

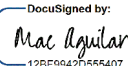
(1) DEPARTMENT* Department of Consumer Affairs, Administration Division		(2) AGENCY BILLING CODE 57436	IMS CODE	(3) PAGE 1 OF 57 PAGES
(4) DIVISION / BRANCH / SECTION Contractors State License Board		(5) ADDRESS 9821 Business Park Drive, Sacramento, CA 95827		
CHECK THE APPROPRIATE BOX				
(6) ☐ New schedule of records that have never been scheduled. <i>[Complete boxes (9)–(12)]</i>				
(7) ☒ Revising a previous schedule. <i>[Complete boxes (9)–(16)] (A new approval number will be assigned.)</i>				
(8) ☐ Amending some pages of a previous schedule. <i>[Complete boxes (13) - (16)] (The original approval number will remain in effect.)</i>				
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER CSLB 2024	(10) SCHEDULE DATE 12/01/2023	(11) NUMBER OF PAGES 57	(12) CUBIC FEET (Total Schedule) 14470
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER CSLB-8-2014	(14) APPROVAL NUMBER 2014-318	(15) APPROVAL DATE(S) 8/27/2014	(16) PAGE NUMBER(S) REVISED 20

(17) FUNCTIONAL STATEMENT

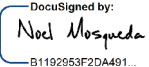
The Contractors State License Board protects consumers by regulating the construction industry through policies that promote the health, safety, and general welfare of the public in matters relating to construction.

PART I – AGENCY STATEMENTS

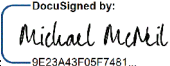
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. **For revisions, all items on the previous schedule 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 DocuSigned by:  EFBEF610903142E...	(19) TITLE Chief of Administration	NAME - (Printed or Typed) Ingrid Witowski-Sedlar	(20) PHONE NUMBER 	(21) DATE SIGNED 2/9/2024
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 DocuSigned by:  12BF0942D555407...	(23) CLASSIFICATION DCA RMC/AGPA	(24) NAME - (Printed or Typed) Mac Aguilar	(25) PHONE NUMBER 	(26) DATE SIGNED 1/26/2024

PART II A – SECRETARY OF STATE APPROVAL (Per Government Code Section 12272)

(27) SIGNATURE - CalRIM CONSULTANT DocuSigned by:  B1192953F2DA491...	NAME - (Printed or Typed) Noel Mosqueda	(28) APPROVAL NUMBER 2023-168	(29) APPROVAL DATE 01/26/2024	(30) EXPIRATION DATE 01/27/2029
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PART II B – ARCHIVAL SELECTION (Per Government Code Section 12223)

THE ATTACHED RECORDS RETENTION SCHEDULE:			FOR ARCHIVES' STAMP DocuSigned by: 	
(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 DocuSigned by:  9E23A43F05F7481...	NAME - (Printed or Typed) Michael McNeil	(34) DATE SIGNED 1/26/2024		

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

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RECORDS RETENTION SCHEDULE

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(35) APPROVAL NUMBER											(36)
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TEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
			Executive Management Records								
1	33	NOTIFY ARCHIVES	Legislative Files:			10 years			10 years		
1a			a) Proposed Legislation	P							Retain in office for 10 years from current calendar year, Do Not Destroy. Notify DCA Records Coordinator for transfer to the Secretary of State, State Archives.
1a1				E							
1b			b) Bills that affect CSLB and their a	P							
1b2				E							
1c			c) Correspondence	P							
1c3				E							
1d			d) Position Papers	P							
1d4				E							
1e			e) Sunset Review	P							
1e5				E							
1f			f) Classifiaction and Regualtion	P							
1f6				E							
2	17	NOTIFY ARCHIVES	Rule Making Files:	P		20 years			20 years		Retain in office for 20 years from current calendar year, Do Not Destroy. Notify DCA Records Coordinator for transfer to the Secretary of State, State Archives.

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
3	19	NOTIFY ARCHIVES	Management Studies and Reports-these are reports that have been written about CSLB by CSLB staff such as:	P		20 years			20 years		Retain in office for 20 years from current calendar year, Do Not Destroy. Notify DCA Records Coordinator for transfer to the Secretary of State, State Archives.
3a			a) Sunset Review								
3b			b) Strategic Plan								
			Or outside sources such as:								
3c			c) Price Waterhouse								
3d			d) KPMG Consulting								
3e			e) DCA								
3f			f) Department of Finance								
4	21	NOTIFY ARCHIVES	Board Meeting Minutes (original transcript of Board meetings and agenda)	P		Active			Active		Active is retain as historical data per CSLB policy.
4a				E							
5	1		Cassette tapes of Board Meetings (used to transcribe Board meeting minutes)	M		Active			Active		Active is until transcribed, then destroy.
6	39	NOTIFY ARCHIVES	Board Meeting Files (backup material for Board minutes, includes copies of agenda and handout packets)	P		15 years			15 years		Retain in office for 15 years from current calendar year, Do Not Destroy. Notify DCA Records Coordinator for transfer to the Secretary of State, State Archives.

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
10	9	NOTIFY ARCHIVES	Correspondence File (also known as Subject File used by Administrative and Executive Staff)	P		15 years			15 years		Retain in office for 15 years from current calendar year, Do Not Destroy. Notify DCA Records Coordinator for transfer to the Secretary of State, State Archives.
11	6	NOTIFY ARCHIVES	Memorandum File (also known as Chronological	P		3 years			3 years		Retain in office for 3 years from current calendar year, Do Not Destroy. Notify DCA Records Coordinator for transfer to the Secretary of State, State Archives.
12	2	NOTIFY ARCHIVES	License Law/Statutes	P		Active			Active		Active is until suspended. Retain as historical data.
13		NOTIFY ARCHIVES	Board Rules and Regulations	P		Active			Active		Active is until suspended. Retain as historical data.
14	6		License Law and Board Rules and Regulations; "California License Law and Reference Book"	P		Active			Active		Active until revised, superseded or rescinded. A copy of each edition is retained for reference

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
											and as historical data.
15			Licensing Statistics Reports								
15a	4		Licensing Statistics Reports	P							
15b			Licensing Statistics Reports	M		10 years			10 years		Retain for 10 years and then purge.
15c			Licensing Statistics Reports	E							
16	4		Enforcement Statistics Reports								
16a			Enforcement Statistics Reports	P							
16b			Enforcement Statistics Reports	M		10 years			10 years		Retain in office for 10 years from current calendar year and then purge.
16c			Enforcement Statistics Reports	E							
17	1		Internet (Website) Statistics Reports	P		5 years			5 years		
17a			Internet (Website) Statistics Reports	E		5 years			5 years		2005 to current.
18	1		Administrative Management Statistics (includes Agency Statistical Profile)	P		15 years			15 years		
18a			Administrative Management Statistics (includes Agency Statistical Profile)	E		15 years			15 years		Retain 15 Yrs., then destroy.
19	36		Budget Files:								
19a			a) Expenditures	P							
19a1				E							Active + 1 year; active is current

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
19b			b) Statements of Revenue	P		Active +1 yr			Active +1 yr		budget year. Retain one year thereafter, then destroy. Original records are retained in the Budget Office per their Records Schedule.
19b2				E							
19c			c) Budget worksheets	P							
19c3				E							
19d			d) Budget Change Proposals	P							
19d4				E							
19e			e) Dept. of Finance Budget Letters	P							
19e5				E							
			<u>Admin Management Records</u>								
			Personnel files and related documents							XI	NOTE: Official personnel records/files are located at the DCA Personnel Office. These records/files are active until employee separates, transfers or retires pursuant GC7928 and CC1798. These records/files are exempt from public disclosure, but individual (whom it is regarding) is allowed access.
20a	92		Personnel Files (in Supervisor's control)	P							
20b			Personnel Files (in Supervisor's control)	E		Active +1 year			Active +1 year		Remark(s): Active until employee terminates from CSLB.

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
21	12		Request for Personnel Action (RPA's)	P		Active + 3 yrs			Active + 3 yrs		Active +3 years
22	1	NOTIFY ARCHIVES	Policy and Procedure Memos	P		25 years		25 years	50 years		Retain in office for 25 years from current calendar year. After 25 years, send to SRC for 25 years. Notify DCA Records Coordinator for transfer to the Secretary of State, State Archives.
23	1	NOTIFY ARCHIVES	Management Memos (includes Administrative and	P		3 years			3 years		Retain in office for 3 years from current calendar year, Do Not Destroy. Notify DCA Records Coordinator for transfer to the Secretary of State, State Archives.
24	7		Performance Measures	P		15 years			15 years		Retain in office for 15 years from current calendar year and then purge.
25	6		Administrative Management Statistics (Agency Statistical Profile, etc.)	P		Active + 15 yrs			Active + 15 yrs		Active + 15 yrs

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
26	3		Administration Division Office Procedures (for contracts, purchasing, personnel, etc.)	P		Active			Active		Active is until revised, superseded or rescinded.
			Administration Division Office Procedures (for contracts, purchasing, personnel, etc.)	E		Active			Active		
27	8		Budget Files:			10 years			10 years		Archive - retain for a minimum of 10 years from end of last fiscal year affected. Active files kept in Executive (Item 19).
27a			a) Expenditures	P							
27a1				E							
27b			b) Statements of Revenue	P							
27b2				E							
27c			c) Budget worksheets	P							
27c3				E							Retain for two years from end of fiscal year claim is submitted.
27d			d) Budget Change Proposals	P							
27d4				E							
27e			e) Department of Finance Budget	P							
27e5				E							
28	3		Board of Control Claims	P		2 years			2 years		
29	1.5		<u>Admin Management Records, Continued</u> Audit Reports	P		2 years			2 years		This item is prepared by auditors after completing an audit. Retain for a minimum of 2 years after completion of audit.

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)	(47)	(48)
31f			f) Public Education	P		Active +4 yrs			Active +4 yrs		After 2 years, destroy after audit or 4 years, whichever occurs first. EXCEPTION: Any contract or inter-agency agreement which is exempt from review by the DGS (see SAM Section 1215) shall be retained for three years or until audit by DGS, which ever occurs first. NOTE: Original contracts are kept at DCA.
32	7		Space Management Files - contains copies of								
32a			a) Floor Plans								
32b			b) Building Specifications								
32c			c) Leases	P		Active +4 yrs			Active +4 yrs		Active is for the life of the building and/or while the property belongs to the State. Then retain until audited or a maximum of 4 years from disposition.
<u>Admin Management Records, Continued</u>											
33	19		Automotive Files - contains copies of the								
33a			a) Automotive Repair Estimate Sheet			1 year			1 year		Retain at least one year from

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)	(47)	(48)
33b			b) Automotive Maintenance Record	P		1 year			1 year		end of fiscal year in which information was provided.
33c			c) Monthly Travel Log (Mileage Log)			1 year			1 year		Retain at least one year from end of fiscal year in which last
33d			d) Report of Vehicle Accident			Active +4 yrs			Active +4 yrs		Active until dispositions of automobile is made. After that, destroy after audit or 4 years, whichever occurs first.
33e			e) Review of State Driver Accident			Active			Active		Active until dispositions of automobile is made. After that, destroy after audit or 4 years, whichever occurs first.
33f			f) Home Storage Permit			Active +3 yrs			Active +3 yrs		Active is as long as vehicle is in use. After that, destroy after audit or 3 years, whichever occurs first.
34 34a	4		Inventory Files (contains inventory records for	P E		Active			Active		Active is until physical inventory has been taken subsequent to

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)	(47)	(48)
											the date of the forms and reconciled to the perpetual inventory. Retain until after audit or four years, whichever occurs first.
35	4		Property Survey Files (Std. 152) (contains disposition of vehicles, office equipment, IT	P		4 years			4 years		Retain at least two years from end of fiscal year in which prepared. After two years, destroy after audit or four years, whichever occurs first.
35a				E							
36	36		Procurement and Accounting Files - contains								
36a			a) Travel Claims	P		4 years			4 years		Retain at least two years from end of fiscal year in which claim is filed. After two years, destroy after audit or four years, whichever occurs first.
36b			b) Invoices	P		4 years			4 years		
36c			c) Purchase Orders	P		4 years			4 years		Retain at least two years from end of fiscal year in which encumbrance is liquidated. After two years, destroy after audit or four years, whichever occurs first.

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
			<u>Admin Management Records, Continued</u>								
37 37a	1		Records Inventory Worksheet (Std. 70)	P E		Active			Active		Retain as 'Active plus previous schedule's worksheets until next inventory, or when no longer needed for reference or analysis
38	8		Records Transfer List (Std. 71)	P		Active			Active		Retain as current until all records listed have been destroyed, retired permanently, transferred to State Archives, or when no longer needed, whichever is later.
39 39a	1.1		Records Retention Schedule Approval Request and Records Retention Schedules (Std. 72 and 73)	P E		Active			Active		Retain as 'Active plus previous schedule until next revision or until superseded.
40	0.4		State Records Center Reference Request (Std. 74)	P		Active			Active		Retain as active until request for referral or withdrawal is completed.

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)	(47)	(48)
41	1		Authorization for Record Destruction	P		4 years			4 years		Retain for two years from date destruction is authorized. Then retain two more years or until audited, whichever occurs first (maximum of four years).
			Warehouse Files:								
42	8		Issues Slips (record of forms distributed to CSLB staff, offices, and licensing schools)	P		6 months			6 months		Retain in office for 6 months from current calendar year and then purge.
43	1		Insertion Room Log	P		4 years			4 years		Retain in office for 4 years from current calendar year and then
44	16		Shipping Files (packing slips, shipping logs outgoing, shipping logs incoming, express shipping log)	P		4 years			4 years		Retain in office for 4 years from current calendar year and then purge.
			<u>Public Affairs Records</u>								
45	3	NOTIFY ARCHIVES	News releases and industry bulletins (from CSLB to media and industry)	P		15 years			15 years		Retain in office 15 years then archive.
46	17		Publication/Reference File (Information used for contractor/consumer education/outreach;	P		5 yrs/retain			5 yrs/retain		Retain background and reference materials in office for

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)	(47)	(48)
			includes reference, background, drafts, approval, printing information, publication masters and samples)								5 years then purge; retain publication master copies as historical.
			<u>Public Affairs Records, Continued</u>								
47 47a	3.5	NOTIFY ARCHIVES	Clips (Newspaper, magazine and Internet clippings)	P E		3 years			3 years		Retain in office for 3 years from current calendar year and then purge.
48 48a	10	NOTIFY ARCHIVES NOTIFY ARCHIVES	Video and audio tapes (ads, video/audio, media coverage, enforcement activity, announcements, topic-specific consumer DVDs)	E M		Active			Active		Retain as historical, until media format changes.
49	2	NOTIFY ARCHIVES	Biographies and photographs of Board members and staff members	P		Active			Active		Retain as historical, until media format changes.
50	2		Performance measures (used to compile PAO monthly and historical statistics)	P		15 years			15 years		Retain in office for 15 years from current calendar year and then purge.

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
51	5		Correspondence (inquiries regarding publications, contractor seminars, etc.)	P		2 years			2 years		Retain in office for 2 years from current calendar year and then purge.
52a	2	NOTIFY ARCHIVES	Photographs (all CSLB-related)	P		Active			Active		Retain as historical, until media format changes.
52b				E							
52c				M							
53a	4		Working Files (information used to edit the Contractors License Law and Reference Book)	P		5 years			5 years		Retain in office for 5 years from current calendar year and then purge.
53b				E							
54a	7	NOTIFY ARCHIVES	CA Licensed Contractor Newsletter	P		Active			Active		Retain as historical, until media format changes.
54b				E							
55a	1	NOTIFY ARCHIVES	Advertising agency campaign	P		15 yrs			15 yrs then retain		Retain in office 15 years then retain as historical.
55b				E							
56			Social Media Postings	M		3 years			3 years		Retain in office for 3 years from current calendar year and then purge.

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TEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
			<u>Office of Informational Services (OIS) Records</u>								
57	20		Telecom Records: Phone bills - CSLB land line phone bills	P		4 years			4 years		Retain in office for 4 years from current calendar year and then purge.
58	20		Phone bills - CSLB cell phone bills	P		4 years			4 years		Retain in office for 4 years from current calendar year and then purge.
59a	0.1		Interactive Voice Response System Statistics	P		Active			Active		Continuously updated; no copies saved.
59b				E							
60	0.1		Interactive Voice Response System Manuel	M		Active			Active		Active until revised, replaced/superseded or rescinded then destroy.
			<u>OIS Records, Continued</u>								
61	18.6		Data Service Records: Public Sales Request Forms Public Sales Logs Public Sales Cashier Collection Reports Public Sales Selection Summary	P		Active			Active		Active is until audited, purge after audit.

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
62	12		Microfiche	F		1 year			1 year		Retain in office for 1 year from current calendar year and then purge.
63	8		Pocket Card Counts and Wall Cert Counts	P		Active			Active		Active is until audited; then shred.
64	5		Reference Materials	P		Active			Active		Retain as reference material, until no longer needed or superseded.
65	3.6		Computer Access Forms	P		Active			Active		Retain as reference material, until no longer needed or superseded.
66a	0.5		Programming Support Records: Macro Files - Contains macros for CSLB staff.	P		Active			Active		Active is until revised, replaced, superseded or rescinded.
66b				E							
67	0.4		Deleted Licenses	P		Active			Active		Retain as reference data for programming.
68	1.9		Internet (website) statistics	E		5 years			5 years		OIS has through 2005; 2005 to current now kept in Executive Office.
69a	1.9		OTEC invoices	P		3 years			3 years		Retain 3 Yrs., then destroy.
69b				E							

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
70	56.9		Programming Documentation	P		Active			Active		Continously updated; purge when updated.
71	1.5		Security	P		Active			Active		Continously updated; purge when updated.
72	5.5		File Loads	P		Active			Active		Continously updated; purge when updated.
73	1.4		Licensing Statistics	P		Active			Active		Retain as Active reference material, until no longer needed or superceded.
74	0.7		Contracts	P		Active			Active		Retain as Active reference material, until no longer needed or superceded.
75	2.4		Forms/Guides	P		Active			Active		Continously updated; purge when updated.
76	7.7		Projects	P		Active			Active		Retain as Active reference material, until no longer needed or superceded.
77	1.7		Performance Measures/Legislation	P		3 years			3 years		Retain in office for 3 years from current calendar year and then purge.
78	0.5		Technical Support: Teale Service Requests	P		2 years			2 years		Purge every 2 years.

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	(38)					OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
79	1		Purchasing Docs, POs, WCJF, software licenses - contains all information regarding purchases for CSLB's OIS	P		7 years			7 years		Purge every 7 years, or after audit.
80	0.05		Feasibility Study Reports (FSRs)	P		4 years			4 years		Destroy 4 years after approval. Post Implementation Evaluation Report (PIER).
81	0.05		Post Implementation Evaluation Report (PIER)	P		2 years			2 years		Destroy 2 years after the system is no longer operational or following an audit, whichever is later.
			<u>OIS Records, Continued</u>								
82	1.5		Technical Support, cont.: Wiring Specs/Contract	P		5 years			5 years		Retain in office for 5 years from current calendar year and then purge.
83a	0.2		Survey Equipment	P/M		5 years			5 years		Retain in office for 5 years from current calendar year and then purge.
83b				F							
84a	0.05		Disaster Recovery Plan	P		Active			Active		Active until superseded.
84b				E							
85a	0.05		Inventory Files (IT equipment and phones)	P		Active			Active		Active is until physical inventory has been taken subsequent to the date of the forms and reconciled to the nernetual
85b				E		+4 yrs			+4 yrs		

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
											inventory. Retain until after audit or four years, whichever occurs first.
											X - Exempt from public disclosure per Public Records Act, Gov. Code §7928.300.
											I - Access is available only to the individual the information pertains to, the "data subject," per Information Practices Act, Art. 1 Civil Code § 1798.
			<u>Testing Records</u>								
86			Itembank (item bank of examination questions)	F		Active +5 years			Active + 5 years	X	<u>Remark(s)</u> : Active is until item retirement date.
87			Examination Version	F		Active +5 years			Active + 5 years	X	<u>Remark(s)</u> : Active is until item retirement date.
88			Test Materials (diagram, booklets, and blueprint	F		Active +5 years			Active + 5 years		<u>Remark(s)</u> : Active is until item retirement date.

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
89	52		Test Materials (diagram, booklets, and blueprint	P		Active +5 years			Active +5 years	X	Remark(s): Active is until item retirement date.
90	0.4		Candidate Exam Files	F		5 years			5 years		Retain in office for 5 years from current calendar year and then purge.
91	0.4		Paper Exam Package: a) Exam Answer Sheets b) Answer Keys	E P		5 years			5 years	X	Retain in office for 5 years from current calendar year and then purge.
92	3.5		ADA Documentation	P		5 years			5 years	XI	Retain in office for 5 years from current calendar year and then purge.
93a	7		Consumer Satisfaction Surveys	P		3 years			3 years	XI	Retain in office for 3 years from current calendar year and then purge.
93b				E							
94	17		Occupational Analysis (Surveys and Questionnaire	P		6 mos			6 mos	X	Retain in office for 6 months from current calendar year and then purge.

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
95	17		Occupational Analysis Reports	P		15 years			15 years		Retain in office for 15 years from current calendar year and then purge.
96	N/A		Candidate Comment Forms with comments	F		2 years			2 years	X	Retain in office for 2 years from current calendar year and then purge.
97	7		<u>Testing Records, Continued</u> Translator Affidavit (Translator applications packets)	P		6 years			6 years	XI	Retain in office for 6 years from current calendar year and then purge.
98	2		Suspected misconduct recordings of exam (File 5)	F		3 years			3 years	X	Retain in office for 3 years from current calendar year and then purge.
99	2		Candidate misconduct investigations packets	P		3 years			3 years	X	Retain in office for 3 years from current calendar year and then purge.
100	2		Correspondence (Inquiries regarding testing issues)	P		2 years			2 years	XI	Retain in office for 2 years from current calendar year and then purge.

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
101	2		Examination Statistics (pass, fail, fail to appear)	P		10 years			10 years		Retain in office for 10 years from current calendar year and then purge.
102	50	NOTIFY ARCHIVES	Licensing Records License Management Files - Contains licensing reference materials, such as: a) Class Topics/Class Histories b) Allowed Scope of Work c) Legal Opinions d) Reciprocity e) Waiver f) Unit Function and Changes g) Licensing Guidelines and Requirements	P		Active			Active		Retain indefinitely as historical data for reference.
103	1		Licensing Statistics	P		10 years			10 years		Retain in office for 4 years from current calendar year and then purge.
104	5.5		Correspondence - contains inquiries regarding class determinations, public works determinations, and licensing issues	P		3 years			3 years		Retain in office for 4 years from current calendar year and then purge.

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
105	2.5		Plans and specifications	P		1 year			1 year		Retain in office for 4 years from current calendar year and then purge.
106	11	NOTIFY ARCHIVES	Microfilm/Microfiche Files - Contains license info	F		Active			Active		Retain indefinitely as historical data for reference.
107	2		Posting List File - Contains a weekly listing of the exam, waiver, additional class, and HIS applications, and license inactivation and reactivation	P		3 months			3 months		Retain in office for 3 months from current calendar year and then purge.
108a	40.5		Licensing Records, Continued Criminal Background Unit Documents: Documents include, but are not limited to: a) Convictions b) Disclosures c) Livescans d) Memos e) Withdrawal Requests f) DOJ Reject Letters g) Application Releases	P		Active + 2 yrs			Active + 2 yrs	XI	NOTE: Some records may be exempt from public disclosure pursuant the Public Records Act, Government Code 7928. Some data may be accessed by data subject only per Information Practices Act, Article 8, Section 1798. (Disposal Criteria: If documents have been scanned into IWAS, retain for 2 years after date of scan. If document has not been scanned into IWAS, retain until scanned into IWAS
108b				E		Active			Active		

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
109a	25		Criminal Background Unit Investigations: Denied Applications	P		Active + 2 yrs			Active + 2 yrs		If documents have been scanned into IWAS, retain for 2 years after date of scan. If document has not been scanned into IWAS, retain until scanned into IWAS then retain for 2 years after scanning. Retain as Active in Electronic format until no longer required, review after 50 years..
109b				E							
110a			Criminal Offender Record Information (CORI)	P		Active			Active	XI	NOTE: Some records may be exempt from public disclosure pursuant the Public Records Act, Government Code 7928. Some data may be accessed by data subject only per Information Practices Act, Article 8, Section 1798. (Disposal Criteria: Confidential witnessed Active until information is no longer needed and/or
110b				E							

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
											superseded. Confidential witnessed destruction. Retain as Active in Electronic format until no longer required, review after 50 years.
111a	10351		Licensing Records, Continued Application Documents - Original, Additional Class, RME/O and HIS Registrations. a) Original Application b) Asbestos Certification Application c) Hazardous Substance Removal Application d) Certificate of Experience e) Project List f) Reject Letter g) Correspondence h) Bond and Fee Letter, if eligible i) Reissue Confirmation	P		Active + 2 yrs			Active + 2 yrs	XI	NOTE: Some records may be exempt from public disclosure pursuant to the Public Records Act, Government Code 7928. Some data may be accessed by data subject only per Information Practices Act, Article 8, Section 1798.
111b				E		Active			Active		Disposal Criteria: Confidential witnessed destruction. Retain as Active in Electronic format until no longer required, review after 50 years.
112a			Application Documents - Active or Inactive	P		Active + 2 yrs			Active + 2 yrs		If documents have been scanned into IWAS, retain for 2 years after date of scan. If document has not been scanned into IWAS

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
112b			Application Documents	E		Active			Active		has not been scanned into IWAS, retain until scanned into IWAS then retain for 2 years after scanning.
113a				P		Active			Active		If document has been scanned into IWAS, retain for 2 years after date of scan. Do not destroy files unless scanned into IWAS.
113b				E		Active			Active		
114a			Testing Documents (Active or Inactive License a) Translator Requests b) Notice to Appear and Re-exam Notice, if applicable	P		Active + 3 months			Active + 3 months		If documents have been scanned into IWAS, retain for 90days after date of scan. If document has not been scanned into IWAS, retain until scanned into IWAS then retain for 90 days after scanning. Retain as Active in Electronic format until no longer required, review after 50 years.
114b				E		Active			Active		
115a			Testing Documents (Expired or Cancelled a) Translator Requests	P		Active			Active		If document has been scanned into IWAS, retain for 2 years after date of scan. Do not

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
115b			b) Notice to Appear and Re-exam Notice, if applicable	E		Active			Active		destroy ntes unless scanned into IWAS. Retain as Active in Electronic format until no longer required, review after 50 years.
116a			<u>Licensing Records, Continued</u> Contractors License File and Home Improvement Salesperson (HIS) Registration Documents, which include one or more of the following: a) Required Bonds b) Bond Cancellations/Reinstatements c) Renewals d) Officer Change, if a Corporation e) Change of Name/Address f) Workers' Compensation Exemptions and Certificates of Insurance, Cancellations and Reinstatements g) Reactivation/Inactivation h) Status Letter i) Cancellation Request j) Disassociation Request k) Judgment Information	P		Active until scanned +90 days			Active until scanned +90 days	XI	NOTE: Some records may be exempt from public disclosure pursuant the Public Records Act, Government Code 7928. Some data may be accessed by data subject only per Information Practices Act, Article 8, Section 1798. (Disposal Criteria: Confidential witnessed destruction)

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)	(47)	(48)
116b			l) Family Support Information m) Reject Letters/Correspondence n) Certified License Histories o) Bond of Qualifying Individual Exemption Certificate for Responsible p) Cash Deposit Records	E		Active			Active		If document has been scanned into IWAS, retain for 90 days after date of scan. Do not destroy files unless scanned into IWAS. Retain as Active in Electronic format until no longer required, review after 50 years.
117a			Contractors License File and HIS Registration Documents (where license is "Active" or "Inactive" - does not apply to license files with disciplinary actions)	P		Active + 3 months			Active + 3 months		If document has been scanned into IWAS, retain for 90 days after date of scan. If document has not been scanned into IWAS, retain indefinitely or until scanned into IWAS then retain for 90 days after scanning.
117b				E		Active + 3 months			Active + 3 months		Retain as Active in Electronic format until no longer required, review after 50 years.
118a			Contractors License File and HIS Registration	P		Active +			Active +		If document has been scanned

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)	(47)	(48)
118b			Documents (where license is "Expired" or "Cancelled" - does not apply to license files with disciplinary actions)	E		3 months			3 months		into IWAS, retain for 90 days after date of scan. Do not destroy files unless scanned into IWAS. Retain as Active in Electronic format until no longer required, review after 50 years.
119			Contractors License File and HIS Registration Documents (where license/Registration is expired, cancelled, or revoked and has disciplinary actions)	P		Active + 3 months			Active + 3 months		If document has been scanned into IWAS, retain for 90 days after date of scan. Do not destroy files unless scanned into IWAS. Retain as Active in Electronic format until no longer required, review after 50 years.
119b				E		Active + 3 months			Active + 3 months		
			<u>Licensing Records, Continued</u>								
120	31		Records Certification: Subpoena Files - Contains copies of subpoenas	P		3 years			3 years	XI	NOTE: Some records may be

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
			received by CSLB and information given out in response to the subpoenas								exempt from public disclosure pursuant the Public Records Act, Government Code 7928. Some data may be accessed by data subject only per Information Practices Act, Article 8, Section 1798. (Disposal Criteria: Confidential witnessed destruction)
121a	30	NOTIFY ARCHIVES	Certified License Histories - Contains copies of license histories that can be used in legal actions	P		Active + 3 months			Active + 3 months	XI	Disposal Criteria: Confidential witnessed destruction.
121b				E		Active + 3 months			Active + 3 months		
122a	3		Request for copies	P		Active + 3 months			Active + 3 months		If document has been scanned into IWAS, retain for 90 days after date of scan. If document has not been scanned into IWAS, retain for 1 year or until scanned into IWAS then retain

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)	(47)	(48)
122b				E		Active + 3 months			Active		for 90 days after scanning. Retain as Active in Electronic format until no longer required, review after 50 years.
123	6.5		Workers' Compensation: Insurance Company tape report printouts of Workers' Compensation Reinstatement and Cancellations	P		2 years			2 years		Retain in office for 2 years from current calendar year and then purge.
124	2.8		Insurance Company tape report printouts of Workers' Compensation Renewal Certificates	P		1 year			1 year		Retain in office for 1 year from current calendar year and then purge.
125	0.4		License Renewal Error List	P		1 year			1 year		Retain in office for 1 year from current calendar year and then purge.
126	6.5		License Bonds: Insurance Company tape report printouts of Bond Cancellations and Reinstatements	P		3 years			3 years		Retain in office for 3 years from current calendar year and then purge.
127	2.5		Cash Deposit Log	P		Active			Active		For internal control and auditing. Retain as historical data

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(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
			<u>Enforcement Records</u>								
										XI	NOTE: Some records may be exempt from public disclosure pursuant the Public Records Act, Government Code 7928. Some data may be accessed by data subject only per Information Practices Act, Article 8, Section 1798.
											NOTE: 1798.3(9)(4) Civil Code, closed cases are open to public disclosure.
											NOTE: Some items may require confidential witnessed destruction.
128	933		Closed Complaint (Non-Legal): <i>Investigation Center/Intake Mediation Center/SWIFT</i>	P		2 yrs			2 yrs	XI	Retention to be computed from effective date of closure.
129	56		Closed Complaints with Financial Injury	P		20 years			20 years	XI	
130	133		Warning Letters	P		5 years			5 years	XI	
131	282		Arbitration: <i>Investigation Center/Intake Mediation C</i>	P		1 year			1 year	XI	In case of compliance, retain 1 year then purge.

STATE OF CALIFORNIA - SECRETARY OF STATE

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 2/2015)

STATE RECORDS PROGRAM

(35) APPROVAL NUMBER											(36)
2023-168											Page 36 of 1682 Pages
TEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
			Case Management			20 years		40 years	60 years		In case of revocation for non-compliance, retain 20 years at CSLB, 40 years at SRC, total 60 years.
			Application Investigations: Investigation Center							XI	NOTE: Some records may be exempt from public disclosure pursuant the Public Records Act, Government Code 7928. Some data may be accessed by data subject only per Information Practices Act, Article 8, Section 1798. (Disposal Criteria: Confidential witnessed destruction)
132a	130		Verified	P		Active until scanned +2 Yrs			Active until scanned +2 Yrs		If document has been scanned into IWAS, retain for 2 years after date of scan. If document has not been scanned into IWAS

STATE OF CALIFORNIA - SECRETARY OF STATE

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 2/2015)

STATE RECORDS PROGRAM

(35) APPROVAL NUMBER											(36)
2023-168											Page 37 of 1682 Pages
TEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
132b				E		Active			Active		has not been scanned into IWAS, retain for 2 years or until scanned into IWAS then retain for 2 years after scanning. Retain as Active in Electronic format until no longer required, review after 50 years.
			<u>Enforcement Records</u>								
133a	118		Denial	P		Active +20		Active +40	Active +60		If documents have been scanned into IWAS, retain for 2 years after date of scan. If document has not been scanned into IWAS, retain for 60 years or until scanned into IWAS then retain for 2 years after scanning. Retain as Active in Electronic format until no longer required, review after 50 years.
133b				E		Active			Active		
	284		Licensee Citations:								
134			Licensee Citations 'Issuance'	P						XI	Retention is computed from the date of issuance.
134a			Intake Mediation Center/Investigation C			1 year			1 year		Retain 1 Yr, then destroy.

STATE OF CALIFORNIA - SECRETARY OF STATE

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 2/2015)

STATE RECORDS PROGRAM

(35) APPROVAL NUMBER											(36)
2023-168											Page 38 of 1682 Pages
TEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
134b			Case Management			20 years		40 years	60 years		Retain 60 Yrs, then destroy.
135			License Citations "Non-Compliance or Revocation"	P							Retention is computed from effective date of non-
135a			Intake Mediation/Investigation Center/SWIFT			1 year			1 year		Retain 1 Yr, then destroy.
135b			Case Management			20 years		40 years	60 years		Retain 60 Yrs, then destroy.
136	625		Accusation Files:	P						XI	Retention to be computed from effective date of final decision, either compliance or re-imposed revocation. Retain 3 Yrs, then destroy.
136a			Intake Mediation Center/Investigation Center			3 years			3 years		
136b			Case Management			20 years		40 years	60 years		Retain 60 Yrs, then destroy.
137	394.3		Non-Licensee Citations:	P						XI	Retention to be computed from the date of issuance.
			Investigation Center/SWIFT			6 years			6 years		Retain 6 Yrs, then destroy.
			Case Management			20 years		40 years	60 years		Retain 60 Yrs, then destroy.
138			Non-Licensee Citations "Non-Compliance":	P		6 years			6 years	XI	Retention to be computed from date of citation issuance. Retain
			Investigation Center/SWIFT			20 years		40 years	60 years		Retain 60 Yrs, then destroy.
			Case Management								
139	4		Stop Orders	P		1 year	3 years		4 years		1 year in unit, 3 years in file room.

STATE OF CALIFORNIA - SECRETARY OF STATE

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 2/2015)

STATE RECORDS PROGRAM

(35) APPROVAL NUMBER											(36)
2023-168											Page 39 of 1682 Pages
TEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY (39)	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)
			<u>Enforcement Records, Continued</u>								
140	237.5		DA (criminal) Referrals (includes Licensee and Non-Licensee):							XI	Retention is computed from date of final court disposition.
			<i>Investigation Center/SWIFT</i>	P		10 years			10 years		Retain 10 Yrs, then destroy.
141	24		Industry Expert Program	P		4 years			4 years		Retain in office for 4 years from current calendar year and then purge.
142	22.5		Investigators Daily Logs (Std. 131-24)	P		1 year			1 year		Retain one year from end of month in which last entry was made.
143	22.4		Investigators car mileage logs and maintenance	P		1 year			1 year		Retain one year from end of fiscal year in which last entry was made.
144a	4.8		Enforcement statistics (maintained by Enforcement and Executive Division staff)	P		5 years			5 years		Retain in office for 5 years from current calendar year and then purge.
144b				M							
144c				E							

(35) APPROVAL NUMBER											(36)
2023-168											Page 40 of 1682 Pages
ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)		(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 2/2015)

(35) APPROVAL NUMBER											(36)
2023-168											Page 41 of 1682 Pages
TEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
			(Double spaces between items)			OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
	CSLB-8-2014	2		Changed remarks section.							
	CSLB-8-2014	3		Changed remarks section.							
	CSLB-8-2014	6		Changed remarks section.							
	CSLB-8-2014	8		Changed remarks section.							
	CSLB-8-2014	9		Changed remarks section.							
	CSLB-8-2014	10		Changed remarks section.							
	CSLB-8-2014	11		Changed remarks section.							
	CSLB-8-2014	15		Changed remarks section.							
	CSLB-8-2014	16		Changed remarks section.							
	CSLB-8-2014	22		Changed remarks section.							
	CSLB-8-2014	23		Changed remarks section.							
	CSLB-8-2014	24		Changed remarks section.							
	CSLB-8-2014	25		Changed remarks section.							
	CSLB-8-2014	42		Changed remarks section.							
	CSLB-8-2014	43		Changed remarks section.							
	CSLB-8-2014	44		Changed remarks section.							
	CSLB-8-2014	47		Changed remarks section.							
	CSLB-8-2014	50		Changed remarks section.							
	CSLB-8-2014	51		Changed remarks section.							
	CSLB-8-2014	53		Changed remarks section.							
	N/A (New item)	56		Social Media Postings Added							
	CSLB-8-2014	57		Changed remarks section.							
	CSLB-8-2014	58		Changed remarks section.							
	CSLB-8-2014	62		Changed remarks section.							
	CSLB-8-2014	77		Changed remarks section.							
	CSLB-8-2014	82		Changed remarks section.							
	CSLB-8-2014	83		Changed remarks section.							

STD. 73 (REV. 2/2015)

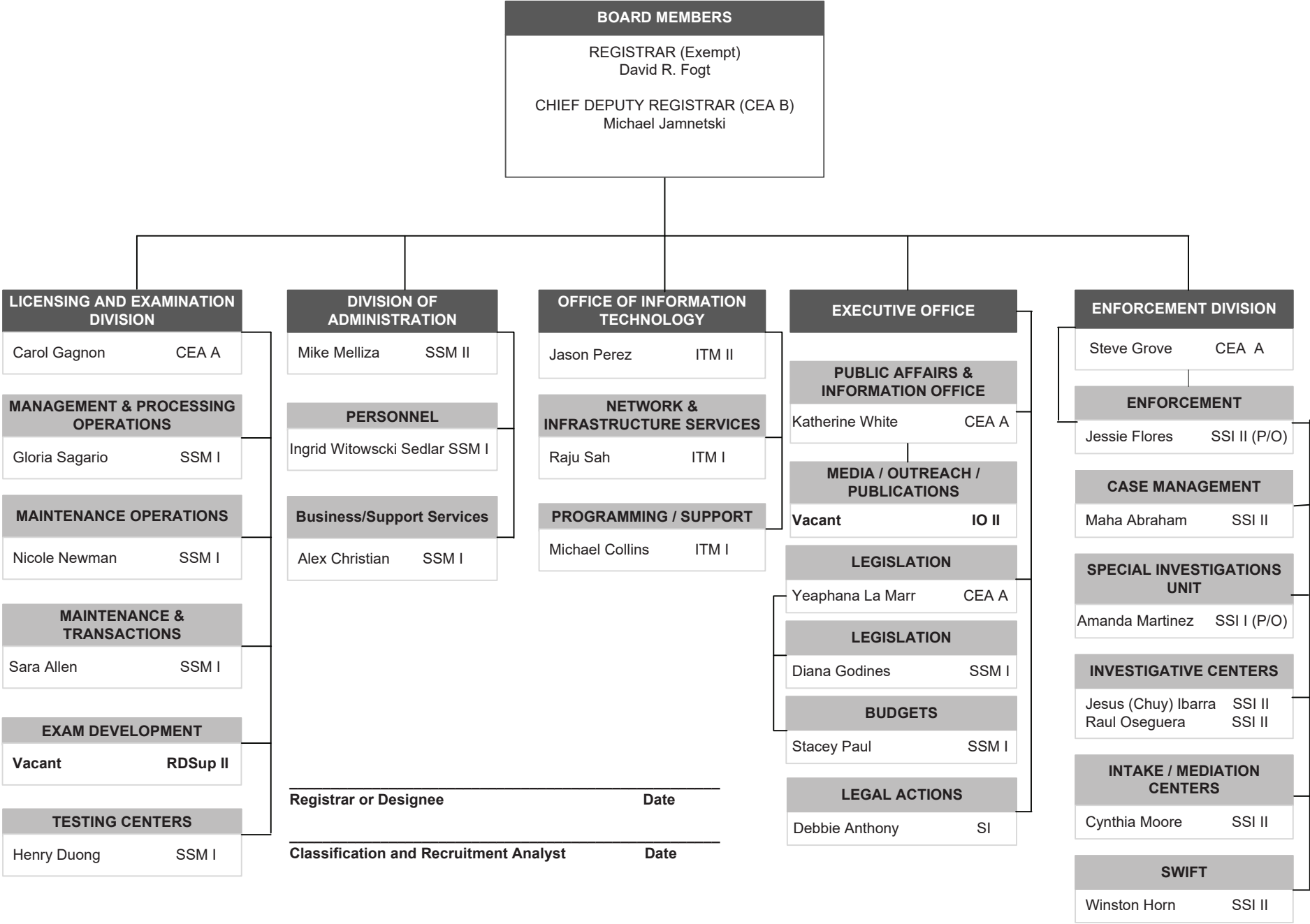
(35) APPROVAL NUMBER											(36)
2023-168											Page 42 of 1682 Pages
TEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
			(Double spaces between items)			OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
	CSLB-8-2014	91		Changed remarks section.							
	CSLB-8-2014	92		Changed remarks section.							
	CSLB-8-2014	93		Changed remarks section.							
	CSLB-8-2014	94		Changed remarks section.							
	CSLB-8-2014	95		Changed remarks section.							
	CSLB-8-2014	96		Changed remarks section.							
	CSLB-8-2014	97		Changed remarks section.							
	CSLB-8-2014	98		Changed remarks section.							
	CSLB-8-2014	99		Changed remarks section.							
	CSLB-8-2014	100		Changed remarks section.							

OVERVIEW

Department of Consumer Affairs
CONTRACTORS STATE LICENSE BOARD
November 13, 2023

FY 2023/24

Authorized Positions: 425.0
Blanket Positions: 11.0

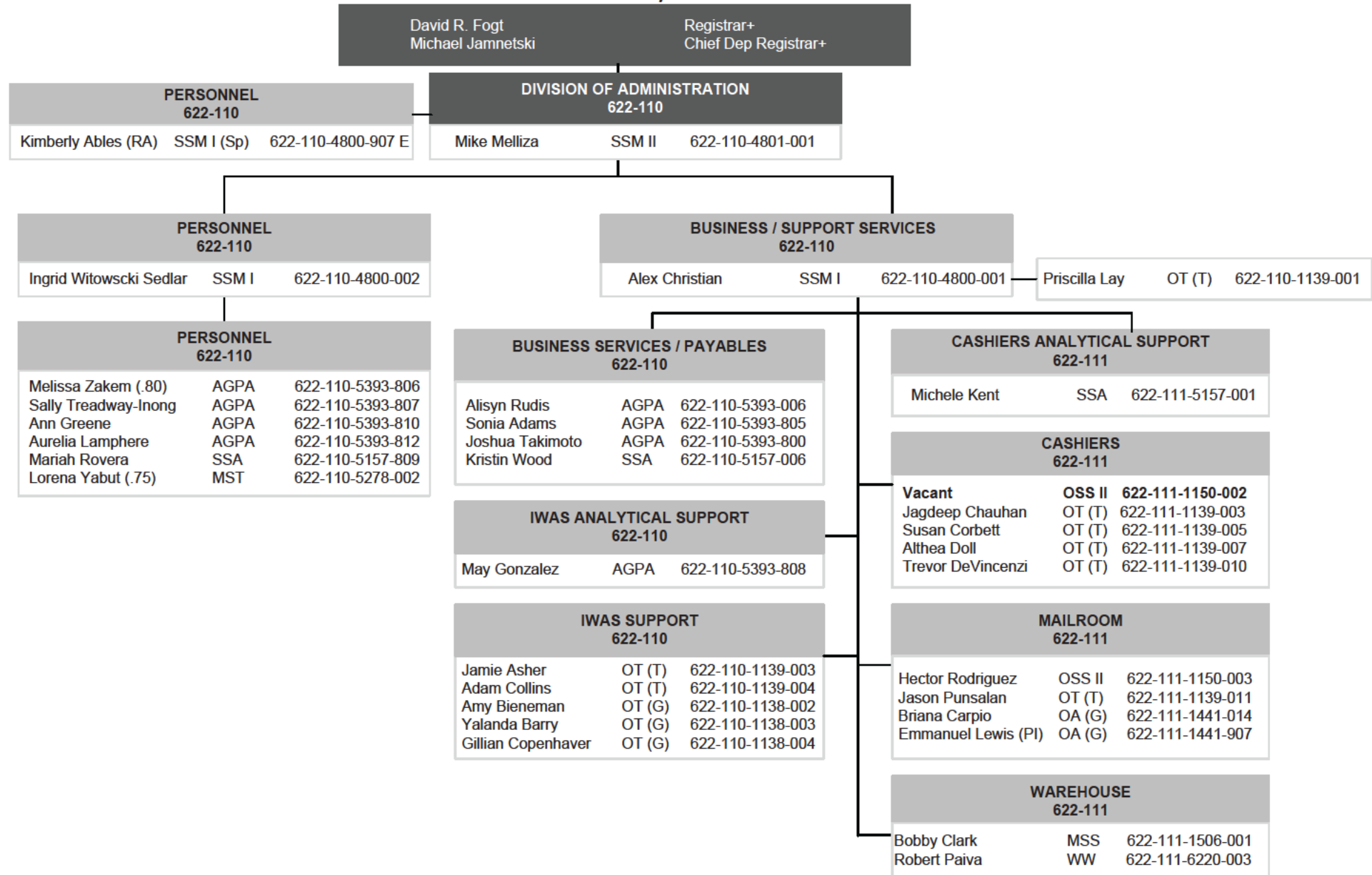


FY 2023/24

DIVISION OF ADMINISTRATION

Department of Consumer Affairs CONTRACTORS STATE LICENSE BOARD November 13, 2023

Authorized Positions: 31
Blanket Positions: 2



Registrar or Designee

Date

Classification and Recruitment Analyst

Date

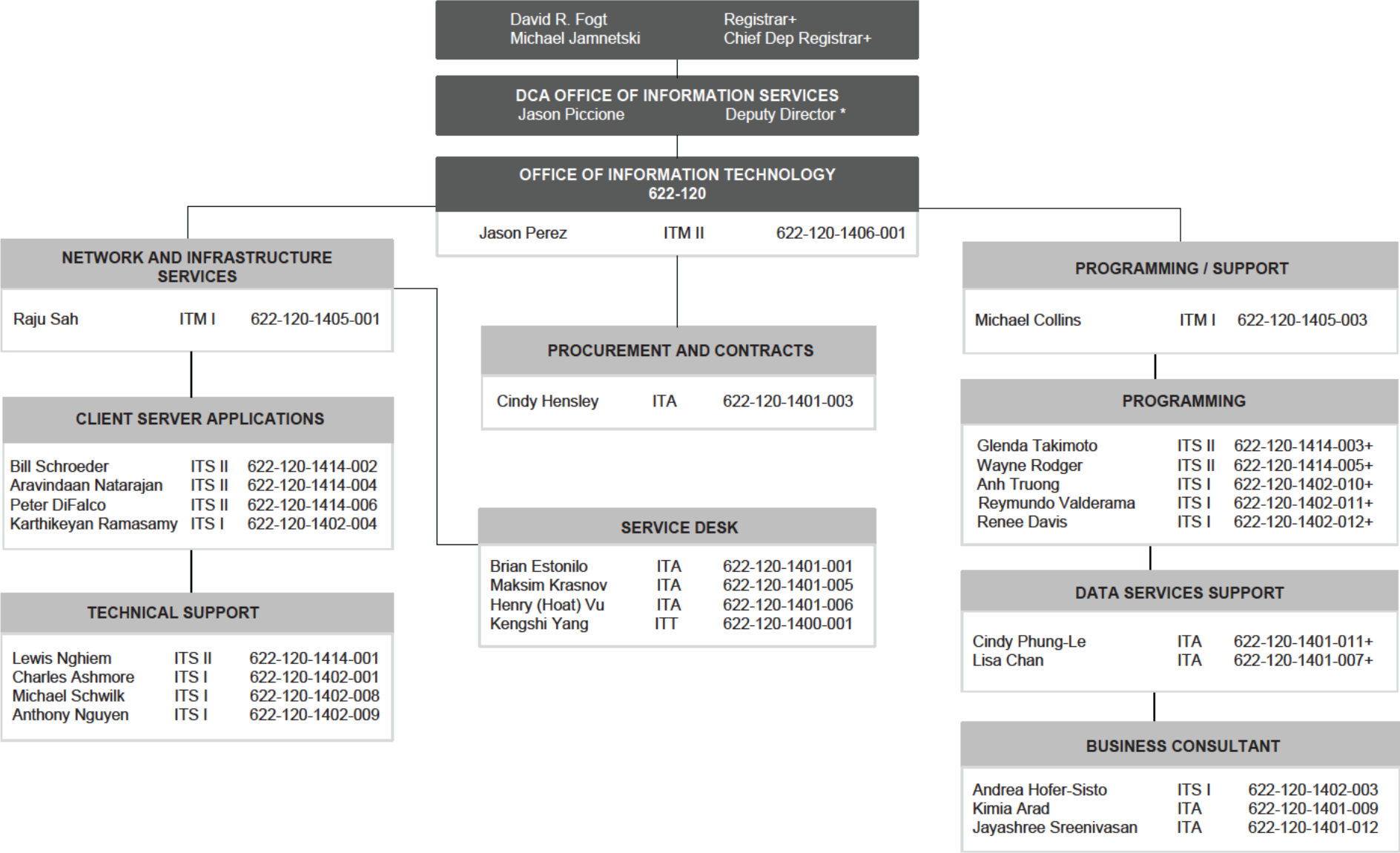
+ = CORI Position
E = Exceptional Allocation
LT = Limited Term
PI = Permanent Intermittent
RA = Retired Annuitant

Department of Consumer Affairs
CONTRACTORS STATE LICENSE BOARD
November 13, 2023

**OFFICE OF INFORMATION
TECHNOLOGY**

FY 2023/24

Authorized Positions: 26
Blanket Positions: 0



Registrar or Designee _____ Date _____

Classification and Recruitment Analyst _____ Date _____

+ = CORI Position
* = REPORTING RELATIONSHIP PER AB 2408

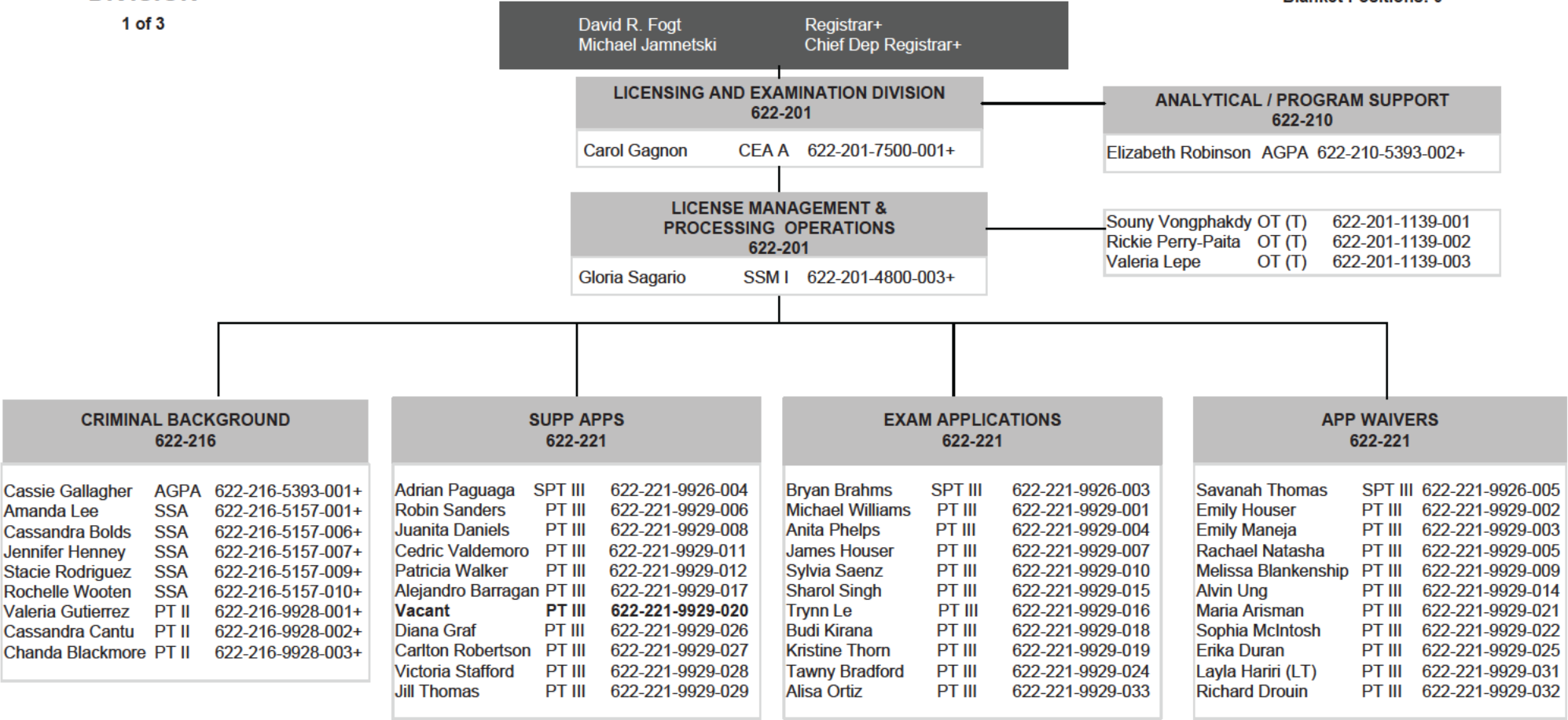
Department of Consumer Affairs
CONTRACTORS STATE LICENSE BOARD
November 13, 2023

FY 2023/24

Authorized Positions: 48
Blanket Positions: 0

**LICENSING
DIVISION**

1 of 3



Registrar or Designee Date

Classification and Recruitment Analyst Date

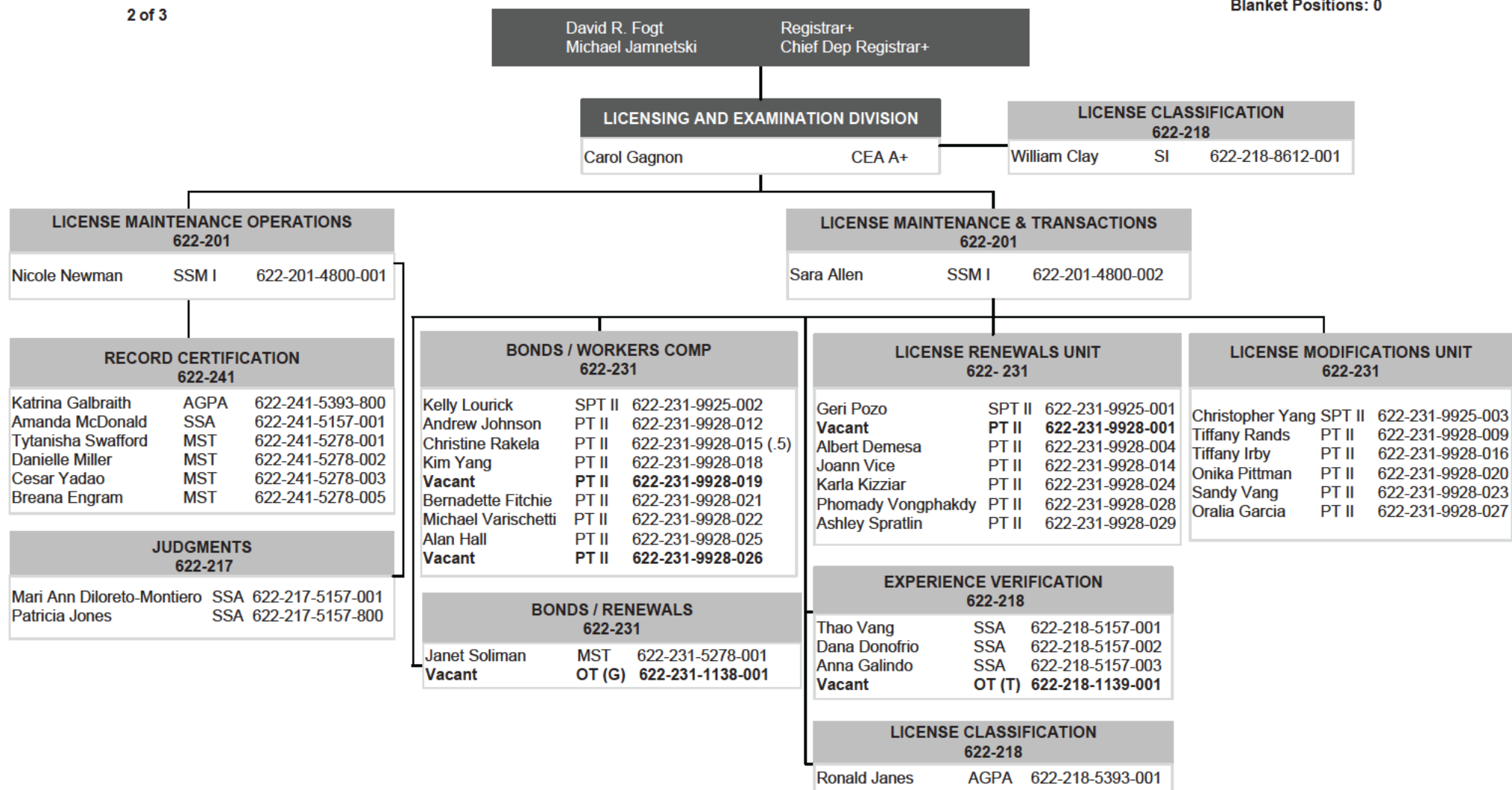
+ = CORI Position
LT = Limited Term

LICENSING DIVISION

2 of 3

Department of Consumer Affairs CONTRACTORS STATE LICENSE BOARD November 13, 2023

FY 2023/24

Authorized Positions: 39.5
Blanket Positions: 0

Registrar or Designee

Date

Classification and Recruitment Analyst

Date

+ = CORI Position
LT = Limited Term

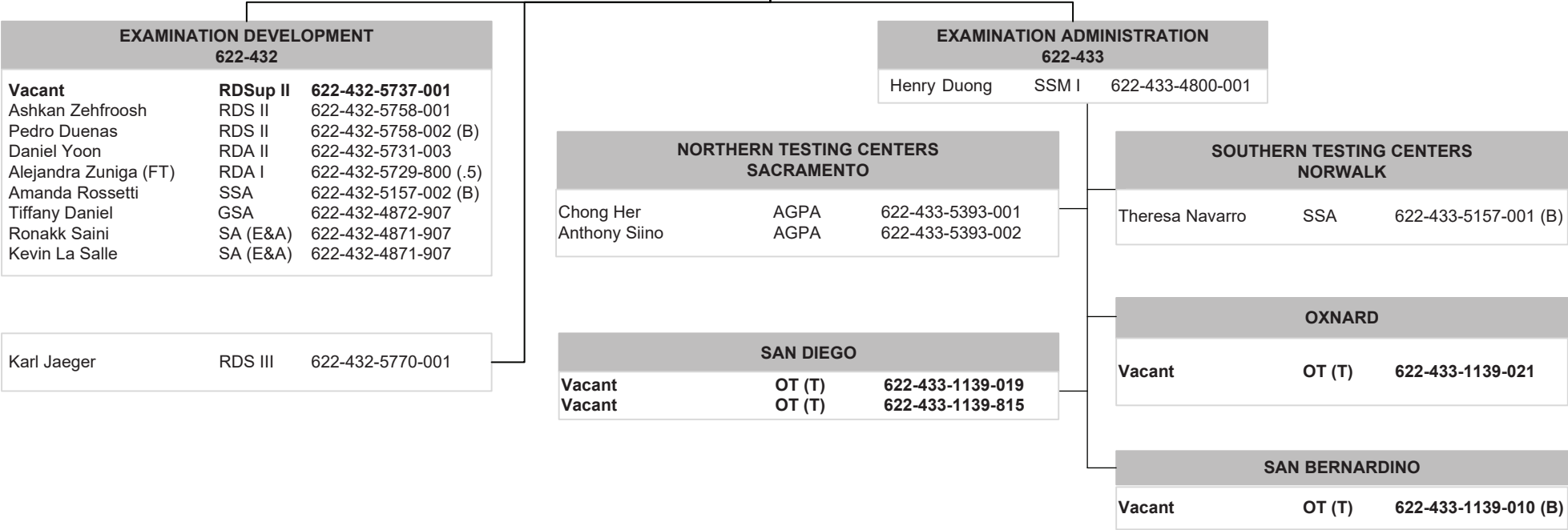
LICENSING
DIVISION
3 of 3

Department of Consumer Affairs
CONTRACTORS STATE LICENSE BOARD
November 13, 2023

FY 2023/24
Authorized Positions: 14.5
Blanket Positions: 3

David R. Fogt Michael Jamnetski	Registrar+ Chief Dep Registrar+
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LICENSING AND EXAMINATION DIVISION	
Carol Gagnon	CEA A+



**ENFORCEMENT
DIVISION**
1 of 6

Department of Consumer Affairs
CONTRACTORS STATE LICENSE BOARD
November 13, 2023

FY 2023/24

Authorized Positions: 19
Blanket Positions: 0

David R. Fogt
Michael Jamnetski

Registrar+
Chief Dep Registrar+

**DIVISION OF ENFORCEMENT
622-301**

Steve Grove
Jessie Flores

CEA A
SSI II (P/O)

622-301-7500-002+
622-301-8547-001+ E

**QUALITY ASSURANCE
(SACRAMENTO)
622-301**

Joe Denecochea	SSI I	622-301-8549-001
Vacant	SI	622-301-8612-001
Dawn Willis	SI	622-301-8612-002
Valerie Knights-Winston*	SI	622-301-8612-003
Delphine Tran*	SI	622-301-8612-004
Rito Saavedra	SI	622-301-8612-005
Larry Williams	AGPA	622-301-5393-801
Alison Adams	AGPA	622-301-5393-802
Angie Matsumoto	OT(T)	622-301-1139-800

**Reports to the Norwalk office*

**SPECIAL INVESTIGATIONS UNIT
622-361**

Amanda Martinez SSI I (P/O) 622-361-8548-001

**SPECIAL INVESTIGATIONS UNIT
(SACRAMENTO)
622-361**

Joseph Martinez I (P/O) 622-361-8610-002

**SPECIAL INVESTIGATIONS UNIT
(SAN FRANCISCO)
622-361**

Peter Keown I (P/O) 622-361-8610-008

**SPECIAL INVESTIGATIONS UNIT
(SANTA ROSA)
622-361**

Vacant I (P/O) 622-361-8610-007

**SPECIAL INVESTIGATIONS UNIT
(NORWALK)
622-361**

Arlene Borboa* I (P/O) 622-361-8610-001
Doris Velasquez I (P/O) 622-361-8610-004 (B)

**Position located in West Covina and reports to SIU
(South) SSI II*

**SPECIAL INVESTIGATIONS UNIT
(SAN BERNARDINO)
622-361**

Matthew Boeck I (P/O) 622-361-8610-005

**SPECIAL INVESTIGATIONS UNIT
(SAN DIEGO)
622-361**

Vacant I (P/O) 622-361-8610-003

Registrar or Designee

Date

Classification and Recruitment Analyst

Date

(B) = Bilingual Position
+ = CORI Position
E = Exceptional Allocation
P/O = Peace Officer

**ENFORCEMENT
DIVISION**
2 of 6

Department of Consumer Affairs
CONTRACTORS STATE LICENSE BOARD
November 13, 2023

FY 2023/24

Authorized Positions: 44
Blanket Positions: 1

David R. Fogt Registrar+
Michael Jamnetski Chief Dep Registrar+

**DIVISION OF ENFORCEMENT
622-301**

Steve Grove CEA A+
Jessie Flores SSI II (P/O)+ E

**INVESTIGATIVE CENTERS
(NORTH)
622-301**

Jesus (Chuy) Ibarra SSI II 622-301-8545-001

**SAN FRANCISCO
622-338**

Kevin Abbes*	SSI I	622-338-8549-001
Jason Tom	SI	622-338-8612-001
Robert Twomey	SI	622-338-8612-002
Louie Moreno	SI	622-338-8612-003
Gregory Morales	SI	622-338-8612-005
Jay Everidge	SI	622-338-8612-006
Aranitas Alikaj	OT (T)	622-338-1139-001

**Position located in Sacramento Office*

**SANTA ROSA
622-338**

Megan McKeever	SI	622-338-8612-004
Isabella Chavez	SI	622-338-8612-007

**SACRAMENTO (NORTH)
622-331**

Caleb Cameron	SSI I	622-331-8549-002
Justin Wickersham	SI	622-331-8612-003
Marcus Brown	SI	622-331-8612-004
Jeffrey James	SI	622-331-8612-007
Cory Mouhasseb	SI	622-331-8612-009
Urduja Laoyan	SI	622-331-8612-010
Emynee Carter-Pimentel	SI	622-331-8612-013
Mishele Echelberger*	SI	622-331-8612-016
Breanne Munar	SI	622-331-8612-017
Zulaikha Hurtado	OT (T)	622-331-1139-012

**Reports to Redding Office*

**SACRAMENTO (SOUTH)
622-331**

Vacant	SSI I	622-331-8549-001
Shanina Ross	SI	622-331-8612-001
Candis Geddes	SI	622-331-8612-005
Brian Gedney	SI	622-331-8612-006
Robert Rice	SI	622-331-8612-008
Kim Cutts	SI	622-331-8612-011
Melissa Huckaby	SI	622-331-8612-012
Alex Snook	SI	622-331-8612-014
Greg Cullen	SI	622-331-8612-015
Mattlyn Simons	OT (T)	622-331-1139-011

**VALENCIA (SANTA CLARITA)
622-339**

Adriana Marin	SSI I	622-339-8549-001
Bret Alderete*	SI	622-339-8612-001
Jose Jimenez	SI	622-339-8612-002
Sergio Alvarado	SI	622-339-8612-003
Miji Kim*	SI	622-339-8612-004
Alisa Nadjaryan	SI	622-339-8612-005
Veronica Medina	SI	622-339-8612-006 (B)
Juan Silva	SI	622-339-8612-007
Karla Goacher	OT (T)	622-339-1139-002
Jennifer McCullough	OT (T)	622-339-1139-003

**Reports to Oxnard Office*

**FRESNO
622-336**

Laurie Briones*	SI	622-336-8612-001
Vacant**	SI	622-336-8612-002
Hillary Juarez*	SI	622-336-8612-003
Victoria Mendoza*	SI	622-336-8612-004
Adrian Anaya**	SI	622-336-8612-907

**Reports to SWIFT (Central) SSI I*

*** Position located in Bakersfield satellite office and reports to SWIFT (Central) SSI I*

Registrar or Designee

Date

Classification and Recruitment Analyst

Date

(B) = Bilingual Position
+ = CORI Position
E = Exceptional Allocation
P/O = Peace Officer

**ENFORCEMENT
DIVISION**
3 of 6

Department of Consumer Affairs
CONTRACTORS STATE LICENSE BOARD
November 13, 2023

FY 2023/24

Authorized Positions: 51
Blanket Positions: 1

David R. Fogt Registrar+
Michael Jamnetski Chief Dep Registrar+

**DIVISION OF ENFORCEMENT
622-301**

Steve Grove CEA A+
Jessie Flores SSI II (P/O)+ E

**INVESTIGATIVE CENTERS (SOUTH)
622-301**

Raul Oseguera SSI II 622-301-8545-004

**WEST COVINA
622-332**

Jose Soriano	SSI I	622-332-8549-001
Luis Gomez	SI	622-332-8612-001 (B)
Kareena Arroyo	SI	622-332-8612-002
Mario Guevara	SI	622-332-8612-003
Daniel Conway	SI	622-332-8612-004
Edgardo Lizarraga	SI	622-332-8612-005
Roberto Marquez	SI	622-332-8612-006
Vacant	SI	622-332-8612-007
Angela Ciccone	OT (T)	622-332-1139-001
Karla Surdo	OT (T)	622-332-1139-803

**SAN BERNARDINO
622-334**

Sylvia Marin	SSI I	622-334-8549-001
Virna Valdivia	SI	622-334-8612-001
Eduardo Rodriguez	SI	622-334-8612-002 (B)
Carol Nakamura-Robinson	SI	622-334-8612-003
Fawn Piangenti	SI	622-334-8612-004
Javier Alvarado	SI	622-334-8612-005 (B)
Vacant	SI	622-334-8612-006
Vacant	SI	622-334-8612-007
Jessica Lopez	SI	622-334-8612-008
Esmeralda Castaneda	OT (T)	622-334-1139-001
Vacant	OT (T)	622-334-1139-002 (B)

**SAN DIEGO
622-337**

Vacant	SSI I	622-337-8549-001
Jacob Herrera	SI	622-337-8612-001
Aaron Holloway	SI	622-337-8612-002
Michael Daino	SI	622-337-8612-004
Maria Susanna Martin	SI	622-337-8612-005
Johanna Luddy	SI	622-337-8612-006
Vacant (LT)	SI	622-337-8612-007
Jennifer Miller	SI	622-337-8612-008
Tateonjra Rucker	OT (T)	622-337-1139-001
Ana Garcia	OT (T)	622-337-1139-002 (B)
Michael Ford	SI	622-337-8612-907

**NORWALK
622-333**

Ubaldo Sanchez	SSI I	622-333-8549-001
Arturo Camacho	SI	622-333-8612-004 (B)
Vacant	SI	622-333-8612-006 (B)
Bart Grant	SI	622-333-8612-007
Jonathan Chou	SI	622-333-8612-008
Rene Blackshire	SI	622-333-8612-012
Larissa Gutierrez	SI	622-333-8612-014
Melissa Trinh	SI	622-333-8612-015 (B)
Marius Evangelista	OT (T)	622-333-1139-003
Maowen Sun	OT (T)	622-333-1139-803

**ORANGE COUNTY (NORWALK)
622-333**

Araceli Jauregui	SSI I	622-333-8549-002
Dania Vaquera	SI	622-333-8612-001 (B)
Mabel Monge Morales	SI	622-333-8612-002 (B)
Vacant	SI	622-333-8612-003
Giovanni Nepomuceno	SI	622-333-8612-009
Xochitl Camargo	SI	622-333-8612-010
Daniel Onofre	SI	622-333-8612-011
Leonor Barajas	SI	622-333-8612-013
Laura Romero Escarcega	OT (T)	622-333-1139-002

Registrar or Designee Date

Classification and Recruitment Analyst Date

(B) = Bilingual Position
+ = CORI Position
E = Exceptional Allocation
LT = Limited Term
P/O = Peace Officer

ENFORCEMENT DIVISION

4 of 6

Department of Consumer Affairs CONTRACTORS STATE LICENSE BOARD November 13, 2023

FY 2023/24

Authorized Positions: 52.5

Blanket Positions: 0

David R. Fogt Registrar+
Michael Jamnetski Chief Dep Registrar+

DIVISION OF ENFORCEMENT 622-301

Steve Grove CEA A+
Jessie Flores SSI II (P/O)+ E

INTAKE / MEDIATION CENTERS 622-301

Cynthia Moore SSI II 622-301-8545-005

SACRAMENTO 622-314

Ana Rodriguez SSI I 622-314-8549-001

INTAKE CENTER

Eduardo Valencia	SPT II	622-314-9925-001
Lila Lyons-Werner	PT II	622-314-9928-001
Ann Marie Reyes	PT II	622-314-9928-002
Vincent Azpera	PT II	622-314-9928-003
Vacant	PT II	622-314-9928-006
Elysa Santos	PT II	622-314-9928-007

INTAKE CENTER

Marvena Harris	SI	622-314-8612-001
Sami Yang	AGPA	622-314-5393-001
Kayla Bosley	AGPA	622-314-5393-002 (.5)
Ellen Brittain	SSA	622-314-5157-001

MEDIATION CENTER

Rosario Gutierrez	CSR	622-314-8634-001
Cheri Morey	CSR	622-314-8634-009
Rebecca Lyke	CSR	622-314-8634-011
Shelly Petkovich	CSR	622-314-8634-016
Brittni Flanigan	CSR	622-314-8634-018
Janette Taylor	CSR	622-314-8634-022
Jeffery King	CSR	622-314-8634-025
Jennifer Naranjo	CSR	622-314-8634-027
Channnda Yi	CSR	622-314-8634-029
Amoreena Hereth	CSR	622-314-8634-030
Delia Garcia	CSR	622-314-8634-032 (B)
Frances Fehrman	CSR	622-314-8634-033
Victoria Barlow	CSR	622-314-8634-034
Gwendolyn Lovely-Brown	CSR	622-314-8634-035
Wina Abarca	CSR	622-314-8634-036
Helaine Uhlig	CSR	622-314-8634-037
Jennifer Rogers	CSR	622-314-8634-038
Nicole Green	CSR	622-314-8634-039
Vanessa Barraza	CSR	622-314-8634-040
Rose Ramirez (T&D)	PT II	622-314-9928-012

NORWALK 622-315

Terae McKinney SSI I 622-315-8549-001

INTAKE CENTER

Anthony Pittmon	SPT II	622-315-9925-001
Alexis Rhem-Odom	PT II	622-315-9928-007
Lynnette Wooten	PT II	622-315-9928-008
Marcel McGee	PT II	622-315-9928-011
Vacant	PT II	622-315-9928-012

INTAKE CENTER

Geraldine Middleton	SI	622-315-8612-001
Erika Rodriguez	SSA	622-315-5157-001
Yolanda Cotton	SSA	622-315-5157-002

MEDIATION CENTER

Elizabeth Campos	CSR	622-315-8634-001
Vince Trujillo	CSR	622-315-8634-002
Vacant	CSR	622-315-8634-005
Douglas Peralta	CSR	622-315-8634-007
Margarita Ochoa	CSR	622-315-8634-008
Lisa Meadows-Robertson	CSR	622-315-8634-010
Tonja Griffith	CSR	622-315-8634-012
Nadia Manzano	CSR	622-315-8634-015
Ma Luisa Ramirez	CSR	622-315-8634-017
Roderick Smith	CSR	622-315-8634-018
Cindy Speed	CSR	622-315-8634-019
Mary Pelentay	CSR	622-315-8634-020

Registrar or Designee Date

Classification and Recruitment Analyst Date

(B) = Bilingual Position
+ = CORI Position
E = Exceptional Allocation
P/O = Peace Officer
T&D = Training and Development Assignment

Department of Consumer Affairs
CONTRACTORS STATE LICENSE BOARD
November 13, 2023

FY 2023/24

Authorized Positions: 28
Blanket Positions: 0

**ENFORCEMENT
DIVISION**
5 of 6

David R. Fogt Michael Jamnetski	Registrar+ Chief Deputy Registrar+
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DIVISION OF ENFORCEMENT 622-301	
Steve Gove Jessie Flores	CEA A+ SSI II (P/O)+ E

CASE MANAGEMENT 622-301		
Maha Abraham	SSI II	622-301-8545-006

CITATION ENFORCEMENT SECTION (NORWALK) 622-354		
Jerry Hassan	SSI I	622-354-8549-001

DISCIPLINARY SERVICES SECTION (SACRAMENTO) 622-353		
Brian Melvin	SSI I	622-353-8549-002+

CITATION ENFORCEMENT		
Huy Vo	SI	622-354-8612-001
Paul Zaragoza	SI	622-354-8612-002
Maria Leonte	SI	622-354-8612-003
Hermenigilda Alconcel	SI	622-354-8612-004
Katie Vong	SSA	622-354-5157-001

SUPPORT SERVICES		
Mai Vo	OSS II	622-354-1150-001
Robert Mansfield	OT (T)	622-354-1139-003
Vacant	OT (T)	622-354-1139-005
Jacqueline Renteria Sanchez	OT (T)	622-354-1139-006 (B)
Roxanne Marquez	OT (T)	622-354-1139-007
Jennifer Le	OT (T)	622-354-1139-008

DISCIPLINARY ACTIONS		
Vacant	SI	622-353-8612-001
Heather Henderson	SI	622-353-8612-002
Anita Joseph	SI	622-353-8612-003
Ashley Perkins	SSA	622-353-5157-001

SUPPORT SERVICES		
Jordan Cabotage	OT (T)	622-353-1139-007
Vacant	OT (T)	622-353-1139-008

ARBITRATION PROGRAM SUPPORT		
Michael Phillips	SSA	622-353-5157-003+
Talaya Bauer	SSA	622-353-5157-004+

SUBSEQUENT ARRESTS / CONVICTIONS		
Tracy King	SI	622-353-8612-005+
Susan Hooks	SI	622-353-8612-006+
Kathy Mae Jones	SI	622-353-8612-007+
Vacant	OT (T)	622-353-1139-002+

FLAG REVIEW / INVESTIGATIONS		
Judith Svabik	SSA	622-353-5157-002

OUT-OF-CLASS DETERMINATIONS		
Amelia Farnham-Baird	SI	622-353-8612-004+

Registrar or Designee _____ Date _____

Classification and Recruitment Analyst _____ Date _____

(B) = Bilingual Position
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**ENFORCEMENT
DIVISION**

6 of 6

**Department of Consumer Affairs
CONTRACTORS STATE LICENSE BOARD****November 13, 2023****FY 2023/24**Authorized Positions: 36.5
Blanket Positions: 3

David R. Fogt Michael Jamnetski	Registrar + Chief Deputy Registrar+
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DIVISION OF ENFORCEMENT 622-301	
Steve Grove Jessie Flores	CEA A+ SSI II (P/O)+ E

STATEWIDE INVESTIGATIVE FRAUD TEAM 622-301		
Winston Horn	SSI II	622-301-8545-002

SWIFT SUPPORT 622-341		
Brianna Brewer	AGPA	622-341-5393-001

SWIFT (NORTH) 622-341		
James Spence	SSI I	622-341-8549-001

Bryce Allwardt	SI	622-341-8612-001
Samuel Alcantar (LT)	SI	622-341-8612-002
Jessie Durham**	SI	622-341-8612-003
Dalayna Crawford	SI	622-341-8612-005
Andrew Esch*	SI	622-341-8612-006
Shannon Mills	SI	622-341-8612-007
Nicholas Enriquez	SI	622-341-8612-008
Jerry Thao	SI	622-341-8612-009
Kolin Morlatt	SI	622-341-8612-010
Paul Vargas	SI	622-341-8612-011
Angela Duhart	SI	622-341-8612-012
Vacant	OT (T)	622-341-1139-002 (.5)
Julian Ruvalcaba	OT (T)	622-341-1139-801
Greg Hampton	SI	622-341-8612-907

*Reports to the Santa Rosa Office

**Designated Home-as-Headquarters

SWIFT (CENTRAL) 622-343		
Karla Sapien	SSI I	622-343-8549-001

FRESNO BRANCH		
Julio Rangel	SI	622-343-8612-002
Justin Williams	SI	622-343-8612-003
Jason Dombroski	SI	622-343-8612-004
Karinda Scott**	SI	622-343-8612-005
Phoua Vang	OT (T)	622-343-1139-002
Renea Singleton (PI)	OT (T)	622-343-1139-907
Abdulrahman Omar	SA	622-343-4870-907
**Designated Home-as-Headquarters		

BAKERSFIELD BRANCH		
Vacant	SI	622-343-8612-006

MONTEREY BRANCH		
Zachary Zeidman	SI	622-343-8612-001

SWIFT (SOUTH) 622-342		
Jerry Romiti	SSI I	622-342-8549-001

Sandra Mendez	SI	622-342-8612-001
Christopher Acevedo	SI	622-342-8612-002
Lillian Griffin	SI	622-342-8612-003
Matthew Anaya	SI	622-342-8612-005
Raymond Fonseca	SI	622-342-8612-006
Marco Valadez	SI	622-342-8612-007
Richard Montelius	SI	622-342-8612-009
Nora Urias	SI	622-342-8612-010 (B)
Melissa Santos	OT (T)	622-342-1139-004
Vacant	OT (T)	622-342-1139-005

SAN DIEGO BRANCH		
Vacant	SI	622-342-8612-004
Stephanie Jones	SI	622-342-8612-008

Registrar or Designee

Date

Classification and Recruitment Analyst

Date

(B) = Bilingual Position

+ = CORI Position

E = Exceptional Allocation

LT = Limited Term

PI = Permanent Intermittent

P/O = Peace Officer

EXECUTIVE
DIVISION

Department of Consumer Affairs
CONTRACTORS STATE LICENSE BOARD
November 13, 2023

FY 2023/24

Authorized Positions: 35
Blanket: 1

