

California Documents Classification Scheme (CalDocs)

By the California State Library, Government Publications Section.

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Introduction

The California Documents Classification Scheme (CalDocs) is used by the California State Library and others to classify publications issued by California state agencies. The scheme was created in the mid-1950s by Mary Schell, then head of the Library's Government Publications Section. Prior to this date, the Library's California state documents collection had been organized by agency, then sub-arranged by title. Ms. Schell's classification scheme formalized this arrangement.

Basic Structure of CalDoc Numbers

The basic CalDoc call number consists of two lines. The first line is an agency number: an alphanumeric code representing the issuing agency. The second line is a book number, which is like a Cutter number and is based on a significant keyword in the title.

Agency numbers have been established for each agency or sub-agency identified by the State Library as the issuing agency for a state publication. New agency numbers are established as needed.

First line (issuing agency number)

The first line, or issuing agency number, consists of a single capital letter followed by three or four digits. These combinations of letters and numbers represent the names of the main agencies, departments, boards, commissions, etc. in California state government. Ranges of numbers are allotted to these agencies and departments where necessary (see Table A), and separate

numbers are created within these ranges for their sub-agencies, based on name keyword. Examples:

CalDoc Number	Agency or Sub-agency
E200-E1332	Range of numbers for the California Department of Education.
E200	California. Department of Education.
E315	California. Department of Education. Fiscal and Administrative Services Division.
E451	California. Child Development Division.
T900-T1300	Range of numbers for the California Department of Transportation.
T900	California. Department of Transportation.
T937	California. Office of Highway Construction.
T1000	California. Department of Transportation. Legal Division.

In recent years, a second line has been added for sub-agencies when space is no longer available within the established classification number range. This second line is an alphanumeric code consisting of a capital letter for the sub-agency followed by one or two digits. For example:

Line	CalDoc Number Segment	Agency or Sub-agency
First line	E2015	California Energy Commission.
Second Line	P6	Office of Policy and Program Evaluation.

These rules serve as guidelines, and exceptions have frequently been made. For example, the various market information groups under the former division of the California Employment Development Department known as the Employment Data and Research Division (now the Labor Market Information Division) have not been assigned separate numbers:

CalDoc Number	Agency or Sub-agency
E1950	California. Employment Data and Research Division.
E1950	California. Central Area Labor Market Information Group.
E1950	California. Northern Area Labor Market Information Group.

Another exception is found within the range of numbers for the California Department of Water Resources. In this case, certain regional districts within the larger Department are not assigned separate agency numbers:

CalDoc Number	Agency or Sub-agency
W750	California. Department of Water Resources.
W750	California. Department of Water Resources. Central District.
W750	California. Department of Water Resources. Northern District.

Second line (book number)

The second line, or book number, consists of a capital letter based on title keyword followed by one or more digits. The keyword is not necessarily the first word of the title, but the word that the cataloger deems most significant.

Table B shows the system used to formulate book numbers. Alternatively, the Library of Congress's [Cutter table](#) can be used. In either case, the cataloger may need to deviate from these systems to fit the new number into the shelf list.

Examples (keywords italicized):

CalDoc Book Number	Document Title
P73	<i>Preschool</i> program guidelines
B87	An update on small <i>businesses</i>
I57	<i>Intergenerational</i> child care

Over the years, standard book numbers have been developed (see Table C) for certain kinds of publications, such as annual reports, bibliographies, catalogs, manuals, etc. These numbers have not been used consistently, and at times cannot be used for new titles due to conflicts in the shelf list.

A variety of methods have been used to expand book numbers to create more space under a given agency number, as follows:

Additional Digits

Two, three, or sometimes four or more digits are added to expand the number when necessary. Examples (keywords italicized):

CalDoc Book Number	Document Title
T321	Regulations for the California solar energy <i>tax</i> credit
S667	<i>Solar</i> tax credit report
T6622	Solar energy and the Mojave desert <i>tortoise</i>
H662	Youth experiencing <i>homelessness</i>

Lower case letters

Lower case “work letters” are sometimes added to the book number. Example:

CalDoc Book Number

R445s

Document TitleResidential conservation service
benchmark survey.*Publication years*

Publication years are added to the call number to distinguish between editions.
Example:

Line	CalDoc Number Segment	Meaning
First line	J150	California Department of Justice.
Second line	W65	Women's rights handbook.
Third line	1998	[previous edition was in 1987]

Series book number

Numbered monographic series usually have a book number assigned for the series, with the series number added as a third line. Example:

Line	CalDoc Number Segment	Meaning
First line	L960	California Research Bureau
Second line	H42	CRB note
Third line	v.6:no.4	California adolescents ages 11-18

In this example, individual items in the series also have distinctive titles.

Special situations

Legislative committee publications

Legislative committees are all assigned distinguishing book numbers. Subcommittees are assigned the same number as the overall committee.

Legislative hearings

Call numbers for legislative hearings consist of four lines. The first line is L500. The second line is an alphanumeric code based on a major keyword in the committee name, formulated using the book number table. The third line is the year of issue. The fourth line is an accession number: the first hearing received from a committee in a given year is number 1, etc. Example:

Line	CalDoc Number Segment	Meaning
First line	L500	California. Legislature.
Second line	E677	Senate. Select Committee to Investigate Price Manipulation of the Wholesale Energy Market.
Third line	2001	[issued April 18, 2001]
Fourth line	no. 1	Overview of investigations, studies, and reports regarding the energy crisis.

Other legislative committee publications

All other publications (reports, serials, etc.) issued by legislative committees are classified using the main number for the committee followed by either a work letter or a third line with a book number based on a title keyword.

Example using a work letter (keyword italicized):

Line	CalDoc Number Segment	Meaning
First line	L500	California. Legislature.

Line	CalDoc Number Segment	Meaning
Second line	L59s	Assembly. Committee on Local Government. <i>Summary of legislation ...</i>

Example using a book number as a third line (keyword italicized):

Line	CalDoc Number Segment	Meaning
First line	L500	California. Legislature.
Second line	L59	Assembly. Committee on Local Government.
Third line	C67	Guide to <i>Cortese-Knox-Hertzberg</i> Local Government Reorganization Act of 2000.

Agency name changes

The classification number for an agency or sub-agency may be changed to reflect a new name at the discretion of the cataloger. A classification number change is more likely if the name change reflects a change in the agency's responsibilities. An example of an agency number change is the California Department of Health Services, which is classed at H900 (its predecessor, the Department of Health, is classed at H1100). When the Department of Health Services split into two separate health agencies in 2007, the new Department of Health Care Services retained the H900 agency number, while the new Department of Public Health was assigned the new agency number of H1600.

Examples of agency numbers which have not changed include A500 for the California Department of Food and Agriculture (formerly the California Department of Agriculture); I800 for the California Department of Real Estate (formerly the Division of Real Estate within the California Department of Investment); and E138 for the California Department of Commerce (formerly the California Department of Economic and Business Development).

An agency or sub-agency's number usually changes with a shift in its reporting structure. For example, the California Attorney General's Office, which is classed

at J150.A86, is classed at A1350 in the period before the creation of the California Department of Justice in the mid-1940s and the Office's shift from being an independent office to being part of that department.

Serials entered under title

Those serials entered under title that have been issued by different agencies over time may have been assigned different call numbers. An explanatory note (MARC field 550) in the bibliographic record for such a serial title will describe the changes in issuing bodies, while a second note (MARC field 590) will list the various call numbers that have been used.

Previously, call number changes were made even when responsibility for issuing the serial shifted from one subunit of a given agency, department, etc. to another. This practice has been largely abandoned in the interest of serials control.

Book numbers for counties

When a state publication is issued with separate parts for each county, a third line consisting of a standard book number for the county in question is used. It follows the second line's book number, which is based on a title keyword.

Example:

Line	Segment	CalDoc number segment	Meaning
First line	Agency number	E1950	Labor Market Information Division, Southern Area Information Group.
Second line	Series book number	A6	Annual planning information.
Third line	County book number	F7	Fresno County.

Table D lists the standard book numbers that have been established for counties.

Book numbers for addresses and speeches

Addresses and speeches are classed under the agency of the official making the address. The standard book number A4 is used. Added to this number is a work letter or letters representing the official's last name. An accession number (first address received, second address received, etc.) is used as the third line, as in the following example:

CalDoc Number Segment	Meaning
A500	California Department of Agriculture.
A4w	Addresses by Warne, William E., Department director in 1960
no. 1	Accession number for <i>Remarks to California State Board of Agriculture.</i>

Here is another address by the same official:

CalDoc Number Segment	Meaning
A500	California Department of Agriculture.
A4w	Addresses by Warne, William E., Department director in 1960
no. 2	Accession number for <i>California's marketing services for producers.</i>

Book numbers for state parks

Publications about individual state parks by the California Department of Parks and Recreation are classed at P155.P4 (formerly P160 under the prior agency name of the California Division of Beaches and Parks), with a third line book number representing the specific park (see Table E). A work letter or letters

based on title keyword is added to the third line to distinguish different titles about the same park.

Here is an example for the document *Final project investigation : proposed addition to Asilomar State Beach*:

CalDoc Number Segment	Meaning
P155	California. Department of Parks and Recreation.
P4	Book number for title keyword
A75r	Asilomar State Beach + work letter “r.”

A different document using the same standard book number and different work letters is *Summary of public comments for the proposed Rocky Shores addition to Asilomar State Beach*:

CalDoc Number Segment	Meaning
P155	California. Department of Parks and Recreation.
P4	Book number for title keyword
A75ro	Asilomar State Beach + work letters “r” and “o.”

Writing a CalDoc number on one line

CALDOC numbers can also be written on a single line. In this case, the agency number and the first book number are separated by a period with no spaces. Subsequent book numbers etc. are separated by a single space. Example:

C350.P9 no.1 1915

For more information

For questions concerning CalDocs, please call the California unit of the Government Publications Section, California State Library at 916-323-9845 or e-mail cslgps@library.ca.gov.

Table A: Ranges of Agency Numbers for Major California State Agencies and Sub-agencies

Please note that this is not a complete list of state agencies. In the case where agency names have changed but the agency number has not, only the latest name is listed here.

CalDoc Number Range	Agency
A266-A268	California. Department of Aging.
A500-A1150	California. Department of Food and Agriculture.
A1165-A1174	California Environmental Protection Agency. Air Resources Board.
A1235-A1239	California. Office of Appropriate Technology.
A1365-A1366	California. Governor's Auto Accident Study Commission.
A1400-A1430	California. Department of Alcohol and Drug Programs.
B500-B525	California. Department of Benefit Payments.
B600-B605	California. Department of Boating and Waterways.
C350-C400	California. State Board of Charities and Corrections.
C590-C597	California Coastal Commission.
C725-C730	California. Department of Commerce.
C755-C756	California Community Colleges.
C800-C823	California. Department of Conservation.
C825-C875	California. Constitution.
C970-C1000	California. Department of Consumer Affairs.

CalDoc Number Range	Agency
C1025-C1035	California. State Board of Control.
C1050-C1175	California. Office of State Controller.
C1200-C1212	California. Board of Corrections.
C1225-C1226	California. Department of Corrections and Rehabilitation.
C1475-C1525	California. Crime Problem Advisory Committee.
D225-D325	California. State Council of Defense, 1917-1918.
D350-D400	California. State Council of Defense, 1940-1943.
D475-D490	California. State Disaster Council.
D700-D725	California. Department of Developmental Services.
E150-E175	California. State Board of Education.
E200-E1332	California. Department of Education.
E1505-E1512	California. Office of Emergency Services.
E1525-E1527	California. Public Employees' Retirement System.
E1600-E1978	California. Employment Development Department
E2015-E2019	California Energy Commission.
E2050-E4025	California. State Board of Equalization.
E4055-E4060	California State Fair and Exposition.
E5000-E5715	California Environmental Protection Agency.
F116-F120	California. Department of Fair Employment and Housing.
F175-F525	California. Department of Finance.
F600-F607	California. Office of the State Fire Marshal.
F650-F676	California. Department of Fish and Game.

CalDoc Number Range	Agency
F770-F780	California. Department of Forestry and Fire Protection.
F800-F810	California. Franchise Tax Board.
G100-G145	California. Department of General Services.
G275-G340	California. Governor.
H230-H233	California. Health and Human Services Agency.
H240-H241	California Heritage Preservation Commission.
H320-H329	California. Department of the California Highway Patrol.
H340-H342	California. Highway Transportation Agency.
H400-H425	California Historical Survey Commission.
H525-H725	California state hospitals (various headings)
H777-H787	California. Department of Housing and Community Development.
H820-H825	California. Human Relations Agency.
H900-H1500	California. Department of Health Care Services.
H1600-H1695	California. Department of Public Health (2007-)
I175-I500	California. Department of Industrial Relations.
I575-I580	California Institution for Men.
I600-I610	California Institution for Women (Frontera, Calif.)
I625-I635	California. Department of Insurance.
I700-I800	California. Department of Investment.
J125-J140	California. Judicial Council.
J150-J288	California. Department of Justice.
L260-L263	California. State Lands Commission.

CalDoc Number Range	Agency
L420-L556	California. Legislature. (L500, Legislative committee hearings)
L575-L975	California State Library.
L1026-L1040	California. Lieutenant Governor.
L1080-L1085	California State Lottery.
M275-M278	Medical Board of California.
M300-M348	California. Department of Mental Hygiene.
M450-M459	California. Military Department
M500-M800	California. Department of Motor Vehicles.
M1000-M1075	California. Department of Mental Health.
N200-N530	California. Department of Natural Resources.
P155-P190	California. Department of Parks and Recreation.
P250-P325	California. Department of Penology.
P360-P370	California. State Department of Personnel Administration.
P375-P540	California. State Personnel Board.
P580-P586	California. Governor's Office of Planning and Research.
P710-P975	California state prisons [various headings]
P1025-P1050	California. Department of Professional and Vocational Standards.
P1100-P1900	California. Department of Public Health (-1973).
P2000-P2075	California Public Utilities Commission.
P2100-P2525	California. Department of Public Works.
R125-R150	California Raisin Advisory Board.

CalDoc Number Range	Agency
R650-R668	California. Department of Rehabilitation.
R700-R920	California. State Relief Administration.
R960-R963	California. Natural Resources Agency.
S400-S404	California. Secretary of State.
S500-S850	California. Department of Social Welfare.
S930-S939	California Integrated Waste Management Board.
S1015-S4096	California State University.
S1015-S1020	California State University, Hayward.
S1023-S1024	California State University, Bakersfield.
S1025-S1035	California State University, Chico.
S1040-S1043	California State University, Dominguez Hills.
S1050-S1060	California State University, Fresno.
S1060-S1080	California State University, Humboldt.
S2000-S2005	California State University, Long Beach.
S2025-S2070	California State University, Los Angeles.
S2070-S2075	California State University, Fullerton.
S3050-S3063	California State University, Sacramento.
S3075-S3082	California State University, San Diego.
S3085-S3093	California State University, Northridge.
S4000-S4017	California State University, San Francisco
S4025-S4040	California State University, San Jose
S4050-S4063	California State University, San Luis Obispo

CalDoc Number Range	Agency
S4065-S4066	California State University, Sonoma
S4067-S4068	California State University, Stanislaus
S7000-S7040	California. Department of Social Services.
T225-T250	California. Teachers' Retirement Board.
T400--T405	California. Office of the State Treasurer.
T500-T540	California Trade and Commerce Agency.
T900-T1300	California. Department of Transportation.
U classifications	Reserved for University of California.
V125-V225	California. Department of Veterans Affairs.
V500-V525	California. Board of State Viticultural Commissioners.
W125-W225	California State War Council.
W400-W550	California. State Water Quality Control Board.
W730-W745	California Environmental Protection Agency. State Water Resources Control Board.
W750-W790	California. Department of Water Resources.
W865-W867	California. Commission on the Status of Women and Girls.
W915-W918	California State World Trade Commission.
Y200-Y285	California Youth Authority.

TABLE B: BOOK NUMBERS

Digit for 2nd letter

After consonants

Letter range	Number	Letter range	Number
a to d	3	e to h	4
i to n	5	o to q	6
r to t	7	u to x	8
y, z	9		

After vowels

Letter range	Number	Letter range	Number
b, c	2	d to k	3
l, m	4	n, o	5
p, q	6	r	7
s, t	8	u to z	9

After s

Letter range	Number	Letter range	Number
a to c	2	ch to d	3
e to h	4	hi to l	5
m to s	6	t	7, 8
u to z	9		

After qu

Letter range	Number	Letter range	Number
a to d	3	e to h	4
i to n	5	o to q	6
r to x	7	y, z	8

After qa-qt

Use numbers 2 to 29.

Digit for 3rd letter

Letter range	Number	Letter range	Number
a to d	2	e to h	3
i to j	4	m	5
n to q	6	r to t	7
u to w	8	x to z	9

TABLE C: STANDARD BOOK NUMBERS

Book Number	Document Type
A4	Addresses, speeches, etc.
A5	Agenda
B9	Bulletin
C3	Catalog
D4	Decision
D5	Directory
F5	Film catalog
G8	Guides, etc.
H2	Handbook
H4	Hearing (other than legislative)
H5	History
I5	General information
L29	Laws, statutes, etc.
M3	Manual
M4	Memorandum
M5	Minutes
N4	Newsletter
N6	Notice
O7	Order
O8	Organizational chart
P53	Plan

Book Number	Document Type
P8	Press release
P9	Publications list
R4	Report (annual, biennial, etc.) ¹
R45	Resolution

¹ Used only for serial publications.

TABLE D: BOOK NUMBERS FOR COUNTIES

Book No.	County	Book No.	County	Book No.	County
A3	Alameda	M1	Madera	S26	San Joaquin
A4	Alpine	M2	Marin	S27	San Luis Obispo
A5	Amador	M3	Mariposa	S28	San Mateo
B8	Butte	M4	Mendocino	S3	Santa Barbara
C3	Calaveras	M5	Merced	S4	Santa Clara
C5	Colusa	M6	Modoc	S5	Santa Cruz
C6	Contra Costa	M7	Mono	S6	Shasta
D4	Del Norte	M8	Monterey	S6	Shasta
E4	El Dorado	N3	Napa	S63	Sierra
F7	Fresno	N4	Nevada	S66	Siskiyou
G5	Glenn	O7	Orange	S7	Solano
H8	Humboldt	P5	Placer	S75	Sonoma
I5	Imperial	P6	Plumas	S8	Stanislaus
I6	Inyo	R5	Riverside	S9	Sutter
K4	Kern	S2	Sacramento	T4	Tehama
K5	Kings	S22	San Benito	T7	Trinity
L2	Lake	S23	San Bernardino	T8	Tulare
L3	Lassen	S24	San Diego	T9	Tuolumne
L6	Los Angeles	S25	San Francisco	V4	Ventura

Book No.	County	Book No.	County
Y6	Yolo	Y8	Yuba

TABLE E: BOOK NUMBERS FOR STATE PARKS

Book Number	State Park
A5	Angel Island State Park, Marin County
A7	Armstrong Redwoods State Park, Sonoma County
B5	Big Basin Redwoods State Park, Santa Cruz County
B6	Bodie State Historic Park, Mono County
B6t	Bothe-Napa Valley State Park, Napa County
B72	Brannan Island State Recreation Area
C2	Calaveras Big Trees State Park, Calaveras County
C25	Castle Crags State Park, Shasta County
C47	Chino Hills State Park, Los Angeles Region
C69	Columbia State Historic Park, Tuolumne County
C79	Crystal Cove State Park, Orange County
C9	Cuyamaca Rancho State Park, San Diego County
D3	D.L. Bliss State Park, El Dorado County
D4	Del Norte Coast Redwoods State Park, Del Norte County

Book Number	State Park
D7	Dry Lagoon State Park, Humboldt County
D95	Durham Ferry State Recreation Area, San Joaquin County
E56	Empire Mine State Historic Park, Nevada County
F6	Folsom Lake State Recreation Area, Sacramento County
F64	Fort Humboldt State Historic Park, Humboldt County
F645	Fort Ord Dunes State Park, Monterey County
F65	Fort Ross State Historic Park, Sonoma County
G6	Indian Grinding Rock State Historic Park, Amador County
G7	Grizzly Creek Redwoods State Park, Humboldt County
G7s	Grover Hot Springs State Park, Alpine County
H422	Hearst San Simeon State Historic Monument, San Luis Obispo County
H43	Henry Cowell Redwoods State Park, Santa Cruz County
H6	Hollister Hills State Vehicular Recreation Area, Santa Clara County
H8	Humboldt Redwoods State Park, Humboldt County
H81	Hungry Valley State Vehicular Recreation Area

Book Number	State Park
J4	Jedediah Smith Redwoods State Park, Monterey County
K5	Kings Beach State Recreation Area, Lake Tahoe Region
L25	Lake Elsinore State Recreation Area, Riverside County
L3	La Purisima Mission State Historic Park, Santa Barbara County
L34	Lake Valley State Recreation Area, Lake Tahoe Region
L6	Los Encinos State Historic Park, Los Angeles County
M2	Mac Kerricher State Park, Mendocino County
M3	McArthur-Burney Falls State Park, Mendocino County
M4	Mendocino Headlands State Park, Mendocino County
M5	Mitchell Caverns State Reserve, San Bernardino County
M62	Morro Bay State Park, San Luis Obispo County
M64	Mount Diablo State Park, Contra Costa County
M65s	Mt. San Jacinto Wilderness State Park, Riverside County
M65t	Mt. Tamalpais State Park, Marin County
O4	Old Town San Diego, San Diego County

Book Number	State Park
O42	Old Sacramento, Sacramento County
O46	Olompali State Historic Park, Marin County
O7	Oroville Reservoir State Recreation Area, Butte County
O72	Lake Oroville, Butte County
P2	Palomar Mountain State Park, San Diego County
P3	Pelican State Beach, Del Norte County
P35	Lake Perris State Recreation Area, Riverside County
P4	Pfeiffer Big Sur State Park, Monterey County
P5	Picacho State Recreation Area, Imperial County
P55	Pio Pico State Historic Park, Los Angeles County
P6	Pismo State Beach, San Luis Obispo County
P5	Plumas-Eureka State Park, Plumas County
P8	Point Lobos State Reserve, Monterey County
P9	Prairie Creek Redwoods State Park, Humboldt County
R43	Refugio State Beach, Santa Barbara County
R5	Richardson Grove State Park, Humboldt County

Book Number	State Park
R9	Russian Gulch State Park, Mendocino County
S22	Salton Sea State Recreation Area, Riverside County
S23	Samuel P. Taylor State Park, Marin County
S25	San Clemente State Beach, Orange County
S26	San Juan Bautista State Historic Park, San Benito County
S27	San Luis Reservoir State Recreation Area, Merced County
S28	San Mateo County coast area beaches: <ul style="list-style-type: none"> • Arroyo de los Frijoles State Beach • Francis-Dunes State Beach • Montara State Beach • Pebble State Beach • Pescadero State Beach • Pomponio State Beach • San Gregorio State Beach • Sharp Park State Beach • Thornton State Beach
S292	San Onofre State Beach, Orange County

Book Number	State Park
S295	San Pasqual Battlefield State Historic Park, San Diego County
S296	San Simeon State Beach, San Luis Obispo County
S31	Santa Cruz Mission, Santa Cruz County
S64	Sonoma Coast State Beach, Sonoma County
S68	Stanford House State Historic Park, Sacramento County
T3	Tahoe State Recreation Area, Lake Tahoe Region
T6	Torrey Pines State Reserve, San Diego County
W3	Weaverville Joss House, Trinity County
W54	Wilder Ranch State Park, Santa Cruz County
W58	Woodland Opera House State Historic Park, Yolo County