

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 STATE WATER RESOURCES CONTROL BOARD.		(2) AGENCY BILLING CODE 79300	(3) PAGE 1 OF 6 PAGES	
(4) DIVISION/ BRANCH/ SECTION DIVISION OF WATER RIGHTS		(5) ADDRESS 1001 I STREET, SACRAMENTO CA 95814		
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 (9) – (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 10-300-001	(10) SCHEDULE DATE 4/13/11	(11) NUMBER OF PAGES 5	(12) CUBIC FEET (Total Schedule) 3106
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER SWRCB 04-05	(14) APPROVAL NUMBER 04-056	(15) APPROVAL DATE (S) 04/08/04	(16) PAGE NUMBER(S) REVISED - 5
(17) MISSION/FUNCTIONAL STATEMENT : TO ESTABLISH AND MAINTAIN A STABLE SYSTEM OF WATER RIGHTS, TO DEVELOP, CONSERVE AND UTILIZE IN THE PUBLIC INTEREST, THE WATER RESOURCES OF THE STATE WHILE PROTECTING VESTED RIGHTS, WATER QUALITY AND THE ENVIRONMENT.				

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 <i>Erica Garcia</i>	(19) TITLE SSM, Administrative Officer	(20) PHONE NUMBER 341-5325	(21) DATE SIGNED 4/7/11
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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 <i>[Signature]</i>	(23) CLASSIFICATION AGPA	(24) NAME (Printed or Typed) WENDY KATAYANASI	(25) PHONE NUMBER (916) 341-5331	(26) DATE SIGNED 04/08/11
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PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE –CalRIM CONSULTANT <i>[Signature]</i>	(28) APPROVAL NUMBER 11-043	(29) DATE SIGNED 5/04/2011	(30) EXPIRATION DATE 5/04/2016
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PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)

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 <i>[Signature]</i>	(34) DATE SIGNED May 9, 2011
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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 (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1	288	NOTIFY ARCHIVES	ADMINISTRATIVE AND GENERAL FILES All documentation <u>not</u> directly related to actual water right applications, stockponds, livestock stockponds, small domestic users, statements and groundwater	P					Perm		Authority: SAM §1600 Reference files Destruction Non-confidential
2	1		Timesheets	P		Active +3			Active +3		Authority: SAM §1600 Active until superceded. Destruction Confidential.
3	2	NOTIFY ARCHIVES	Legislative Bill Information (624)	P		Active +2			Active +2		Authority: SAM §1600 Active until bill is adopted, used for management and special studies/budget impact/fee increases Destruction: Non confidential
4	3		Fiscal and budgetary Information (626)	P		Active +5			Active +5		Authority: SAM §1600 Active until posted as historical data for budget purposes. Destruction: Non-confidential
5	6	NOTIFY ARCHIVES	Administrative reports and Memos (626)	P		Active +4			Active +4		Authority: SAM §1600 Active until superceded or posted. Periodically purged. Destruction : Non-confidential
6	2		Informal Personnel records i.e., RPA, duty statements, EAR's	P		Active +1			Active +1		Authority: SAM §1600 Used for Management and supervision EAR Statement. Destruction: Confidential
7	2	NOTIFY ARCHIVES	Subject files re policy and management	P		Active			Active		Authority: SAM §1600 Active until superceded or becomes obsolete. Destruction: Non confidential
8	4	NOTIFY ARCHIVES	Records of Board meeting Agenda	P		Current			Current		Authority SAM §1600 Active for current fiscal year Destruction: Non-confidential
9	8	NOTIFY ARCHIVES	Colorado River Board	P		Active			Active		Authority: SAM §1600 Active until superceded or becomes obsolete Destruction: Non Confidential
10	42	NOTIFY ARCHIVES	05.00 Various Special Studies including American river and Central Lahontan River Basin	P		Active +1			Active +1		Authority: SAM §1600 Active until superceded. Destruction: Non-confidential
			WATER USAGE FILES								Authority SAM §1600
11	36	NOTIFY ARCHIVES	267.0 Recordation of Water Extraction	P		Active +5			Active +5		Used for reporting of groundwater Active until file closed. Electronic reporting on-line 2011 Destruction: non confidential
12	5.5	NOTIFY ARCHIVES	Microfiche working copy of Recordation of water extractions and diversion material	D		PERM			Perm		Authority: Statutory Water Rights Law §5300 Retain for Reference Purposes. Destruction Non-confidential

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

13	25	NOTIFY ARCHIVES	270.0 Statements of Water Diversion	P		+1		+	+4		Auth:Statutory Water Rights Law§1053 All Statements are now electronically scanned for public viewing. In 2011, all reporting will be on-line. Destruction Non Confidential
14	5.5	NOTIFY ARCHIVES	270.0 Microfiche Working Copy of State Water Diversion and use	D		Perm			Perm		Authority: Statutory Water Rights Law§1053 Retained .For Reference. Destruction Non-confidential
15	15	NOTIFY ARCHIVES	266.8 Groundwater Extraction	P		Active +1		+1	Active +2		Auth: Statutory Water Rights Law§1053 Reporting of Groundwater. Online from 2011. Destruction non confidential
16	91	NOTIFY ARCHIVES	266.1 Revoked /canceled water right apps and Small Domestic Users	P		+1		+5	+6		Auth:Statutory Water Rights law§1053 Orders of Revocation on line. Destruction Non-Confidential
17	7	NOTIFY ARCHIVES	Exhibits too large for Application folder. Active until revoked	P		Active +1		+5	Active +6		Auth:Statutory Water Rights Law §1053 Active until application is canceled, then scanned Destruction non-confidential.
18	60		Reference Quads (Maps)	P		Perm			Perm		Statutory Water Rights law§1053 Retained as permanent Destruction: Non-confidential
19	2	NOTIFY ARCHIVES	Admin of alternative flow/salinity scenarios analysis	P		Active +10			Active +10		Auth:Statutory Water Rights§1053 Active until project completed. Destruction Non Confidential
20	2	NOTIFY ARCHIVES	Aquatic habitat Program	P		Active +10			Active +10		Auth:Statutory Water rights §1053 Active until project complete Destruction Non Confidential.
21	2	NOTIFY ARCHIVES	Consultants for Litigation (Decision 1485)	P		Active +10			Active +10		Auth:Statutory Water Rights law§1053 Active, treat as permanent Destruction Non-confidential
22	1	NOTIFY ARCHIVES	Water Right Permits (originals)	P		Active+			Active		Auth:Statutory Water Rights law§1053 Now incorporated into Application files. All permits on-line for public viewing. Destruction: Non-confidential
23	16	NOTIFY ARCHIVES	Water Right Licenses (Originals)	P	X	Perm			Perm		Auth:Statutory Water Rights law§1053 Kept in safe and also electronic version on-line for public viewing Destruction Non-Confidential
24	3	NOTIFY ARCHIVES	264.0 Stockpond Waterrights and certs	P	X	Perm			Perm		Authority:Statutory Water Rights law§1053 Permanent until revoked or canceled. Available on-line Destruction: Non-confidential

1-043

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
25	90	NOTIFY ARCHIVES	261.0 Adjudication Files	P	X	Perm			Perm		Auth:Statutory Water Rights law§1053 Used for referenceRetained as permanent Destruction: Non-confidential
26	42	NOTIFY ARCHIVES	262.0 Court reference files	P	X	Perm			Perm		Auth:Statutory Water Rights law§1053 Used for reference,retain as permanent Destruction:Non-confidential
27	1848	NOTIFY ARCHIVES	266.1 Water Right Applications	P		Activ +1		Activ +5	Activ +6		Auth:Statutory Water Rights law§1053 Retain as permanent until canceled or revoked then scan. Destruction Non-confidential
28	120	NOTIFY ARCHIVES	263.0 Complaints and Investigations	P		Activ +50		+5	Activ +55		Auth:Statutory Water Rights law§1053 Keep in office for 50years In process of being scanned. Reference retain as permanent for 50 yrs Destruction: Non-confidential
29	14	NOTIFY ARCHIVES	50.10 Sap/General State Assistance programs including Bay Delta, Oso Creek Diversion Structure	P		Active +50		+1	Active +51		Auth:SAM§1600 Keep in office for 50 yrs Destruction Non confidential
30	228		Field Files for engineer investigation	P		Activ +1		Activ +5	Activ +6		Auth:SAM§1600 Active until Application revoked or canceled. Destruction Non Confidential
31	3	NOTIFY ARCHIVES	Reservation Survey files- aerial	P		Perm			Perm		Auth:Statutory Water Rights law §1053 Retain for comparison purposes. Treat as permanent Destruction Non-confidential
32	6	NOTIFY ARCHIVES	General Correspondence	P		Activ +5			Activ +5		Auth:SAM§1600 Purged annually after 5 year retention Destruction Non confidential
33	10	NOTIFY ARCHIVES	AB2121	P CD		Perm			Perm		Auth:Statutory Water Rights law §1053 Original copy lodged with State Legislature. Destruction Non-confidential

* Provide total of office and departmental

11-043

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EXPLANATION OF CONSOLIDATION											
1		Consolidation	Entire Item now under Administrative and Office Files due to enormous volume of individual files which would be more than 70 pages in length. All files are numbered and we have an index in house Increase of 78 to 288								
EXPLANATION FOR DELETION FROM PREVIOUS SCHEDULE											
2	1		Purging and consolidation								
13	27.5		Files scanned, file covers removed and boxed- on-line.								
21	1		Consolidation and Purging								
24	3		Scanned to Internet, consolidated in cartons								
30	2		Purged, redundant due to on-line templates								
32	1		This item consolidated into Application files								
33	4		Purged due to out of date data								
Total	39										
			TOTAL 3106								

* Provide total of office and departmental

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			<u>Records Management</u>								
34.			STD Form 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.
35.			STD Form 71, Records Transfer List	P		Current			Current		Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed whichever is later.
36.	1		STD Form 73, Records Retention Schedule	P		Current			Current		Retain as current until revised. NOTE: Although revision is required every five years from date approved by CalRIM, records retention schedules that are not revised remain in effect but are considered non-current.
37.			Authorization for Records Destruction (Computer Printouts)			4			4		Retain for two years from date destruction is authorized. Then retain two additional years or until audited, whichever occurs first (maximum of four years).
			Electronic Mail								
38.			A. E-mail that are categorized as official records are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the schedule as a separate series (separate item number).	M		*	*	*	*		*E-mail communications that have "official records status" are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter of the e-communication in question.
			B. Transitory e-Mail consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge.	M		90 days			90 days		Destroy transitory e-communications when they have served their purpose.