

(1) DEPARTMENT* Department of Alcoholic Beverage Control	(2) AGENCY BILLING CODE 05000	IMS CODE	(3) PAGE 1 OF 27 PAGES
(4) DIVISION / BRANCH / SECTION Director's, Public Affairs, Legal Services, Grants, Training, Professional Standards, Trade Enforcement, General Counsel	(5) ADDRESS 3927 Lennane Drive, Sacramento, CA 95834		

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 ABC-002	(10) SCHEDULE DATE 5/10/24	(11) NUMBER OF PAGES 27	(12) CUBIC FEET (Total Schedule) 230
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

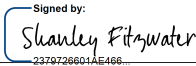
The Department of Alcoholic Beverage Control is responsible for providing service and public safety to the people of the State through licensing, education and enforcement.

PART I – AGENCY STATEMENTS

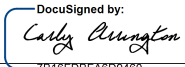
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are 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 Signed by:  D029EC27618A450...	(19) TITLE Chief, Business Management Branch	NAME - (Printed or Typed) Patty Baker	(20) PHONE NUMBER (916) 419-2519	(21) DATE SIGNED 7/24/2024
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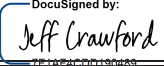
In accordance with Government Code 12274, approval of this Records Retention Schedule by the Secretary of State is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.

(22) SIGNATURE - RECORDS MANAGEMENT ANALYST Signed by:  2379726601AE466...	(23) CLASSIFICATION Staff Services Manager I	(24) NAME - (Printed or Typed) Shanley Fitzwater	(25) PHONE NUMBER (916) 419-2546	(26) DATE SIGNED 7/24/2024
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PART II A – SECRETARY OF STATE APPROVAL *(Per Government Code Section 12272)*

(27) SIGNATURE - CalRIM CONSULTANT DocuSigned by:  7618FDBFA6D9469...	NAME - (Printed or Typed) Carly Arrington	(28) APPROVAL NUMBER 2024-147	(29) APPROVAL DATE 07/24/2024	(30) EXPIRATION DATE 07/24/2029
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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. <i>(Per Section 1671 of the State Administrative Manual.)</i>	
(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE DocuSigned by:  1F19FAC00130d489...	NAME - (Printed or Typed) Jeff Crawford	(34) DATE SIGNED 7/25/2024

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

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 12/2020)

[illegible]

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 12/2020)

[illegible]

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 12/2020)

(35) APPROVAL NUMBER											(36)
2024-147											Page 4 of 27 Pages
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)
3a	4		<u>Undercover ID Files:</u> Request letters, receipt of documents, return of documents, TRAP notices, physical IDs, copies of IDs, physical social security cards, copies of social security card correspondence.	P		Active+ 7 years			Active+ 7 years	X	Retain as active until date of employee separation, then retain an additional seven years. When physical ID expires and is returned to Department of Motor Vehicles, ABC retains a copy of the ID. PRA Exemption: GC 7923.600
3b			<u>Undercover ID Files:</u> Request letters, receipt of documents, return of documents, TRAP notices, physical IDs, copies of IDs, physical social security cards, copies of social security card correspondence. NOTE: When the physical ID expires, it is returned to Department of Motor Vehicles. ABC retains a copy of the ID.	E		Active+ 7 years			Active+ 7 years	X	Retain as active until date of employee separation, then retain an additional seven years. PRA Exemption: GC 7923.600. Electronic copies stored on ABC shared drive.
Public Affairs Office											
4a	1	NOTIFY ARCHIVES	<u>Press Releases:</u> Weekly distributions to California media including: Governor director appointments, milestone program celebrations, announcements of new programs or outreach events, public service announcements, and public awareness engagements.	P		5 years			5 years		Retain for five years after documented press release date.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 12/2020)

[illegible]

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 12/2020)

[illegible]

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 12/2020)

(35) APPROVAL NUMBER											(36)
2024-147											Page 7 of 27 Pages
ITEM # (37)	CUBIC FEET* (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
7			<u>Social Media Postings: Youtube, Twitter (X), and Facebook</u> Community Engagement, recruitment, California state announcements, ABC announcements, advertising and promotions for events, community engagement, ABC-based program updates, public services announcements, instructional videos for obtaining licensing information and using ABC-related online services, and department updates.	E		Active +2 years			Active +2 years		Retain as active until information is deemed outdated or superceded, whichever occurs first, then retain for an additional two years. Electronic copies of postings stored on ABC shared drive.
Training Unit											
8	40		<u>Employee Training Files:</u> Records for training that ABC creates and puts on and maintains Academy/FTO documentation, training documentation, training courses, course certificates	P		Active+ 7 years			Active+ 7 years	I	Retain as active until employee separates from Departments then retained for an additional seven years. IPA Exemption: CC 1798.3(a)
9	3		<u>Equipment Files:</u> Records to keep track of equipment checked out to ABC employees for: Radios, weapons, PAS Devices, etc.	P		Active			Active		Retain as active until equipment is surveyed out.
Office of Legal Services											
10a	24		<u>Hearing and Legal Files:</u> Includes records such as: pending accusations, protests, petition files, exhibits, denials, calendars, certified mail, 211 request cards, and default paperwork for licensing files.	P		Active			Active	XI	Retain as active until case is completed/settled. Accusation records are then transferred to License files. PRA/IPA Exemption: GC 7925.005 and CC 1798.3(a)

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 12/2020)

[illegible]

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 12/2020)

[illegible]

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 12/2020)

[illegible]

RECORDS RETENTION SUMMARY OF CHANGES

(REV. 12/2020)

(1) APPROVAL NUMBER Old #: 2004-016 New #: 2024-147							(2) Page 11 of 27
(3) PREVIOUS ITEM #	(4) NEW ITEM #	(5) ACTION			(6) TITLE OF RECORD	(7) COMMENTS	(8) MEDIA TYPE
		CHANGE	DELETE	ADD			
1	1a/b	X			Chronological Files	Updated title, description, item number, retention, and remark.	P/E
2	2	X			Business, Transportation, and Housing Agency Files	Updated title, description, item number, retention, and remark.	E

RECORDS RETENTION SUMMARY OF CHANGES

(REV. 12/2020)

(1) APPROVAL NUMBER						(2) Page 12 of 27	
Old #:		2004-016		New #:		2024-147	
(3)	(4)	(5)			(6)	(7)	(8)
PREVIOUS ITEM #	NEW ITEM #	ACTION			TITLE OF RECORD	COMMENTS	MEDIA TYPE
		CHANGE	DELETE	ADD			
3, 101			X		Carry a Concealed Weapon Request/Authorization Files	These records are no longer created and all previous records have met their retention. They have been destroyed. This series has been removed from the schedule.	P
4, 5	3a/b	X			Undercover Driver License Files	Updated title, description, item number, retention, and remark.	P
6			X		Budget Reports	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P

RECORDS RETENTION SUMMARY OF CHANGES

(REV. 12/2020)

(1) APPROVAL NUMBER						(2) Page 13 of 27	
Old #:		2004-016		New #:		2024-147	
(3)	(4)	(5)			(6)	(7)	(8)
PREVIOUS ITEM #	NEW ITEM #	ACTION			TITLE OF RECORD	COMMENTS	MEDIA TYPE
		CHANGE	DELETE	ADD			
7			X		Ledgers	Removed from this schedule-- these are listed on Retention Schedule Number 2023-148.	P
8			X		Cash Reports	Removed from this schedule-- these are listed on Retention Schedule Number 2023-148.	P
9			X		Disbursement Records	Removed from this schedule-- these are listed on Retention Schedule Number 2023-148.	P
10			X		Controller's Documents	Removed from this schedule-- these are listed on Retention Schedule Number 2023-148.	P

RECORDS RETENTION SUMMARY OF CHANGES

(REV. 12/2020)

(1) APPROVAL NUMBER						(2) Page 14 of 27	
Old #: 2004-016		New #: 2024-147					
(3)	(4)	(5)			(6)	(7)	(8)
PREVIOUS ITEM #	NEW ITEM #	ACTION			TITLE OF RECORD	COMMENTS	MEDIA TYPE
		CHANGE	DELETE	ADD			
11			X		Procurement and Supply	Removed from this schedule-- these are listed on Retention Schedule Number 2023-148.	P
12			X		Property (Equipment)	Removed from this schedule-- these are listed on Retention Schedule Number 2023-148.	P
13			X		Travel and Transportation Documents	Removed from this schedule-- these are listed on Retention Schedule Number 2023-148.	P
14			X		Budget Documents	Removed from this schedule-- these are listed on Retention Schedule Number 2023-148.	P
15			X		Miscellaneous	Removed from this schedule-- these are listed on Retention Schedule Number 2023-148.	P

RECORDS RETENTION SUMMARY OF CHANGES

(REV. 12/2020)

(1) APPROVAL NUMBER						(2) Page 15 of 27	
Old #:		2004-016		New #:		2024-147	
(3)	(4)	(5)			(6)	(7)	(8)
PREVIOUS ITEM #	NEW ITEM #	ACTION			TITLE OF RECORD	COMMENTS	MEDIA TYPE
		CHANGE	DELETE	ADD			
16			X		CalSTARS Reports	Removed from this schedule-- parts of these records are listed on Retention Schedule Number 2023-148, others are no longer created, have met retention, and were destroyed.	P
17			X		Grant Fiscal Files	Removed from this schedule-- these are listed on Retention Schedule Number 2023-148.	P
18, 22, 23, 35, 67, 80			X		General Files	Removed from this schedule-- these are listed on Retention Schedule Number 2023-148.	P
19			X		License Fee Renewals	Removed from this schedule-- these are listed on Retention Schedule Number 2023-148.	P
20			X		Dishonored Checks	Removed from this schedule-- these are listed on Retention Schedule Number 2023-148.	P
21			X		Reports	Removed from this schedule-- these are listed on Retention Schedule Number 2023-148.	P

RECORDS RETENTION SUMMARY OF CHANGES

(REV. 12/2020)

(1) APPROVAL NUMBER						(2) Page 16 of 27	
Old #: 2004-016		New #: 2024-147					
(3)	(4)	(5)			(6)	(7)	(8)
PREVIOUS ITEM #	NEW ITEM #	ACTION			TITLE OF RECORD	COMMENTS	MEDIA TYPE
		CHANGE	DELETE	ADD			
24			X		Visitor Log	These records are no longer created and all previous records have met their retention. They have been destroyed. This series has been removed from the schedule.	P
25a, 25b			X		Workload vs. Performance Measures Report	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
26			X		Cell Phone/Pager Records	These records are no longer created and all previous records have met their retention. They have been destroyed. This series has been removed from the schedule.	P
27			X		Customer Service Surveys	These records are no longer created and all previous records have met their retention. They have been destroyed. This series has been removed from the schedule.	P
28			X		Historical Documents	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
29a, 29b			X		ABC Policy and Procedures	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
48			X		Form 700 - Conflict of Interest Statements	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P

RECORDS RETENTION SUMMARY OF CHANGES

(REV. 12/2020)

(1) APPROVAL NUMBER						(2) Page 17 of 27	
Old #: 2004-016		New #: 2024-147					
(3)	(4)	(5)			(6)	(7)	(8)
PREVIOUS ITEM #	NEW ITEM #	ACTION			TITLE OF RECORD	COMMENTS	MEDIA TYPE
		CHANGE	DELETE	ADD			
50			X		Facilities Files	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
			X		ABC Office Lease Files (First Leases)	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
52			X		Board of Equalization Reports	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
30			X		Malt Beverage Price Schedules	These records are no longer created and all previous records have met their retention. They have been destroyed. This series has been removed from the schedule.	P
31			X		Territorial Agreements	These records are no longer created and all previous records have met their retention. They have been destroyed. This series has been removed from the schedule.	P
32			X		Certificates of Compliance	These records are no longer created and all previous records have met their retention. They have been destroyed. This series has been removed from the schedule.	P

RECORDS RETENTION SUMMARY OF CHANGES

(REV. 12/2020)

(1) APPROVAL NUMBER						(2) Page 18 of 27	
Old #: 2004-016		New #: 2024-147					
(3) PREVIOUS ITEM #	(4) NEW ITEM #	(5) ACTION			(6) TITLE OF RECORD	(7) COMMENTS	(8) MEDIA TYPE
		CHANGE	DELETE	ADD			
33			X		Applications to Import	These records are no longer created and all previous records have met their retention. They have been destroyed. This series has been removed from the schedule.	P
34			X		Business Practices Investigations	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
40			X		Department Safety Equipment Files	These records are no longer created and all previous records have met their retention. They have been destroyed. This series has been removed from the schedule.	P
41			X		License Files	Removed from this schedule--these are listed on another Retention Schedule.	P
42			X		Subscriber Reports	Removed from this schedule--these are listed on another Retention Schedule.	C
43			X		Data Processing Reports	Removed from this schedule--these are listed on another Retention Schedule.	C
44			X		Daily Event Permits	Removed from this schedule--these are listed on another Retention Schedule.	P
45			X		ABC Form Masters	Removed from this schedule--these are listed on another Retention Schedule.	P

RECORDS RETENTION SUMMARY OF CHANGES

(REV. 12/2020)

(1) APPROVAL NUMBER							(2) Page 19 of 27
Old #: 2004-016		New #: 2024-147					
(3)	(4)	(5)			(6)	(7)	(8)
PREVIOUS ITEM #	NEW ITEM #	ACTION			TITLE OF RECORD	COMMENTS	MEDIA TYPE
		CHANGE	DELETE	ADD			
46			X		Publications Files	These records are no longer created and all previous records have met their retention. They have been destroyed. This series has been removed from the schedule.	P
47			X		Records Management Forms	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
			X		Disposition of Public Records	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
49	12	X			Grant Assistance Program	Updated title, description, item number, retention, and remark.	P
51, 54	13	X			Statistical Reports	Updated title, description, item number, retention, and remark.	P
36-39, 53, 55, 57	10a/b	X			Hearing and Legal Files	Updated title, description, item number, retention, and remark.	P/E
	11			X	Statistical Reports	Newly Added.	P
	14			X	Local law enforcement agency quarterly reports	Newly Added.	P
61	15			X	ABC-OTS Grants	Newly Added.	P
56			X		Weekly Summary of Decisions and Orders for License Denials	These records are no longer created and all previous records have met their retention. They have been destroyed. This series has been removed from the schedule.	P

RECORDS RETENTION SUMMARY OF CHANGES

(REV. 12/2020)

(1) APPROVAL NUMBER						(2) Page 20 of 27	
Old #: 2004-016		New #: 2024-147					
(3) PREVIOUS ITEM #	(4) NEW ITEM #	(5) ACTION			(6) TITLE OF RECORD	(7) COMMENTS	(8) MEDIA TYPE
		CHANGE	DELETE	ADD			
58			X		General Files	These records are no longer created and all previous records have met their retention. They have been destroyed. This series has been removed from the schedule.	P
59			X		Computer System Program Records	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
60			X		IT Procurement Documents	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
62			X		IT Policies	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
			X		Security Logs/Scans	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
			X		Software License Agreements	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
			X		IT Training Materials	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
			X		IT Security Standards Records	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
63			X		LEAD Training Attendance Roster	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P

RECORDS RETENTION SUMMARY OF CHANGES

(REV. 12/2020)

(1) APPROVAL NUMBER						(2) Page 21 of 27	
Old #:		New #:		2024-147			
(3)	(4)	(5)			(6)	(7)	(8)
PREVIOUS ITEM #	NEW ITEM #	ACTION			TITLE OF RECORD	COMMENTS	MEDIA TYPE
		CHANGE	DELETE	ADD			
64			X		LEAD Statistics	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
65			X		Fair Files	These records are no longer created and all previous records have met their retention. They have been destroyed. This series has been removed from the schedule.	P
66			X		LEAD Training Evals	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
			X		Fleet Operations Records	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
			X		Accidents or Risk Reports	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
			X		Driver Update Office of Fleet and Asset Management 507 Computer Software Files	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
			X		FileMaker Pro Back Up Software Computer Files	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
			X		Office of Emergency Services STD-213 Contract Approval Documents	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
68	17	X			Court Cases	Updated title, description, item number, retention, and remark.	E

RECORDS RETENTION SUMMARY OF CHANGES

(REV. 12/2020)

(1) APPROVAL NUMBER						(2) Page 22 of 27	
Old #:		2004-016		New #:		2024-147	
(3)	(4)	(5)			(6)	(7)	(8)
PREVIOUS ITEM #	NEW ITEM #	ACTION			TITLE OF RECORD	COMMENTS	MEDIA TYPE
		CHANGE	DELETE	ADD			
69			X		Calendars	These records are no longer created and all previous records have met their retention. They have been destroyed. This series has been removed from the schedule.	P
70			X		Board of Control Claims	These records are no longer created and all previous records have met their retention. They have been destroyed. This series has been removed from the schedule.	P
71	18	X			ABC Rules	Updated title, description, item number, retention, and remark.	P
	19			X	ABC Legislation	Newly Added.	E
72			X		Appeal Cases	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
73			X		Orders and Receipts	Removed from this schedule--these are listed on another Retention Schedule.	P
74			X		Pending License Files	Removed from this schedule--these are listed on another Retention Schedule.	P
75			X		Tax Holds	Removed from this schedule--these are listed on another Retention Schedule.	P
76			X		License History	Removed from this schedule--these are listed on another Retention Schedule.	P

RECORDS RETENTION SUMMARY OF CHANGES

(REV. 12/2020)

(1) APPROVAL NUMBER						(2) Page 23 of 27	
Old #:		2004-016		New #:		2024-147	
(3)	(4)	(5)			(6)	(7)	(8)
PREVIOUS ITEM #	NEW ITEM #	ACTION			TITLE OF RECORD	COMMENTS	MEDIA TYPE
		CHANGE	DELETE	ADD			
77			X		Daily Issue Lists	Removed from this schedule--these are listed on another Retention Schedule.	P
78			X		Reports	Removed from this schedule--these are listed on another Retention Schedule.	P
79			X		Indefinite Suspension Files	Removed from this schedule--these are listed on another Retention Schedule.	P
81			X		Supply Order Requests	These records are no longer created and all previous records have met their retention. They have been destroyed. This series has been removed from the schedule.	P
82			X		Shipping Logs	These records are no longer created and all previous records have met their retention. They have been destroyed. This series has been removed from the schedule.	P
83			X		Printing Requests	These records are no longer created and all previous records have met their retention. They have been destroyed. This series has been removed from the schedule.	P
84			X		Purchase Orders	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P

RECORDS RETENTION SUMMARY OF CHANGES

(REV. 12/2020)

(1) APPROVAL NUMBER Old #: 2004-016 New #: 2024-147							(2) Page 24 of 27
(3) PREVIOUS ITEM #	(4) NEW ITEM #	(5) ACTION CHANGE DELETE ADD			(6) TITLE OF RECORD	(7) COMMENTS	(8) MEDIA TYPE
85			X		ABC Property Tags	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
			X		Accidents or Risk Reports	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
			X		Driver Update Office of Fleet and Asset Management 507 Computer Software Files	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
86			X		Postage Meter Log Book	These records are no longer created and all previous records have met their retention. They have been destroyed. This series has been removed from the schedule.	P
87			X		In-House Print Requests	These records are no longer created and all previous records have met their retention. They have been destroyed. This series has been removed from the schedule.	P
88			X		Card File	These records are no longer created and all previous records have met their retention. They have been destroyed. This series has been removed from the schedule.	P
89, 99			X		Exam Material	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P

RECORDS RETENTION SUMMARY OF CHANGES

(REV. 12/2020)

(1) APPROVAL NUMBER						(2) Page 25 of 27	
Old #: 2004-016		New #: 2024-147					
(3) PREVIOUS ITEM #	(4) NEW ITEM #	(5) ACTION			(6) TITLE OF RECORD	(7) COMMENTS	(8) MEDIA TYPE
		CHANGE	DELETE	ADD			
90, 91			X		Employee Personnel Folder	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
92			X		State Compensation Insurance Fund Cases	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
93			X		Employee Timesheets	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
94			X		Labor Relation Board Grievances	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
95, 96			X		Employee Emergency Contact Forms	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
97			X		Adverse Action (Punitive) Records	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
98, 100			X		Vacancy Reports	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
102			X		Background Investigation Records	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
103			X		ABC 64 - Receipts of State Equipment	Removed from this schedule--these are listed on Retention Schedule Number 2023-148.	P
104, 106	4a/b	X			Press Releases	Updated title, description, item number, retention, and remark.	P/E
105	5a/b	X			Agency Reports	Updated title, description, item number, retention, and remark.	P/E
107	6				Photograph and Video Files depicting ABC personnel and activities	Updated title, description, item number, retention, and remark.	P

RECORDS RETENTION SUMMARY OF CHANGES

(REV. 12/2020)

(1) APPROVAL NUMBER Old #: 2004-016 New #: 2024-147							(2) Page 26 of 27
(3) PREVIOUS ITEM #	(4) NEW ITEM #	(5) ACTION			(6) TITLE OF RECORD	(7) COMMENTS	(8) MEDIA TYPE
		CHANGE	DELETE	ADD			
	7			X	Social Media Postings	Newly Added.	E
108	16	X			Internal Affairs Files	Updated title, description, item number, retention, and remark.	P
109, 110, 111, 112	8	X			Employee Training Files	Updated title, description, item number, retention, and remark.	P
113	9	X			Equipment Files	Updated title, description, item number, retention, and remark.	P

Alcoholic Beverage Control, Simplified ORG Chart

- Director Office
- Public Affairs Office
- Office of Legal Services
- General Counsel's Office
- Grants Unit
 - Alcohol Policing Partnership Program (APP)
 - Office of Traffic Safety (OTS)
 - Target Responsibility for Alcohol Connected Emergencies (TRACE)
 - Licensee Education on Alcohol and Drugs (LEAD)
- Training Unit
- Professional Standards Unit
 - Professional Standards
 - Recruitment and Retention
- Trade Enforcement Unit