



**City & County of San Francisco
BOARD OF APPEALS**

RECORD RETENTION & DESTRUCTION POLICY

The Board of Appeals Record Retention and Destruction Policy is adopted pursuant to Chapter 8 of the San Francisco Administrative Code, which requires each department head to maintain records and create a records retention and destruction schedule. This policy supersedes all previous record retention and destruction policies issued by the Board of Appeals.

This policy covers all records and documents, regardless of physical form or characteristics, which have been made or received by the Board of Appeals in connection with the transaction of public business.

PART I: POLICY AND PROCEDURES

A. RETENTION POLICY

The Board of Appeals shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference, or to comply with contractual or legal requirements, or for other purposes as set forth below. For record retention and destruction purposes, the term “record” is defined as set forth in Section 8.1 of the San Francisco Administrative Code. Documents and other materials that do not constitute “records” under that section, including those described below in Category 4, may be destroyed when no longer needed, unless otherwise specified in Part II. The records of the Board of Appeals shall be classified for purposes of retention and destruction as follows:

Category 1: Permanent Retention. Records that are permanent or essential shall be retained and preserved indefinitely.

- **Permanent records.** Permanent records are records required by law to be permanently retained and which are ineligible for destruction unless they are microfilmed or placed on an optical imaging system, and special measures are followed (Admin. Code Section 8.4). Once these measures are followed, the original paper records may be destroyed. Duplicate copies of permanent records may be destroyed whenever they are no longer necessary for the efficient operation of the Board of Appeals. Examples of permanent records include appeal files, recordings of meetings and agendas, notices and minutes of Board meetings.
- **Essential records.** Essential records are records necessary for the continuity of government and the protection of the rights and interests of individuals. Admin. Code Section 8.9. Examples of essential records include appeal files.

Category 2: Current Records. Current records are records which for convenience, ready reference or other reasons are retained in the office space and equipment of the Department. Current records shall be retained as follows:

- Where retention period specified by law. Where federal, state, or local law prescribes a definite period of time for retaining certain records, the Board of Appeals will retain the records for the period specified by law. Examples of records required to be maintained for a specific period are Statement of Economic Interest Form 700 must be retained seven years pursuant to Government Code Section 81009(e); Accident-Injury Reports must be retained five years pursuant to 29 CFR 1404.B.
- Where no retention period specified by law. Where no specific retention period is specified by law, the retention period for records that the department is required to retain shall be specified in the attached Record Retention and Destruction Schedule. Records shall be retained for a minimum of two years, although such records may be treated as “storage records” and placed in storage at any time during the applicable retention period. Examples of current records include invoices for purchases of supplies, departmental memoranda, and budget documents.

Category 3: Storage Records. Storage records are records that are retained offsite. Storage records are subject to the same retention requirements as current records. Examples of storage records include files of appeals, calendars and minutes of hearings.

Category 4: No Retention Required. Documents and other materials that are not “records” as defined by Admin. Code Section 8.1 need not be retained unless otherwise required or by local laws or the attached Record Retention and Destruction Schedule. Storage records include documents and other materials (including originals and duplicates) that are not otherwise required to be retained, are not necessary to the functioning or continuity of the Department and which have no legal significance and may be destroyed when no longer needed. Examples include materials and documents generated for the convenience of the person generating them, draft documents (other than some contracts) which have been superseded by subsequent versions, or rendered moot by departmental action, and duplicate copies of records that are no longer needed. Specific examples include telephone message slips, miscellaneous correspondence not requiring follow-up or departmental action, notepads, e-mails that do not contain information required to be retained under this policy, and chronological files.

With limited exceptions, no specific retention requirements are assigned to documents in this category. Instead it is up to the originator or recipient to determine when the document’s business utility has ended.

B. RECORDS NOT ADDRESSED IN THE RECORD RETENTION SCHEDULE

Records and other documents or materials that are not expressly addressed by the attached schedule may be destroyed at any time provided that they have been retained for the periods prescribed for substantially similar records.

C. STORAGE OF RECORDS

Records may be stored in the Board of Appeals office space or equipment if the records are in active use or are maintained in the office for convenience or ready reference. Examples of active files appropriately maintained in the Board of Appeals office space or equipment include active chronological files, research and reference files, legislative drafting files, pending complaint files, administrative files and personnel files. Inactive records, for which use or reference has diminished sufficiently to permit removal from the Board of Appeals office space or equipment, may be sent to the City's off-site storage facility or maintained in the Board of Appeals storage facility.

D. HISTORICAL RECORDS

Historical records are records which are no longer of use to the Board of Appeals but which because of their age or research value may be of historical interest or significance may not be destroyed except in accordance with the procedures set forth in Admin. Code Section 8.7.

E. PENDING CLAIMS & LITIGATION

The retention periods set forth in the attached record retention schedule shall not apply to materials that are otherwise eligible for destruction, but which may be relevant to a pending claim or litigation against the City. Once a department becomes aware of the existence of a claim against the department, the department should retain all documents and other materials related to the claim until such time as the claim or subsequent litigation has been resolved. Where a department has reason to believe that one or more other departments also have records relating to the claim or litigation, those departments should also be notified of the need to retain such records.

**PART II
RECORD RETENTION AND DESTRUCTION SCHEDULE**

Record Category	TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS
			Total	On-Site	Off-Site	
	GENERAL AND ADMINISTRATIVE RECORDS					
Budget	Administrative records, miscellaneous	2	2 years	2 years		Destroy
Budget	Advice Letters	2	2 years, or until superseded	2 years		Destroy
Budget	Audit Reports	1	Permanent	5 years	Permanent	
Budget	Audit Work Papers	2	2 years	2 years		Destroy
Budget	Annual Reports	1	Permanent	10 years	Permanent	
Budget	Budget Files	2	2 years	2 years		Destroy
Board	Calendar, Prop G	4	2 years	30 days		Required by Admin. Code §67.29-5-Destroy
Administrative	Citizen Complaints	1	Permanent	5 years	Permanent	
Administrative	Complaint logs	4	None	2 years		Destroy
Chronological Files	Chronological files	4	None	10 years		Destroy
Administrative	Correspondence, miscellaneous	2	2 years	10 years		Destroy
Administrative	Correspondence not requiring follow-up	4	None	2 years		Destroy
Administrative	Correspondence, draft	4	None	1 year		Destroy
Administrative	Executive Secretary Reports	2	5 years	5 years		Destroy
Budget	FAMIS Reports	2	3 years	3 years		Destroy
Administrative	Fax Transmittal Sheets	4	None	30 days		Destroy
Financial	Financial Records, miscellaneous	2	5 years after applicable FY	2 years		Destroy

Financial	Invoices	2	5 years after applicable FY	2 years		Destroy
Administrative	Interdepartmental Correspondence	2	2 years	2 years		Destroy
Administrative	Journals/magazines/catalogs	4	None	30 days		Destroy
Opinions	Legal Advice	2	Until superseded	10 years		Destroy if superseded
Legislative	Legislative Drafts	4	None	1 year		Destroy
Administrative	Memoranda, miscellaneous	4	None	1 year		Destroy
Administrative	Memoranda, policy/decisional	2	5 years or until superseded	10 years		Destroy if superseded
Financial	Payables (Invoices)	2	5 years	2 years		Destroy
Financial	Revolving Funds Records	2	5 years	2 years		Destroy
Financial	Settlement Agreements	1	Permanent	10 years	Permanent	
Financial	Work Orders and Payments	2	5 years	2 years		Destroy
Administrative	Audio/Video recordings not otherwise specified	2	2 years	2 years		Recycle tapes
	BOARD RECORDS					
Board	Commission Rules	2	Until superseded	2 years		Destroy if superseded
Board	Commission Files - Appeals	1	Permanent	5 years	Permanent	
Board	Findings	1	Permanent	20 years	Permanent	
Board	Agendas and Minutes of Board Meetings	1	Permanent	20 years	Permanent	
Board	Audio/Video recording of meetings of Board	1	Permanent	10 years	After 10 years	Required by Admin. Code §67.14
	CONTRACT AND GRANT RECORDS					
Budget	Contracts/Agreements	2	20 years+ term of the agreement	2 years		Destroy
Budget	Contract correspondence	2	2 years or life of agreement	2 years		Destroy
Budget	Exchanged Drafts of Agreements	2	2 years	2 years		Admin. Code §67.24(a)

Financial	Lease Files	2	5 years after expiration	1 year		Destroy
Financial	Purchase Orders	2	5 years	2 years		Destroy
Administrative	Regulations	2	2 years	2 years		Destroy
	PERSONNEL AND HUMAN RESOURCES RECORDS					
Personnel	Accident-Injury Reports	2	5 years			
Personnel	Discrimination and Harassment Complaints	2	Lesser of 50 years or life of employee	5 years		Destroy
Personnel	Conflict of Interest Form 700	2	7 years			Govt. Code Section 81009(e)
Personnel	Employment Applications and Resumes	2	2 years	2 years		Destroy
Personnel	Equal Opportunity Plan	2	2 years			
Personnel	Family Medical Leave Act Records	2	Lesser of 50 years or life of employee	3 years		3 year minimum required by Fair Labor Standards Act Section 11(c)
Personnel	Payroll Records	2	2 years	5 years		Secure permission from San Francisco Employees Retirement System (SFERS) prior to destruction
Personnel	Personnel Files	2	2 years	Permanent		Storage
Personnel	Time Rosters	2	2 years	5 years		Secure permission from SFERS prior to destruction
Personnel	Time Sheets	2	2 years	5 years		Secure permission from SFERS prior to destruction
Financial	Travel and Reimbursement Records	2	5 years	3 years		Destroy
Personnel	Workers' Compensation Records	2	Lesser of 50 years or life of employee	5 years		Title 8, Cal. Code of Regulations, §10102