

**RECORDS RETENTION SCHEDULE
APPROVAL REQUEST**

STD. 72 (REV. 2-98)

*Submit three copies with three copies of the
Records Retention Schedule, STD. 73.*

TO: DEPARTMENT OF GENERAL SERVICES
OFFICE OF INFORMATION SERVICES
1500 5th Street, Room 116
Sacramento, CA 95814 (or IMS C-39)

(916) 445-2294 or CALNET 485-2294

(1) DEPARTMENT, BOARD OR COMMISSION Department of Consumer Affairs
DIVISION, BUREAU OR OTHER UNIT Veterinary Medical Board
ADDRESS 1420 Howe Avenue, Suite 6, Sacramento, CA 95825

CHECK THE APPROPRIATE BOX:

(2) New schedule of records that have never been scheduled. (Complete boxes 5 - 8.)

(3) Revising a previous schedule. (Complete boxes 5 - 12.) (A new approval number will be assigned.)

(4) Amending some pages of a previous schedule. (Complete boxes 8 - 12.) (The original approval number will remain in effect.)

NEW SCHEDULE INFORMATION (If applicable)	(5) SCHEDULE NUMBER VM-2 (Rev. 2)	(6) SCHEDULE DATE May 31, 2001	(7) NUMBER OF PAGES 7	(8) CUBIC FEET (Total Schedule) 147.85
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S) VM-2 (Rev. 1)	(10) APPROVAL NUMBER(S) 78-49	(11) APPROVAL DATE(S) 3-29-78	(12) PAGE NUMBER(S) REVISED 1-4

PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE--MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS 	(14) TITLE Executive Officer	(15) DATE SIGNED 5-31-01
--	---------------------------------	-----------------------------

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE--RECORDS MANAGEMENT ANALYST 	(17) TITLE RMA	
(18) NAME (Printed or Typed) TERRY HAENECCI	(19) TELEPHONE 324-4351	(20) DATE SIGNED 6/11/2001

PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(21) SIGNATURE--OIS CONSULTANT 	(22) APPROVAL NUMBER 01.328
(23) TITLE RECORDS MGMT. CONSULTANT	(24) DATE SIGNED NOVEMBER 2, 2001

PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

(25) Contains no material subject to further review by the California State Archives

(26) Contains material subject to archival review. Items stamped "TRANSFER TO ARCHIVES" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)

(27) SIGNATURE--CHIEF OF ARCHIVES 	(28) DATE SIGNED Nov. 19, 2001
---------------------------------------	-----------------------------------

ARCHIVES USE ONLY

**CALIFORNIA
STATE ARCHIVES**

Records Retention Schedule

STD. 73 (REV. 5-92)

See Instructions on reverse
and in SAM 1600

DEPARTMENT (1) Department of Consumer Affairs		SCHEDULE NUMBER (2) VM-2-REV	DATE (3) 6/12/01
ORGANIZATIONAL UNIT Veterinary Medical Board		PAGE 1	OF PAGES 6
ADDRESS (Number Street City) 1420 Howe Avenue, Suite 6, Sacramento, CA 95825		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) E 01.328	

Item Number (Triple Space Between Items) (6)	Cubic Feet* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between Items) (9)	M E D I A L (10)	V I T A L (11)	RETENTION				PRA (Exempt & IPA) (16)	REMARKS
						Office (12)	Dept. (13)	SRC (14)	Total (15)		

Mission Statement:

The mission of the Veterinary Medical Board (VMB) is to protect consumers and animals through proper licensing of veterinarians and registered veterinary technicians, and through vigorous, objective enforcement of the California Veterinary Medicine Practice Act.

Item Number	Cubic Feet	CALIFORNIA STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS	MEDIA	VITAL	Office	Dept.	SRC	Total	PRA (Exempt & IPA)	REMARKS
1	.1		<u>Records Management</u> Records Retention Schedule Approval Request and Records Retention Schedules (Std. 72 and 73)	P			Current			Current	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.
2			Std. 70-Records Inventory Worksheet	P			Current			Current	Retain as current until next inventory.
3			Std. 71 - Records Transfer List	P			Current			Current	Retain as "Current" until all records listed have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed, whichever is later.
4			Std. 76 -State Records Center Reference Request	P			Active			Active	Retain as "Active" until request for referral or withdrawal is completed.
5			Authorization For Records Destruction (Computer Printout)	P			4			4	Retain for 2 yrs. from date destruction is authorized. Then retain 2 more yrs. or until audited, whichever occurs first.

* Provide total of office and departmental

Records Retention Schedule

STD. 73 (REV. 5-92)

See Instructions on reverse
and in SAM 1600

DEPARTMENT (1) Department of Consumer Affairs		SCHEDULE NUMBER (2) VM2-REV 2	DATE (3) 6/11/01
ORGANIZATIONAL UNIT Veterinary Medical Board		PAGE OF PAGES 2 6	
ADDRESS (Number Street City) 1420 Howe Avenue, Suite 6, Sacramento, CA 95825		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 01.328	

Item Number (Triple Space Between Items) (6)	Cubic Feet* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between Items) (9)	M E D I A L (10)	V I T A L (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS
						Office (12)	Dept. (13)	SRC (14)	Total (15)		
	17.5		<u>APPLICATION FOR LICENSURE</u> This file includes, but is not limited to: a. original application b. diploma c. transcripts d. Arrest/conviction record e. Copies of exam results f. Letter requiring additional information from applicant g. Verification of out-of-state work exp h. Letter from fello practitioner verifying out-of-state work experience							XI	Information required for evaluation. Will be transferred to items 6, 8, 9, 10. Exempt per Public Records Act, Govt Code 6254(c). Access by data subject: Information Practice Act, Article 8.
6			APPLICATIONS – IN PROGRESS			6 mo				XI	
7			APPLICATIONS – REJECTED			2 yr	3 yr		5 yr	XI	
8			APPLICATIONS - EXAMINATION			current			current		Current applies to applicants until they sit for the exam. After the exam is administered, all files are transferred to items 9 and 10.

* Provide total of office and departmental

Records Retention Schedule

STD. 73 (REV. 5-92)

See Instructions on reverse
and in SAM 1600

DEPARTMENT (1) Department of Consumer Affairs		SCHEDULE NUMBER (2) VM-2-REV2	DATE (3) 6/11/01
ORGANIZATIONAL UNIT Veterinary Medical Board		PAGE 3	OF PAGES 6
ADDRESS (Number Street City) 1420 Howe Avenue, Suite 6, Sacramento, CA 95825		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 01.328	

Item Number (Triple Space Between Items) (6)	Cubic Feet* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between Items) (9)	M E D I A (10)	V I D E O (11)	RETENTION				PRA (Exempt & IPA) (16)	REMARKS
						Office (12)	Dept. (13)	SRC (14)	Total (15)		
9			APPLICATIONS – PENDING			2	3		5		B&P Code, Section 2015 (3): An applicant who failed the practical exam shall be allowed three subsequent exams during the five year period.
10			APPLICATIONS – INITIAL LICENSURE			2			2		B&P Code, Section 2015.5(2): An applicant shall be deemed to have been abandoned... (if the) applicant fails to submit the initial license fee within two years after notification by the board.
11			<u>EXAMINATION MASTER LIST</u> The exam information includes: a. List of candidates b. Examination scores (maintained in three binders)			5	5		10		
12			<u>EXAMINATION MATERIAL</u> This file includes all material listed in the applicant file and: a. Answer sheets and answer key b. Test booklets			current +2	+3		current +5	X	Material is current until all requests for rescore or possibility of challenge re: the validity have been processed.
						2 mo			2 mo	X	New test booklets are printed for each exam Public Records Act, Govt Code 6254(g); exam data used to administer licensing exams is exempt from public disclosure. Disposal criteria: Confidential witnessed destruction.

* Provide total of office and departmental

Records Retention Schedule
STD. 73 (REV. 5-92)

See Instructions on reverse
and in SAM 1600

DEPARTMENT (1) Department of Consumer Affairs		SCHEDULE NUMBER (2) VM2-NEW2	DATE (3) 6/1/01
ORGANIZATIONAL UNIT Veterinary Medical Board		PAGE OF 4	PAGES 6
ADDRESS (Number Street City) 1420 Howe Avenue, Suite 6, Sacramento, CA 95825		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 01.328	

Item Number (Triple Space Between Items) (6)	Cubic Feet* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between Items) (9)	M E D I A (10)	V I T A L (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS
						Office (12)	Dept. (13)	SRC (14)	Total (15)		
			<u>LICENSE FILES</u> This files includes all material listed in the applicant file and: a. A copy of the original license i.e. large wall certificate							XI	Exempt per Public Records Act, Govt Code 6254(c). Information may be accessed by the "data subject" only, per Information Practices Act, Article 8, Civil Code, Section 1798.
13	66.75		<u>CURRENT LICENSES</u>			Active +5			Active +5		Active is until the current license fails to renew within specified guidelines.
14	6		<u>EXPIRED LICENSES</u>			5			5		B&P Code Section 4902 (a-c). A person must reapply for a new license if not renewed within five years after expiration.
15	3	NOTIFY ARCHIVES	<u>DECEASED LICENSEES</u>			7			7		
16	2		<u>RENEWAL APPLICATIONS</u>			4			4		Retain four years or until audit, whichever occurs first. Disposal criteria: confidential witnessed destruction.

* Provide total of office and departmental

Records Retention Schedule
STD. 73 (REV. 5-92)

See Instructions on reverse
and in SAM 1600

DEPARTMENT (1) Department of Consumer Affairs		SCHEDULE NUMBER (2) RM2-REV2	DATE (3) 8/11/01
ORGANIZATIONAL UNIT Veterinary Medical Board		PAGE 3	OF PAGES 6
ADDRESS (Number Street City) 1420 Howe Avenue, Suite 6, Sacramento, CA 95825		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 01.328	

Item Number (Triple Space Between Items) (6)	Cubic Feet* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between Items) (9)	M E D I A (10)	V I D E O (11)	RETENTION				PRA (Exempt & IPA) (16)	REMARKS
						Office (12)	Dept. (13)	SRC (14)	Total (15)		
			<u>ADMINISTRATIVE FILES</u>								
17		NOTIFY ARCHIVES	This subject file includes, but is not limited to: a. Board meeting minutes Original paper documents used for board meetings. Includes agenda and backup material.			150			150		PER PROGRAM MANAGERS DECISION.
18		NOTIFY ARCHIVES	b. Correspondence 1. budget documents 2. contracts 3. board policy			5	5		10		
19		NOTIFY ARCHIVES	c. Legal opinions			5	5		10		
20			d. Board personnel These files include, but are not limited to: 1. travel expense claims 2. personnel forms			Active +5			Active +5	Active means for the duration of their term of office.	

* Provide total of office and departmental

Records Retention Schedule
STD. 73 (REV. 5-92)

See Instructions on reverse
and in SAM 1600

DEPARTMENT (1) Department of Consumer Affairs		SCHEDULE NUMBER (2) VM 2-17EV 2	DATE (3) 6/11/01
ORGANIZATIONAL UNIT Veterinary Medical Board		PAGE 6	OF PAGES 6
ADDRESS (Number Street City) 1420 Howe Avenue, Suite 6, Sacramento, CA 95825		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 01.328	

Item Number (Triple Space Between Items) (6)	Cubic Feet* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between Items) (9)	M E D I A L (10)	V I T A L (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS	
						Office (12)	Dept. (13)	SRC (14)	Total (15)			
			ENFORCEMENT FILES This file contains all documentaion of complaints, investigations, and accusations against a licensee. File include, but is not limited to: a. original complaint b. requests for investigation c. status reports d. findings and recommendations e. copies of legal documents									
21	12.25		COMPLAINTS			Active +3			Active +3	X	Active means until completion of complaint review process and dispotions of complaint review committee's recommendation.	
22	26.75		INVESTIGATIONS/ACCUSATIONS			Active +5	5		Active +10	X	Active means until completion of investigation and/or adminisitrative hearing and dispotion of judgment. Exempt from Public Records Act, Govt Code Section 6254(K) Not available to the data subject to Section 1798.3 ()(4) of the Information Practices Act. Disposal criteria: confidential witnessed destruction.	
23	13.5		PREMISE FILES - VETERINARY HOSPITALS This file includes, but is not limited to: a. Original application b. Inspection report c. Copy of original certificate			Active +5			Active +5			

* Provide total of office and departmental