

RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Department of Consumer Affairs		(2) AGENCY BILLING CODE 57230		(3) PAGE 1 OF 5 PAGES	
(4) DIVISION/ BRANCH/ SECTION Veterinary Medical Board		(5) ADDRESS 1420 Howe Avenue, Suite 6, Sacramento, CA 95825			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) - (12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) - (16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> 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 VM-2	(10) SCHEDULE DATE 9/26/07	(11) NUMBER OF PAGES 5	(12) CUBIC FEET (Total Schedule) 147.85	
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER VM-2	(14) APPROVAL NUMBER 01-328	(15) APPROVAL DATE (S) 11/19/2001	(16) PAGE NUMBER(S) REVISED - 7	
(17) MISSION/FUNCTIONAL STATEMENT: The mission of the Veterinary Medical Board (VMB) and the Registered Veterinary Technician Committee (RVTC) is to provide protection for consumers and animals through proper licensing of veterinarians and registered veterinary technicians, and through vigorous, objective enforcement of the California Veterinary Practice Act.					
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 Executive Officer	(20) PHONE NUMBER 916-263-2610	(21) DATE SIGNED 9/25/07	
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE - RECORDS MGMT. ANALYST 	(23) CLASSIFICATION SSA	(24) NAME (Printed or Typed) TERESA VARGAS	(25) PHONE NUMBER 574-7260	(26) DATE SIGNED 9-26-07	
PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE - CalRIM CONSULTANT 		(28) APPROVAL NUMBER 07-241	(29) DATE SIGNED 10/2/2007	(30) EXPIRATION DATE 10/2/2012	
PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input checked="" type="checkbox"/> 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 			(34) DATE SIGNED Oct. 15, 2007		



07-241

SCHEDULE # VM-2

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

			ADMINISTRATIVE MANAGEMENT								
			<u>Records Management</u>								
1	.1		Std. 73 Records Retention Schedule Approval Request and Records Retention Schedule	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, OR WHEN NO LONGER NEEDED FOR REFERENCE OR ANALYSIS WHICHEVER IS LATER.
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 years from date destruction is authorized. Then retain 2 more years or until audited, whichever occurs first.
			<u>Administration</u>								
6			Administrative a. Budget Documents b. Contracts c. Invoices/Statements	P		5	5		10		
7			Personnel These files include, but are not limited to: a. Personnel Files b. Travel Expense Claims	P		+4			+4		
			PROGRAM MANAGEMENT								
			<u>Examinations</u>								
8			Examination Master List The exam information includes: a. List of candidates b. Examination Scores (maintained in three binders)	P		5			5		

* Provide total of office and departmental

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9			<p>Examination Material This file includes all material listed in the applicant file and:</p> <p>a. answer sheets</p> <p>b. Test booklets</p> <p><u>Applications for Licensure</u></p> <p>Application for Licensure This file includes, but is not limited to:</p> <p>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 experience h. Letter from fellow practitioner verifying out-of-state work experience</p>	P		Current +2	3		Current +5		<p>Material is current until possibility of challenge re: the validity have been processed.</p> <p>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</p> <p>Information required for evaluation. Will be transferred to item number 14, licensee file.</p> <p>Exempt per Public Records Act, Govt Code 6254(c).</p> <p>Access by data subject: Information Practice Act, Article 8</p>
10			Applications in Progress	P		6 Mon.					
11			Applications Rejected	P		2	3		5		
12			Applications - Examination	P		Current			Current		<p>Current applies to applicants until they sit for the examination. After the examination is administered, all files are transferred to item number 14, licensee file.</p>
13			Applications - Pending	P		2	3		5		<p>B & P Code, Section 2015(c): an applicant who passes the national examination shall receive conditional credit for such and shall complete the California State Board and Veterinary Law Examinations within the 60 month period immediately following receipt of the initial conditional examination credit.</p>
14			Applications - Initial Licensure	P		2			2		

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			<u>License Files</u> This file includes all materials listed in the applicant file and may include: a. A copy of the original license, i.e. large wall certificate								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.
15			Current Licenses	P		Active +5			Active +5		
16			Expired Licenses	P		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.
17		NOTIFY ARCHIVES	Deceased Licenses	P		7			7		
18			License Renewal Applications	P		4			4		Retain four years or until audit, whichever occurs first. Disposal Criteria: Confidential Witnessed Destruction
19		NOTIFY ARCHIVES	<u>Board Information</u> Board Meeting Minutes Original paper documents used for Board meetings. Includes agenda and backup material	P		Perm.			Perm		
20		NOTIFY ARCHIVES	Miscellaneous Information Including: a. Board Policy b. General Correspondence c. Legal Opinions	P		5	5		10		
21		NOTIFY ARCHIVES	Legislative Information including: a. Bills b. Analysis c. Budget backup d. Correspondence	P		5	5		10		
22			Cashiering Cashiering Log Books	P		Perm.			Perm.		
23			Misc. Cashiering Documents a. Report of Collections b. Cash and Revenue Refunds/Transfer of Funds	P		5			5		Five years or until audit, whichever occurs first.

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			<u>Enforcement Files</u> This file contains all documentation of complaints, investigations, and accusations against a licensee. File includes, but is not limited to: a. original complaint b. requests for investigation d. status reports e. findings and recommendations f. copies of legal documents								
24	12.25		Complaints	P		Active +3			Active +3		Active means until completion of complaint review process and dispositions of complaint review committee's recommendation.
25	26.75		Investigations/Accusations	P		Perm.			Perm.		Need to say something here. 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.
26			Citation and Fine	P		5			5		Per Board policy October 2002, destroy citation and fine records five years after fine payment received.
			<u>Premises Files</u> Veterinary Hospitals files may include, but not limited to: a. Original application b. Inspection Report c. Copy of original certificate								
27	13.5			P		Active +5			Active +5		