

Memorandum

*Making Conservation
a California Way of Life.*

To: DIVISION RECORDS OFFICER

Date: June 15, 2023

From: Manuel J. Ramirez
Chief, Business Services Manager

Subject: **RECORDS RETENTION SCHEDULE 2023-066**

Each Records Officer should have on file a copy of the current Records Retention Schedule (RRS). Attached is a copy of the updated revised RRS for the Division of Construction.

The Department of General Services/State Records Center allows the use of any current RRS and item numbers when preparing a Records Transfer List.

Please note that archives identification labels are available for your use. The labels are to assist office staff in identifying records that contain potential archival material. The labels should be placed on file cabinets that contain records identified by archives staff as having archival value.

Please feel free to contact Kareniece Hannon, Statewide Records Officer, at (279) 234-2294, should you have any questions.

Attachment

cc: Kareniece Hannon, Division of Business Operations