

AMENDMENT OF THE WHOLE 11/27/2012

FILE NO. 2012-08-COE

RESOLUTION NO. 008-12-COE

1 [Amend Record Retention and Destruction Schedule and Policy]

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3 **Resolution amending the Department of the Environment's Record Retention and**
4 **Destruction Schedule and Policy to change the retention of records of payments on**
5 **contracts/agreements from "life of agreement + 20 years term retention" to "life of**
6 **agreement + 2 years term retention" or the term required by the funding source and all**
7 **references of the term "destroyed" to "recycled".**

8 WHEREAS, Chapter 8, SEC. 8.3 of the San Francisco Administrative Code requires
9 each department head to maintain records and create a Records Retention and Destruction
10 Schedule; now, therefore, be it,

11 RESOLVED, That the Commission on the Environment adopts the attached Record
12 Retention and Destruction Schedule for the Department of the Environment, which Schedule
13 changes the retention period for records of payments on contracts/agreements from "Life of
14 Agreement + 20 years" to "Life of Agreement + 2 years", and, be it

15 FURTHER RESOLVED, that by doing so, the Commission on the Environment also
16 amends the Record Retention and Destruction Policy to change all references to the term
17 "destroyed" to "recycled" with the understanding that any confidential documents will be
18 shredded before being recycled, and, be it,

19 FURTHER RESOLVED, that the Commission on the Environment empowers the
20 President of the Commission to sign off on the Department of the Environment Record
21 Retention and Destruction Schedule and Policy on behalf of the Commission.

22 I hereby certify that this Resolution was adopted at the Commission on the
23 Environment's Meeting on November 27, 2012.

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Monica Fish, Commission Secretary

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VOTE: Approved (7-0)

Ayes: Commissioners Tuchow, Gravanis, Arce, King, Mok, Stephenson and Wald

Noes: None

Absent: None