans, negotiation documents, annual rental rate changes, other correspondence from DGS and/or lessor WEX Bank Records	P		Active +2 years			Active +2 years		Active until superseded then retained for an additional two years. While documents are not exempt from disclosure, ABC would instruct the requestor to contact Real Estates Services Division of DGS.
25	2		ABC Office Lease Files (First Leases): First leases signed by the appropriate unit personnel within ABC to rent office spaces	P		Active			Active		Retain as active until building is vacated. While documents are not exempt from disclosure, ABC would instruct the requestor to contact Real Estates Services Division of DGS.
26	1		Board of Equalization Reports: Records electronically received from the Board of Equalization	E		Active			Active		Active until superseded. Received electronically from Board of Equalization. Stored on ABC Shared Drive.
27a	3		ABC Master Forms: ABC Forms Master List Backup Material (original copies and templates)	P		Active			Active		Active until superseded. Destroy previous version when revised, superseded, or rescinded.

RECORDS RETENTION SCHEDULE

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
27b			<u>ABC Master Forms:</u> ABC Forms Master List Backup Material (original copies and templates)	E		Active			Active		Active until superseded. Destroy previous version when revised, superseded, or rescinded. Electronic files are maintained on ABC shared drive or the X: DAS drive if form is posted online.
28			<u>Records Management Forms:</u> Includes forms for the documentation of agency records and their applicable retention periods and locations. Retention Schedules (STD 73), Inventory Worksheet (STD. 71).	E		Active+ 5 years			Active+ 5 years		Retain as active until superseded, rescinded, or expired. Then retain for an additional 5 years.
29			<u>Disposition of Public Records:</u> Records documenting the destruction of the agency's public records. Includes, but is not limited to: Destruction logs used internally by agencies to document the records being destroyed having reached retention; Signed Authorization of Records Destruction (ARD) Forms, which are automated forms sent quarterly to agencies who store with the State Records Center as records meet retention; State Records Special Authorization (DGS SRC-50); Transfer lists documenting the transfer of records to the State Archives; Transfer Lists (STD. 71) used to document transfer of records to the State Records Center (SRC).	E		50 years			50 years		Retain 50 years from the records' destruction date. Electronic records are stored on the Agency Shared Drive.

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ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
30			ABC Property Tag Log: including log of numbered tags attached to all agency property such as laptops, computers monitors, cell phones, etc.	E		Active			Active		Active until superseded. Stored in ABC shared drive.
31	1		LEAD Training Attendance Rosters: LEAD is training developed and put on by ABC to educate on alcohol responsibility and the law. These are training rosters listing who attended these trainings.	P		1 year	2 years		3 years	I	Retain for one year from creation date then for an additional two years in departmental storage. LEAD Training attendance rosters shall be disclosed under the IPA except personal information as defined in CC 1798.3(a).
32	5		Fleet Operations Records: Records pertaining to ABC fleet vehicles. Fleet User Agreements Insurance Claims Mileage Logs - ABC 12 Recall Information Vehicle Files Vehicle Home Storage Permits Vehicle Registration Documents Surveyed Fleet Documents Fleet Aquisition Plan	P		Active +3 years			Active +3 years		Documents related to employee agreements active until employee separates from agency then retained for an additional three years. Documents related to agency property active until superseded then retain for an additional three years.

RECORDS RETENTION SCHEDULE

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(35) APPROVAL NUMBER											(36)
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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)		
33	5		<u>Accidents or Risk Reports:</u> for Fleet Operations Accident Reports Annual Office of Risk and Insurance Management Reports Equipment Modification Report Inspector Report Form OFA 6 Low Carbon Fuel Report Property Survey Report - STD 152 Smog Reports Supervisor Accident Report - STD 274 Utilization Reports	P		Active +5 years			Active +5 years		Active until superseded and retained for an additional five years.
34			<u>Driver Update Office of Fleet and Asset Management 507 Computer Software Files:</u> This is a listing of identified drivers within ABC.	E		Active +3 years			Active +3 years		Active until superseded. Then retain for an additional three years. Stored in ABC shared drive.
35			<u>FileMaker Pro Back Up Software Computer Files:</u> used if something is incorrect with the system so that it can be fixed. Used to meet trusted system requirements for backup.	E		Active +5 years			Active +5 years		Active until superseded. Then retain for an additional five years. Stored in ABC shared drive.
36	1		<u>Office of Emergency Services STD-213 Contract Approval Documents:</u> Includes record of any audits performed.	P		3 years			3 years		Retain as active until survey or audit has occurred. Then retain for additional three years.
INFORMATION TECHNOLOGY											*X *Information Technology information shall be disclosed under the PRA except as defined in GC 7929.210. Stored in ABC shared drive.

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(35) APPROVAL NUMBER											(36)
2023-148											Page 14 of 24 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)		
37			Computer System Program Records: these are for agency-wide software and computer programs. Includes: Operating Systems Application Programs for in-house creations and modifications Dataset structures and forms Use of commercial software packages Structure of computer system System-to-system communication	E		Active +3 years			Active +3 years		Active until superseded or related to outdated technology. Then retain for an additional three years. Stored in ABC shared drive.
38			Information Technology Policies: including policies for protected information, information security and privacy, and acceptable use of computers and mobile phones, etc.	E		Active			Active		Active until superseded. Stored in ABC shared drive.
39			Information Technology Procurement Documents: including hardware and software purchasing information such as procurement request forms, licensing contracts, etc.	E		Active	3 years		Active +3 years		Active until superseded or related to outdated technology. Then retain for an additional three years. Stored in ABC shared drive.
40			Security Logs/Scans: related to the security and safety of an IT environment such as systems and application reports and logs of security updates or system scans.	E		Active	3 years		Active +3 years		Active until superseded or related to outdated technology. Then retain for an additional 3 years. Stored in ABC shared drive.
41			Software License Agreements: including records regarding agency software such as Adobe.	E		Active	3 years		Active +3 years		Active until superseded or related to outdated technology. Then retain for an additional three years. Stored in ABC shared drive.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 12/2020)

[illegible]

RECORDS RETENTION SUMMARY OF CHANGES

(REV. 12/2020)

(1) APPROVAL NUMBER						(2) Page 16 of 24	
Old #: 2004-016		New #: 2023-148					
(3) PREVIOUS ITEM #	(4) NEW ITEM #	(5) ACTION			(6) TITLE OF RECORD	(7) COMMENTS	(8) MEDIA TYPE
		CHANGE	DELETE	ADD			
1			X		Chronological Files	These are accounted for on a different retention schedule.	
2			X		Business, Transportation, and Housing Agency Files	These are accounted for on a different retention schedule.	
3, 101			X		Carry a Concealed Weapon Request/Authorization File	These are accounted for on a different retention schedule.	
4			X		Undercover Driver License Files	These are accounted for on a different retention schedule.	
5			X		Subject Files	These are accounted for on a different retention schedule.	
6	1	X			Budget Reports	Updated title, description, item number, retention, and remark.	P
7	1	X			Ledgers	Combined into item #1.	P
8	2	X			Cash Reports	Updated title, description, item number, retention, and remark.	P
9	3	X			Disbursement Records	Updated title, description, item number, retention, and remark.	P
10	4	X			Controller's Documents	Updated title, description, item number, retention, and remark.	P
11	20	X			Procurement and Supply	Updated title, description, item number, retention, and remark.	P
12	22a, 22b	X			Property (Equipment)	Updated title, description, item number, retention, and remark.	P, E
13	5	X			Travel and Transportation Documents	Updated title, description, item number, retention, and remark.	P
14	1	X			Budget Documents	Combined into item #1.	P

RECORDS RETENTION SUMMARY OF CHANGES

(REV. 12/2020)

(1) APPROVAL NUMBER						(2) Page 17 of 24	
Old #: 2004-016		New #: 2023-148					
(3) PREVIOUS ITEM #	(4) NEW ITEM #	(5) ACTION			(6) TITLE OF RECORD	(7) COMMENTS	(8) MEDIA TYPE
		CHANGE	DELETE	ADD			
15	1	X			Miscellaneous	Combined into item #1.	P
16			X		CalSTARS Reports	These records are no longer used and all existing copies have met their retention. This series is being removed.	P
17	6	X			Grant Fiscal Files	Updated title, description, item number, retention, and remark.	P
18, 22, 23, 35, 67, 80			X		General Files	Too vague--reorganized into existing records series based on content.	P
19	7	X			License Fee Renewals	Updated title, description, item number, retention, and remark.	P
20	2	X			Dishonored Checks	Combined into item #2.	P
21	2	X			Reports	Combined into item #2.	P
24			X		Visitor Log	These records are no longer used and all existing copies have met their retention. This series is being removed.	P
25a, 25b	18	X			Workload vs. Performance Measures Report	Updated title, description, item number, retention, and remark.	P
26			X		Cell Phone/Pager Records	These records are no longer used and all existing copies have met their retention. This series is being removed.	P
27			X		Customer Service Surveys	These records are no longer used and all existing copies have met their retention. This series is being removed.	P
28			X		Historical Documents	These are accounted for on a different retention schedule.	P
29a, 29b	19	X			ABC Policy and Procedures	Updated title, description, item number, retention, and remark.	P

RECORDS RETENTION SUMMARY OF CHANGES

(REV. 12/2020)

(1) APPROVAL NUMBER							(2)
Old #:		2004-016		New #:		2023-148	Page 18 of 24
(3) PREVIOUS ITEM #	(4) NEW ITEM #	(5) ACTION			(6) TITLE OF RECORD	(7) COMMENTS	(8) MEDIA TYPE
		CHANGE	DELETE	ADD			
48	23	X			Form 700 - Conflict of Interest Statements	Updated title, description, item number, retention, and remark.	P
50	24	X			Facilities Files	Updated title, description, item number, retention, and remark.	P
	25			X	ABC Office Lease Files (First Leases)	Series added.	P
52	26	X			Board of Equalization Reports	Updated title, description, item number, retention, and remark.	E
30			X		Malt Beverage Price Schedules	These are accounted for on a different retention schedule.	P
31			X		Territorial Agreements	These are accounted for on a different retention schedule.	P
32			X		Certificates of Compliance	These are accounted for on a different retention schedule.	P
33			X		Applications to Import	These are accounted for on a different retention schedule.	P
34			X		Business Practices Investigations	These are accounted for on a different retention schedule.	P
36			X		QJ-0003 Project Files	These are accounted for on a different retention schedule.	P
37			X		QJ-0005 Project Files	These are accounted for on a different retention schedule.	P
38			X		AL-0358 Project Files	These are accounted for on a different retention schedule.	P
39			X		QJ-0301 Project Files	These are accounted for on a different retention schedule.	P
40			X		Department Safety Equipment Files	These are accounted for on a different retention schedule.	P
41	41	X			License Files	Updated title, description, item number, retention, and remark.	E
42			X		Subscriber Reports	These records are no longer used and all existing copies have met their retention. This series is being removed.	P

RECORDS RETENTION SUMMARY OF CHANGES

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(1) APPROVAL NUMBER							(2)
Old #: 2004-016		New #: 2023-148					Page 19 of 24
(3) PREVIOUS ITEM #	(4) NEW ITEM #	(5) ACTION			(6) TITLE OF RECORD	(7) COMMENTS	(8) MEDIA TYPE
		CHANGE	DELETE	ADD			
43			X		Data Processing Reports	These records are no longer used and all existing copies have met their retention. This series is being removed.	P
44			X		Daily Event Permits	These records are no longer used and all existing copies have met their retention. This series is being removed.	P
45	27a, 27b	X			ABC Form Masters	Updated title, description, item number, retention, and remark.	P, E
46			X		Publications Files	These are accounted for on a different retention schedule.	P
47	28	X			Records Management Forms	Updated title, description, item number, retention, and remark.	E
	29			X	Disposition of Public Records	Series added.	E
49			X		Grant Assistance Program	These are accounted for on a different retention schedule.	P
51, 54	18	X			Statistical Reports	Updated title, description, item number, retention, and remark.	P
53			X		Hearing and Legal Files	These are accounted for on a different retention schedule.	P
55			X		Certified Mail Log	These are accounted for on a different retention schedule.	P
56			X		Weekly Summary of Decisions and Orders for License Denials	These are accounted for on a different retention schedule.	P
57			X		211 Request Cards	These are accounted for on a different retention schedule.	P
58			X		General Files	These are accounted for on a different retention schedule.	P
59	37	X			Computer System Program Records	Updated title, description, item number, retention, and remark.	E
60	39	X			IT Procurement Documents	Updated title, description, item number, retention, and remark.	E

RECORDS RETENTION SUMMARY OF CHANGES

(REV. 12/2020)

(1) APPROVAL NUMBER						(2) Page 20 of 24	
Old #: 2004-016		New #: 2023-148					
(3) PREVIOUS ITEM #	(4) NEW ITEM #	(5) ACTION			(6) TITLE OF RECORD	(7) COMMENTS	(8) MEDIA TYPE
		CHANGE	DELETE	ADD			
61			X		Historical Files	These are accounted for on a different retention schedule.	P
62	38	X			IT Policies	Updated title, description, item number, retention, and remark.	E
	40			X	Security Logs/Scans	Series added.	E
	41			X	Software License Agreements	Series added.	E
	42			X	IT Training Materials	Series added.	E
	43			X	IT Security Standards Records	Series added.	E
63	31	X			LEAD Training Attendance Roster	Updated title, description, item number, retention, and remark.	P
64	31	X			LEAD Statistics	Combined into #31.	P
65			X		Fair Files	These are accounted for on a different retention schedule.	P
66	31	X			LEAD Training Evals	Combined into #31.	P
	32			X	Fleet Operations Records	Series added.	P
	33			X	Accidents or Risk Reports	Series added.	P
	34			X	Driver Update Office of Fleet and Asset Management 507 Computer Software Files	Series added.	E
	35			X	FileMaker Pro Back Up Software Computer Files	Series added.	E
	36			X	Office of Emergency Services STD-213 Contract Approval Documents	Series added.	P
68			X		Court Cases	These are accounted for on a different retention schedule.	P
69			X		Calendars	These are accounted for on a different retention schedule.	P
70			X		Board of Control Claims	These are accounted for on a different retention schedule.	P
71			X		ABC Rules	These are accounted for on a different retention schedule.	P

RECORDS RETENTION SUMMARY OF CHANGES

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(1) APPROVAL NUMBER						(2) Page 21 of 24	
Old #: 2004-016		New #: 2023-148					
(3) PREVIOUS ITEM #	(4) NEW ITEM #	(5) ACTION			(6) TITLE OF RECORD	(7) COMMENTS	(8) MEDIA TYPE
		CHANGE	DELETE	ADD			
72			X		Appeal Cases	These are accounted for on a different retention schedule.	P
73			X		Orders and Receipts	These are accounted for on a different retention schedule.	P
74			X		Pending License Files	These are accounted for on a different retention schedule.	P
75			X		Tax Holds	These are accounted for on a different retention schedule.	P
76			X		License History	These are accounted for on a different retention schedule.	P
77			X		Daily Issue Lists	These are accounted for on a different retention schedule.	P
78			X		Reports	These are accounted for on a different retention schedule.	P
79			X		Indefinite Suspension Files	These are accounted for on a different retention schedule.	P
81			X		Supply Order Requests	These are accounted for on a different retention schedule.	P
82			X		Shipping Logs	These records are no longer used and all existing copies have met their retention. This series is being removed.	P
83			X		Printing Requests	These records are no longer used and all existing copies have met their retention. This series is being removed.	P
84			X		Purchase Orders	These records are no longer used and all existing copies have met their retention. This series is being removed.	P
85	30	X			ABC Property Tags	Updated title, description, item number, retention, and remark.	E
	33			X	Accidents or Risk Reports	Series added.	P

RECORDS RETENTION SUMMARY OF CHANGES

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(1) APPROVAL NUMBER						(2) Page 22 of 24	
Old #:		New #:		2023-148			
(3) PREVIOUS ITEM #	(4) NEW ITEM #	(5) ACTION			(6) TITLE OF RECORD	(7) COMMENTS	(8) MEDIA TYPE
		CHANGE	DELETE	ADD			
	34			X	Driver Update Office of Fleet and Asset Management 507 Computer Software Files	Series added.	P
86			X		Postage Meter Log Book	These records are no longer used and all existing copies have met their retention. This series is being removed.	P
87			X		In-House Print Requests	These records are no longer used and all existing copies have met their retention. This series is being removed.	P
88			X		Card File	These records are no longer used and all existing copies have met their retention. This series is being removed.	P
89, 99	8	X			Exam Material	Updated title, description, item number, retention, and remark.	P
90, 91	9	X			Employee Personnel Folder	Updated title, description, item number, retention, and remark.	P
92	10	X			State Compensation Insurance Fund Cases	Updated title, description, item number, retention, and remark.	P
93	11a, 11b	X			Employee Timesheets	Updated title, description, item number, retention, and remark.	P, E
94	12	X			Labor Relation Board Grievances	Updated title, description, item number, retention, and remark.	P
95, 96	13	X			Employee Emergency Contact Forms	Updated title, description, item number, retention, and remark.	P
97	14	X			Adverse Action (Punitive) Records	Updated title, description, item number, retention, and remark.	P
98, 100	15a, 15b	X			Vacancy Reports	Updated title, description, item number, retention, and remark.	P, E
102	16	X			Background Investigation Records	Updated title, description, item number, retention, and remark.	P

RECORDS RETENTION SUMMARY OF CHANGES

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(1) APPROVAL NUMBER						(2) Page 23 of 24	
Old #:		2004-016		New #:		2023-148	
(3)	(4)	(5)			(6)	(7)	(8)
PREVIOUS ITEM #	NEW ITEM #	ACTION			TITLE OF RECORD	COMMENTS	MEDIA TYPE
		CHANGE	DELETE	ADD			
103	17	X			ABC 64 - Receipts of State Equipment	Updated title, description, item number, retention, and remark.	P

Alcoholic Beverage Control, Simplified ORG Chart

- Administration Division
 - Information Technology Branch
 - Info Security Office
 - DevOps and Solution Architect
 - Project Portfolio Management
 - Enterprise Architecture
 - Service Desk
 - Desktop and System Administration
 - IT Infrastructure
 - Application Product Team
 - Project Management Office
 - Database Support
 - Application Product Team
 - Financial Management Branch
 - Fiscal Accounting
 - Revenue Accounting
 - Budgets
 - Human Resources Branch/Labor Relations/Alien Verification
 - Personnel Support and Alien Verification
 - Medical Coordinator
 - Telework Coordinator
 - Recruitment
 - Business Management Branch
 - Administrative Services
 - Reception
 - Mail and Supply