

PART II
RECORD RETENTION AND DESTRUCTION SCHEDULE

TYPE OF RECORD	RETENTION CATEGORY [e.g., current, permanent]	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		Total	Current	Storage	
GENERAL AND ADMINISTRATIVE RECORDS					
Administrative records, miscellaneous	2	2 years			
Advice Letters	2	2 years, or until superceded			
Audit Reports	1	Permanent			
Audit Work Papers	2	2 years			
Annual Reports	1	Permanent			
Annual Work Program	1	Permanent			
Budget Files	2	2 years			
Calendar [department head]	2	2 years			Required by Admin. Code §67.29-5
Citizen Complaints	1	Permanent			
Complaint logs	4	None			
Chronological files	4	None			
Code Interpretations	1	Permanent			
Contributions (posted on web site)	2	2 years (3 mos. on website)			
Correspondence, miscellaneous	2	2 years			
Correspondence not requiring f/u	4	None			
Correspondence, draft	4	None			
Executive Director Reports	2	5 years			
Famis Reports	2	2 years			
Fax Transmittal Sheets	4	None			
Financial Records, miscellaneous	2	2 years after of applicable fiscal year			
Invoices	2	2 years after of applicable fiscal year			
Interdepartmental Correspondence	2	2 years			
Journals/Magazines/Catalogs	4	None			
Legal Advice	2	Until			

		superceded			
Legislative Drafts	4	None			
Memoranda, miscellaneous	4	None			
Memoranda, policy/decisional	2	5 years or until superceded			
Payables (Invoices)	2	2 years			
Publications, reports created by department	2	2 years			
Revolving Funds Records	2	2 years			
Settlement Agreements	1	Permanent			
Work Orders and Payments	2	2 years			
Audio/Video recordings not otherwise specified	2	2 years			
Files on specific environmental organizations/issues	2	2 years			
Regulations	1	Permanent			
COMMISSION RECORDS					
Commission Correspondence	2	2 years			
Commission Files	1	Permanent			
Commission Packets	2	2 years			
Motions and Resolutions	1	Permanent			
Agendas, Notices and Minutes of Commission and Committee Meetings	1	Permanent			
Audio/Video recording of meetings of policy bodies	1	Permanent			Required by Admin. Code §67.14
CONTRACT/GRANT RECORDS					
Contracts/Agreements	2	Life of agreement + 20 years			
MOUs/Grants	2	2 years or life of agreement			
Contract/Agreement/MOU/Grant Correspondence	2	2 years or life of agreement			
Records of Payments on Contracts/Agreements	2	Life of agreement + 2 years			
Records of Payments on MOUs/Grants	2	2 years or life of agreement			
Exchanged Drafts of Agreements	2	2 years			Admin. Code §67.24(a)

Lease Files	2	1 year after expiration			
Purchase Orders	2	2 years			
Regulations	1	Permanent			
Requests for Proposals (RFPs)and Request for Qualifications (RFQs); Responses to RFPs and RFQs	2	2 years			
RFP Scoring Records	2	2 years			Admin. Code §67.24(e)
HUMAN RESOURCES RECORDS					Records relating to financial matters may only be recycled after the approval of the Controller, and "payroll checks, time cards and related documents" may be recycled only after approval by the Retirement Board. If the Retirement Board determines that they need certain payroll records, they "shall be delivered to the Retirement Board instead of being recycled." (S.F. Administrative Code Section 8.3)
ADA Request for Reasonable Accommodation Report	2	2 years			
Equal Opportunity Plan	2	2 years			
Discrimination Complaints	2	5 years			
Conflict of Interest Form 700	2	7 years			
Accident – Injury Reports	2	5 years			
Employment Applications/Resumes	2	2 years			
Ergonomic Records	2	2 years			
Family Medical Leave Act Records	2	3 years			Required by Fair Labor Standards Act §11(c)
Payroll Records	2	5 years			
Personnel Files	2	2 years			
Sexual Harassment Complaints	2	2 years			
Time Rosters	2	2 years			
Time Sheets	2	5 years			
Travel and Reimbursement Records	2	2 years			
Workers' Compensation Records	2	5 years			Title 8, Cal. Code of Regulations, Section 10102

RETENTION CATEGORY: 1 – PERMANENT
2 – CURRENT
3 – STORAGE
4 – NO RETENTION REQUIRED

APPROVALS:

Approved by:

Matt Tuchow
President, Commission on the Environment

Date Approved

David Assmann
Deputy Director, Department of the Environment

Date Approved

Approved as to Records Relating to Financial Matters:

Ben Rosenfield, Controller

Controller Staff

Date Approved

Approved as to Records of Legal Significance:

Dennis Herrera, City Attorney

Deputy City Attorney

Date Approved

Approved as to Records Relating to Payroll Matters:

Executive Director, Retirement System

Date Approved