

Date: Sept. 10, 2008

Item No. 2
File No. _____

SUNSHINE ORDINANCE TASK FORCE
Compliance and Amendments Committee
AGENDA PACKET CONTENTS LIST*

- .Board of Supervisors Document Retention Policy**
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Completed by: Chris Rustom

Date: Sept. 5, 2008

***This list reflects the explanatory documents provided**

~ Late Agenda Items (documents received too late for distribution to the Task Force Members)

** The document this form replaces exceeds 25 pages and will therefore not be copied for the packet. The original document is in the file kept by the Administrator, and may be viewed in its entirety by the Task Force, or any member of the public upon request at City Hall, Room 244.

BOARD OF SUPERVISORS, OFFICE OF THE CLERK OF THE BOARD

RECORDS RETENTION AND DESTRUCTION SCHEDULE

Effective: July 1, 2001

ITEM NO.	RECORD SERIES TITLE	RETENTION PERIOD			REMARKS, STATUTES INSTRUCTIONS, AND/OR TRIGGER
		TOTAL	CURRENT	STORAGE	
A0200	ASSESSMENT APPEAL APPLICATION FILES	Active +5 Years	Active +3 Years	2 Years	Applications filed by taxpayers, appealing the assessed value of their property. Cal. Code of Regulation, Title 18, Property Tax Rule 305; Gov. Code §25105.5
A0200A	APPLICATION FOR CHANGE ASSESSMENT	Active +5 Years	Active +3 Years	2 Years	Timely filing of an appeal to lower property value. Cal. Code of Regulation, Title 18, Property Tax Rule 305; Gov. Code §25105.5
A0200B	BOARD INSTRUCTIONS/PARTIES RESPONSE	Active +5 Years	Active +3 Years	2 Years	When Board needs additional information for case. Cal. Code of Regulation, Title 18, Property Tax Rule 305; Gov. Code §25105.5
A0200C	EVIDENTIARY DOCUMENTS	Active +5 Years	Active +3 Years	2 Years	Evidence for Board consideration in property value. Cal. Code of Regulation, Title 18, Property Tax Rule 305; Gov. Code §25105.5
A0200D	FINDINGS OF FACT	Active +5 Years	Active +3 Years	2 Years	Legal summary of facts the board used in rendering its decision. Cal. Code of Regulation, Title 18, Property Tax Rule 305; Gov. Code §25105.5
A0200E	HEARING OFFICER RECOMMENDATION OF VALUE	Active +5 Years	Active +3 Years	2 Years	Used only for single-family, owner occupied cases; tentative decision. Cal. Code of Regulation, Title 18, Property Tax Rule 305; Gov. Code §25105.5
A0200F	NOTICE OF HEARING DATE/FEE/DUE	Active +5 Years	Active +3 Years	2 Years	Advise taxpayer of hearing date and fees due. Cal. Code of Regulation, Title 18, Property Tax Rule 305; Gov. Code §25105.5
A0200G	NOTIFICATION OF BOARD DECISION	Active +5 Years	Active +3 Years	2 Years	To advise parties of board decision of value. Cal. Code of Regulation, Title 18, Property Tax Rule 305; Gov. Code §25105.5
A0201	BOARD HEARINGS & MEETINGS	Active +5 Years	Active +3 Years	2 Years	Information pertaining to the hearings and meetings of the AAB. This series documents the activities of the AAB.

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		TOTAL	CURRENT	
A0201A	AGENDA - APPEAL HEARINGS	Active +5 Years	Active +3 Years	2 Years Advise public of appeal cases to be heard by the Board
A0201B	AGENDA - CLOSED SESSIONS	Active +5 Years	Active +3 Years	2 Years Advise public of matters to be discussed in private.
A0201C	AGENDA - SPECIAL MEETINGS	Active +5 Years	Active +3 Years	2 Years Advise public of meetings relating to special items.
A0201D	CONTROLLER LETTERS	Active +5 Years	Active +3 Years	2 Years Reports changes that need to be made on the Assessment Roll as a result of Board decisions. Initiates the process of property tax refunds.
A0201E	HEARING RECORD SUMMARY SHEET	Active +5 Years	Active +3 Years	2 Years Advise Assessor's office of scheduled hearings.
A0201F	HEARING TAPES	Permanent	3 Years	Indefinite Official transcript of the Board proceedings. Sunshine Ordinance
A0201G	JOURNALS OF PROCEEDINGS (MINUTES)	Permanent	3 Years	Indefinite Summary of Board action(s) on agenda items. Revenue & Taxation Code § 1611.
A0202	GENERAL ADMINISTRATIVE FILES	Until Superseded	Until Superseded	N/A General information regarding the AAB and other city departments.
A0202A	EMERGENCY PLANS	2 Years or Until Superseded	2 Years or Until Superseded	N/A Instructions on what to do in an emergency. Keep for two years or until superseded, whichever is longer.
A0202B	GENERAL CORRESPONDENCE	Until Superseded	Until Superseded	N/A Inter-departmental memos and correspondence.
A0202C	OFF-SITE RECORDS INVENTORY LOG	Until Superseded	Until Superseded	N/A Used to track files stored in the Records Center.
A0202D	PUBLIC NOTICES	2 Years or Until Superseded	2 Years or Until Superseded	N/A Posting requirements per Revenue & Taxation Code section 1601. Keep for two years or until superseded, whichever is longer.
A0202E	VARIOUS BUSINESS FORMS	Until Superseded	Until Superseded	N/A Required forms for business operations.
A0203	REFERENCE MATERIAL & PUBLICATIONS	Until	Until	N/A Required reference material and publications for

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		TOTAL	CURRENT	STORAGE	
		Superseded	Superseded		AAB operations.
A0203A	AAB LOCAL RULES & PROCEDURES	Until Superseded	Until Superseded	N/A	Procedural guide for Board members administration to which establishes efficient department operations.
A0203B	AAB MANUAL	Until Superseded	Until Superseded	N/A	Training and reference manual for Board members.
A0203C	ANNOUNCEMENTS & ASSESSMENT HANDBOOK INFORMATION	Until Superseded	Until Superseded	N/A	Various State Board of Equalization reference materials that document pending or recent changes in the law that affect valuation or equalization of property.
A0203D	CALIFORNIA REVENUE & TAXATION CODE BOOKS, VOLUMES I, II, & III	Until Superseded	Until Superseded	N/A	Property taxes law guide which establishes the law governing the assessment appeals process
A0203E	TAXING CALIFORNIA PROPERTY, VOLUMES I, II, & III	Until Superseded	Until Superseded	N/A	Reference material for Board members.
A0204	REPORTS	5 Years	5 Years	N/A	Reports on the status of appeal applications, decision deadlines, and other business activity.
A0204A	APPEALS DISPOSITION SUMMARY	5 Years	5 Years	N/A	Annual Report to show board activity and decisions.
A0204B	OPEN APPLICATIONS BY STATUS	5 Years	5 Years	N/A	Quarterly report that lists all pending applications in detail.
A0204C	STATE BOARD OF EQUALIZATION (SBE) ACTIVITY REPORT	5 Years	5 Years	N/A	Annual AAB activity report submitted to the SBE for publication.
A0204D	SUMMARY OF APPEALS TO BE HEARD	5 Years	5 Years	N/A	Monthly report summarizing the number of pending appeals by when the decisions are due
C0100	ALCOHOLIC BEVERAGE CONTROL NOTICES	30 Days	30 Days	N/A	Copies of applications.
C0101	ANNUAL REPORT	Until Superseded	Until Superseded	N/A	Listing of active Boards, Commissions, Committees, and Task Forces with Membership requirements, and with seats that have a term expiring.
C0102	ANNUAL REPORTS, CITY DEPARTMENTS	1 Year	1 Year	N/A	For information/reference only.

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		TOTAL	CURRENT	STORAGE	
C0103	APPLICATIONS, BOARDS & COMMISSIONS (APPOINTED)	Active +2 Year	Active +2 Year	N/A	Active until the person vacates the position.
C0104	APPLICATIONS, BOARDS & COMMISSIONS (NON-APPOINTMENT)	Active +1 Year	Active +1 Year	N/A	Active until vacancy is filled.
C0105	ATTENDANCE REPORTS	5 Years	5 Years	N/A	Listing of meetings attended by Board members.
C0106	BOARD & COMMITTEE CALENDAR, MARKED	2 Years	2 Years	N/A	
C0107	BOARD CLOSED SESSION NOTES	Permanent	Indefinite	N/A	Notes are Confidential. Audio/Video recordings are kept permanently as per the Sunshine Ordinance § 67.8-1
C0108	BOARDS & COMMISSIONS FILES	Permanent	Indefinite	Indefinite	General reports not related to current legislation. See Communication Pages.
C0109	BUDGET ANALYST REPORT	3 Years	3 Years	N/A	
C0110	BUDGET, MAYORS PROGRAM (COUNTER)	Active	Active	N/A	Counter copy is active during the current fiscal year
C0111	CALENDAR, DEPARTMENT HEAD	2 Years	2 Years	N/A	Admin Code §67.29-5
C0112	CHARTER	Permanent	Indefinite	N/A	Gov. Code § 34458-34460
C0113	CIVIL SERVICE RULES	Until Superseded	Until Superseded	N/A	Copy of rule used for reference
C0114	CLAIMS REPORT-CITY ATTORNEY	3 Years	3 Years	N/A	Confidential quarterly report submitted by the City Attorney listing a summary of claims.
C0115	CODES, ADMINISTRATIVE	Permanent	Indefinite	N/A	
C0116	CODES, BUILDING	Permanent	Indefinite	N/A	
C0117	CODES, ELECTRICAL	Permanent	Indefinite	N/A	
C0118	CODES, FIRE	Permanent	Indefinite	N/A	
C0119	CODES, HEALTH	Permanent	Indefinite	N/A	
C0120	CODES, HOUSING	Permanent	Indefinite	N/A	
C0121	CODES, MECHANICAL	Permanent	Indefinite	N/A	
C0122	CODES, PARK	Permanent	Indefinite	N/A	
C0123	CODES, PART III	Permanent	Indefinite	N/A	
C0124	CODES, PLANNING	Permanent	Indefinite	N/A	

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C0125	CODES, PLUMBING	Permanent	Indefinite	N/A	
C0126	CODES, POLICE	Permanent	Indefinite	N/A	
C0127	CODES, PUBLIC WORKS	Permanent	Indefinite	N/A	
C0128	CODES, SUBDIVISION	Permanent	Indefinite	N/A	
C0129	CODES, TRAFFIC	Permanent	Indefinite	N/A	
C0130	COMMUNICATION ("C") PAGES	3 Years	3 Years	N/A	General correspondence received by the Clerk's Office that does not relate to a Legislative File. AKA Subject Files. See General Correspondence
C0131	CONFIDENTIAL LEGISLATIVE HISTORY FILES	Permanent	Active +3 Years	Indefinite	Confidential files that are retained separate from the legislative file.
C0132	CONFLICT OF INTEREST -- FILING OFFICER REPORTS	7 Years	5 Years	2 Years	Memo sent by the Clerk to report on 700's.
C0133	CONFLICT OF INTEREST -- FORM 700	7 Years	5 Years	2 Years	Formally known as Form 730. Gov. Code § 81009(d)(e)
C0134	CONFLICT OF INTEREST -- REGULATION 18730	Permanent	Indefinite	N/A	2 Cal AC 18730 as of 1/5/90
C0135	CORRESPONDENCE, BOOK PUBLISHING	10 Years	N/A	10 Years	
C0136	CORRESPONDENCE, BOARD OF SUPERVISORS	3 Years	3 Years	N/A	General correspondence not related to current legislation. See Communication Pages.
C0137	CORRESPONDENCE, CITY ATTORNEY	3 Years	3 Years	N/A	General correspondence not related to current legislation. See Communication Pages.
C0138	CORRESPONDENCE, CLERK	3 Years	3 Years	N/A	Letters that go out under the Clerk's signature. AKA Reading Files
C0139	CORRESPONDENCE, DOYLE DRIVE	10 Years	N/A	10 Years	
C0140	CORRESPONDENCE, GENERAL	3 Years	3 Years	N/A	See Communication Pages.
C0141	CORRESPONDENCE, MISSION BAY	10 Years	N/A	10 Years	
C0142	CORRESPONDENCE, PRESIDIO	10 Years	N/A	10 Years	
C0143	CORRESPONDENCE, VIACOM CABLEVISION	10 Years	N/A	10 Years	
C0144	DECLARATIONS/INTERROGATORIES	2 Years	2 Years	N/A	Documents sent by the City Attorney for

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		TOTAL	CURRENT	STORAGE	
C0145	DESK PROCEDURE MANUALS	2 Years or Until Superseded	2 Years or Until Superseded	N/A	signature.
C0146	ELECTION FILES/MATERIALS	Permanent	Indefinite	N/A	Includes the Supervisors and Aides handbook, and Rules of Order. Retain for two years or until superseded, whichever is longer.
C0147	EMERGENCY PLANS	2 Years or Until Superseded	2 Years or Until Superseded	N/A	Retain for two years or until superseded, whichever is longer.
C0148	EQUALIZATION FILES	Permanent	Indefinite	Indefinite	
C0149	FRANCHISE FILES	Permanent	Indefinite	N/A	Gov. Code § 34090
C0150	HISTORY CARDS	Permanent	Indefinite	N/A	
C0151	INDEX, JOURNAL, BINDERS	Permanent	Indefinite	N/A	A.k.a. Board Minutes
C0152	INDEX, JOURNAL, BOUND COPY	Permanent	Indefinite	N/A	A.k.a. Board Minutes
C0153	INDEX, JOURNAL, CARDEX (IN BINDERS)	Permanent	Indefinite	N/A	
C0154	INDEX, JOURNAL COMPUTER	Permanent	Indefinite	N/A	
C0155	LEGISLATIVE CORRESPONDENCE, BOARD OF SUPERVISORS	Permanent	Active +3 Years	Indefinite	Correspondence related to and retained in a Legislative File.
C0156	LEGISLATIVE CORRESPONDENCE, CITY ATTORNEY	Permanent	Active +3 Years	Indefinite	Correspondence related to and retained in a Legislative File.
C0157	LEGISLATIVE OPINIONS, CITY ATTORNEY	Permanent	Active +3 Years	Indefinite	Privileged and Confidential. Related to and retained in a Legislative File.
C0158	LEGISLATIVE PETITIONS	Permanent	Active +3 Years	Indefinite	Related to and retained in a Legislative file.
C0159	LEGISLATIVE POLICY ANALYST	3 Years	3 Years	N/A	Reports from the old office of the Legislative Analyst
C0160	LEGISLATIVE PROGRAM BUDGET, MAYORS	Permanent	Active +3 Years	Indefinite	Retained in the Legislative file
C0161	LEGISLATIVE REPORT, BUDGET ANALYST	Permanent	Active +3 Years	Indefinite	Related to and retained in a Legislative File
C0162	LOCAL AGENCY FORMATION COMMISSION	Permanent	Indefinite	N/A	Gov. Code §56382. Includes Agenda, Minutes,

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		TOTAL	CURRENT	STORAGE	
	(LAFCo)				
C0163	MEETING NOTICES, CITY DEPARTMENTS	Active	Active	N/A	Resolutions, Public Ad Notices, etc.
C0164	MUNICIPAL REPORTS	Permanent	Indefinite	N/A	Active until meeting has occurred.
C0165	OATHS OF OFFICE, MEMBERS OF THE BOARD	Permanent	Indefinite	N/A	Historical
C0166	OFFSITE RECORDS REQUEST TRANSMITTAL	1 Year	1 Year	N/A	Original retained by the County Clerk and a copy maintained in their personnel file.
C0167	OPINIONS, CITY ATTORNEY	10 Years	10 Years	N/A	General opinions not related to current legislation. Privileged and Confidential.
C0168	OPINIONS, CITY ATTORNEY (Bound)	Permanent	Indefinite	N/A	Bound copy maintained in the vault. Historical
C0169	OUTREACH & LEGAL ADVERTISEMENT	1 Year	1 Year	N/A	Non-official advertisements sent to minority newspapers.
C0170	PAMPHLET, VOTER	Permanent	Indefinite	N/A	
C0171	PETITIONS, GENERAL	2 Years	2 Years	N/A	Sent to the Dept. of Elections if referred to a Ballot measure. See Communication Pages. Gov. Code § 6253.5, 50115
C0172	POLICIES & PROCEDURES	2 Years or Until Superseded	2 Years or Until Superseded	N/A	Retain for two years or until superseded, whichever is longer.
C0173	PUBLIC RECORDS REQUEST	3 Years	3 Years	N/A	Request pursuant to various Local, State, and/or Federal statutes.
C0174	PUBLIC REVIEW FILE (COUNTER)	30 Days	30 Days	N/A	Copies of various files maintained at the front counter for convenience and review by the public. Admin Code §67.23
C0175	READING FILES	3 Years	3 Years	N/A	Letters that go out with the Clerk of the Boards signature. See also "Clerk Correspondence."
C0176	RECORDS, BOARD MEMBERS	2 Years	60 Days	22 Months	Documents/records received from members of the Board to be retained by the Clerk's Office. Not part of a legislative file.
C0177	RULES & REGULATIONS	Until	Until	N/A	Received from various City Departments for

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ITEM NO.	RECORD SERIES TITLE	RETENTION PERIOD			REMARKS, STATUTES INSTRUCTIONS, AND/OR TRIGGER
		TOTAL	CURRENT	STORAGE	
C0178	RULES OF ORDER	Superseded	Superseded		reference only.
C0179	SPEAKER CARDS	Permanent 3 Years	Indefinite 3 Years	N/A	Rules Developed by the Board Filed with the Board and Committees meeting notes as part of the minutes. See Meeting Notes
C0180	STATE OF CITY MESSAGE	Permanent	Indefinite	N/A	Rules Committee action. State of the City message from the Mayor is an annual file and is kept permanently. Extra copies are retained for 5 years only. Amended by Rules Committee.
C0181	STREET FILES	Permanent	Indefinite	N/A	Prepared by the Dept of Public Works. Retained for research.
C0182	SUBJECT FILES	2 Years	2 Years	N/A	General files organized by subject, but not part of legislative file.
C0183	TAPE OF BOARD AND COMMITTEE MEETINGS	Permanent	90 Days	Permanent	Original. Admin Code § 67.16 (7da)/Sunshine Ordinance
C0184	TAPE OF BOARD AND COMMITTEE MEETINGS (CLOSED SESSION)	Permanent	90 Days	Permanent	Original. Admin Code § 8.3-1 /Sunshine Ordinance
C0185	TRANSCRIPTS OF HEARINGS	Permanent	Active +3 Years	Indefinite.	Transcripts are retained only when a person, outside of the BOS, hires a court reporter to transcribe the meeting and the transcript is provided to the Clerk's Office. The transcript is then maintained with the Legislative file.
C0186	ZONING MAPS	Permanent	Indefinite	N/A	Part II, Chapter II, SF Municipal Code amendments for 9/17/1972 & 2/2/1975
D0300	ADVERTISEMENT RECEIPTS	2 Years	2 Years	N/A	Receipts signed by Cal. Newspaper Service for Board & Committee meeting notices/advertisements.
D0301	AGENDA PACKET	Permanent	Active +3 Years	Indefinite	The Legislative File containing all items that has been assigned to a particular Committee or the full Board.
D0302	AGENDA, BOARD	3 Years	3 Years	N/A	A list of items to be addressed by the Board

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		TOTAL	CURRENT	STORAGE	
D0303	AGENDA, COMMITTEE	3 Years	3 Years	N/A	during its meeting. Gov. Code § 54954, 54954.2 A list of items to be addressed by the Committee during its meeting.
D0304	BALLOT MEASURES	Permanent	Indefinite	N/A	Measures acted on and sent to the Dept. of Elections consisting of Charter Amendments, Ordinances, Policy Directions, and Referendums that were adopted by the Board. Gov. Code § 34458-34460
D0305	CHARTER AMENDMENTS	Permanent	Indefinite	N/A	Charter Amendments refused submission. Gov. Code § 34458-34460
D0306	CLOSED SESSION TAPE LOG	Indefinite	Indefinite	N/A	This is a cross-reference for the audio-tapes of Board and/or Committee meetings that are turned over to the City Attorney. Retained in office as long as the City Attorney keeps the audio-tapes.
D0307	ELECTION BALLOT PAMPHLETS	Permanent	Indefinite	N/A	Pamphlet sent to voters identifying items up for vote.
D0308	ELECTION MATERIAL	Permanent	Indefinite	N/A	COPIES of documents sent to the Secretary of State concerning charter amendments passed by voters. It consists of ballot books, list of measures, and certification resolution. The OFFICIAL file is with the Department of Elections, who assumed reporting responsibility in 11/00
D0309	FISCAL IMPACT MEMORANDUM	2 Years	2 Years	N/A	Report from the Budget Analyst noting whether a matter has or has no fiscal impact.
D0310	GENERAL PLAN AMENDMENTS	Permanent	Indefinite	N/A	Plan for land use for the City sent by the Planning Department.
D0311	IN MEMORIAM LETTERS	2 Years	2 Years	N/A	Notice/letters of condolence sent to members of the public that were introduced by Supervisors at

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		TOTAL	CURRENT		STORAGE
D0312	LEGISLATION INTRODUCED REPORT	2 Years	2 Years	N/A	the Board meeting. A list of matters introduced at a Board meeting, which are not on the printed agenda, but are incorporated into the Boards minutes. (AKA BOARD/COMMITTEE PACKET)
D0313	LEGISLATIVE FILE	Permanent	Active +3 Years	Indefinite	Information created, received or maintained by the BOS concerning a particular issue considered by the Board or its standing committee for action. It may include the Legislation, Budget & Legislative Analyst reports, Public Correspondence ("C" pages), etc.
D0314	MATTERS	Permanent	Indefinite	N/A	Ordinances or Resolutions that were vetoed by the Mayor, and/or were refused adoption by the Board.
D0315	MEETING NOTES, BOARD	3 Years	3 Years	N/A	Notes taken at regular meetings to create the Board Minutes. May include Speaker Cards, Legislation Introduced Report, Request Granted, etc.
D0316	MEETING NOTES, COMMITTEES	3 Years	3 Years	N/A	Notes taken at regular meetings to create the Committee minutes. May include Speaker Cards, Legislation Introduced Report, Request Granted, etc.
D0317	MINUTES, BOARD	Permanent	Indefinite.	N/A	Official summary of actions and/or information covering points to be remembered of discussions or decisions made during the Board meeting. Sunshine Ordinance; Gov. Code § 25102, 36814, 40801.
D0318	MINUTES, COMMITTEE	Permanent	Indefinite	N/A	Official summary of actions and/or information covering points to be remembered of discussions or decisions made during the Committee meeting. Sunshine Ordinance; Gov.

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D0319	MINUTES, DRAFT	60 Days or Until Finalized	60 Days or Until Finalized	N/A	Code § 25102, 36814, 40801 Unofficial draft of minutes (notes) for the Board and Committees, containing votes; used to create the final minutes.
D0320	MOTION	Permanent	Indefinite	N/A	A formal proposal put to the vote under parliamentary procedures.
D0321	MOTION LOG	Permanent	Indefinite	N/A	A list of enacted numbers assigned during a calendar year.
D0322	ORDINANCE	Permanent	Indefinite	N/A	A statute or regulation enacted that affects the citizens of San Francisco. Sunshine Ordinance; Gov. Code § 25102, 36814, 40801, 40806.
D0323	ORDINANCE LOG	Permanent	Indefinite	N/A	A list of enacted numbers assigned during a calendar year.
D0324	PENDING LIST	3 Years	3 Years	N/A	A list of items that are waiting to be addressed or re-addressed by the committee. BOS Rules of Order Rule 2.13 mandates Pending List for each committee.
D0325	PUBLISHED AD PROOFS	Permanent	Indefinite	N/A	Published advertisement proofs for every Board, Committee, or special meetings of the Legislative branch.
D0326	RESOLUTION	Permanent	Indefinite	N/A	A formal statement of a decision or expression of opinion put before or adopted by the Board. Sunshine Ordinance; Gov. Code § 25102.1
D0327	RESOLUTION LOG	Permanent	Indefinite	N/A	A list of enacted numbers assigned during a calendar year.
D0328	VACANCY NOTICE – RULES	3 Years	3 Years	N/A	Annual Report created by the Rules Clerk to notify the public of unexpected vacancies on various Boards and Commissions. Gov. Code § 54974
D0329	VACANCY NOTICE – WEB	Until	Until	N/A	Public Notice sent to the Web Master for posting

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L0400	ADMINISTRATIVE CORRESPONDENCE, LEGISLATIVE ANALYST	Superseded Active +2 Years	Superseded Active +2 Years	N/A	until position is filled. Communications to and from the Clerk of the Board and/or Deputy Clerk.
L0401	AGENDAS, LEGISLATIVE ANALYST	30 Days	30 Days	N/A	Agendas used to structure internal Legislative Analyst staff meetings.
L0402	CASE FILES, LEGISLATIVE ANALYST	3 Years	3 Year	N/A	Official documents and reports within Legislative Analyst case files 1) the original request form, 2) final Legislative Analyst report, and 3) signed approval form. Case files may also include list fo persons contracted, footnoted materials, and research notes. Electronic copies are retained indefinitely.
L0403	CORRESPONDENCE, LEGISLATIVE ANALYST	Active +30 Days	Active +30 Days	N/A	Communications sent and received by Legislative Analyst Office during preparation of reports, briefings, etc.
L0404	INFORMATIONAL MATERIALS, LEGISLATIVE ANALYST	Until Superseded	Until Superseded	N/A	Information prepared about the Legislative Analyst for reference and administrative purposes including the 1) Service Delivery Model, 2) strategic planning materials, 3) Succession and Knowledge Management Plan, and 4) Performances Measures.
L0405	INTERNAL REFERENCE MATERIALS, LEGISLATIVE ANALYST	Until Superseded	Until Superseded	N/A	General/Administrative records including: 1) Oia Procedure Manual, 2) Legislative Analyst roles and responsibilities, 3) standard forms/templates, 4) office chronology, 5) staff assignments, and 6) report distribution list, used by staff internally as reference materials/guidelines.
L0406	RECRUITMENT FILES, LEGISLATIVE ANALYST	Active	Active	N/A	Used in hiring staff for the office. Active until position is filed; then sent to BOS Payroll/Personnel section. Includes the job

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BOARD OF SUPERVISORS, OFFICE OF THE CLERK OF THE BOARD

RECORDS RETENTION AND DESTRUCTION SCHEDULE

Effective: July 1, 2001

ITEM NO.	RECORD SERIES TITLE	RETENTION PERIOD			REMARKS, STATUTES INSTRUCTIONS, AND/OR TRIGGER
		TOTAL	CURRENT	STORAGE	
L0407	REPORT INSTRUCTIONS & PROCEDURES, LEGISLATIVE ANALYST	2 Years or Until Superseded	2 Years or Until Superseded	N/A	announcements, letter of job offer, letter to unselected applicants, interview schedules and questions. Staff instructions for preparation of Legislative Analyst reports, used to train new staff, and used by staff as reference in preparing reports. Official policies and procedures for preparation of Requests/Reports
L0408	STANDARD FORMS, LEGISLATIVE ANALYST	Active	Active	N/A	Forms used to facilitate preparation and completion of reports/requests. Retained until report/request completed and distributed. Includes E-mail and Fax Transmittals, Request to Duplicate and Distribute, and Distribution List.
R0500	APPLICATION SOFTWARE (CUSTOMIZED)	Active +1	Active +1	N/A	Locally developed systems (e.g., BCMCI, CTA). Application will be available until data requiring its use is no longer needed. Application will be retained beyond the 1 year if it's still needed to access data
R0501	APPLICATION SOFTWARE (OFF SHELF)	Active +1	Active +1	N/A	All commercial software in use (e.g., Office 97). Application will be retained beyond the 1 year if it's still needed to access data
R0502	COMMITTEE ON INFORMATION TECHNOLOGY (COIT) REPORTS	5 years	5 years	N/A	Includes the Business Folio, Project Questionnaire, etc.
R0503	HARDWARE INVENTORY	Active or 2 Years	Active or 2 Years	N/A	List of department computer equipment including mobile equipment. Retain while active or two years, whichever is longest.
R0504	HELP DESK LOG	Active or 2 Years	Active or 2 Years	N/A	Log of service provided to departmental users; including training. Retain while active or two years, whichever is longest.
R0505	INFORMATION TECHNOLOGY BUDGET MATERIALS	5 Years	5 years	N/A	May include the Budget and Project Request, Summaries, etc.

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BOARD OF SUPERVISORS, OFFICE OF THE CLERK OF THE BOARD

RECORDS RETENTION AND DESTRUCTION SCHEDULE

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ITEM NO.	RECORD SERIES TITLE	RETENTION PERIOD		REMARKS, STATUTES INSTRUCTIONS, AND/OR TRIGGER	
		TOTAL	CURRENT		STORAGE
R0506	MAINTENANCE OPERATIONS	Active	Active	N/A	Active while equipment is still in use. Includes service calls, equipment repairs, inspections, etc.
R0507	MANUAL, ADMINISTRATORS	Active or 2 Years	Active or 2 Years	N/A	Database structure and data descriptions needed as long as data is used by the department. Used for IT administration. Retain while active or two years, whichever is longest. User manuals are retained until the software is no longer used or needed.
R0508	MANUAL, CUSTOMIZED SOFTWARE APPLICATIONS	Active +1	Active +1	N/A	Manuals are retained until the equipment is no longer used.
R0509	MANUAL, EQUIPMENT	Active +30 Days	Active +30 Days	N/A	Manuals are retained until the software is no longer used or needed.
R0510	MANUAL, OFF SHELF SOFTWARE APPLICATIONS	Active +1	Active +1	N/A	Electronic committee agendas, press release receipts/notices.
R0511	MEDIA/INQ BROADCAST CONFIRMATION	90 Days	90 Days	N/A	All data on the Departments server. Backed up on ten rotating tapes
R0512	NETWORK DATA	2 Weeks	2 Weeks	N/A	Polices and Procedures in effect for the Records & Information Management Division.
R0513	POLICIES AND PROCEDURES	Until Superseded	Until Superseded	N/A	All files pertaining to the departments IT initiatives.
R0514	PROJECTS, INFORMATION TECHNOLOGY	Active +2	Active +2	N/A	Schedules for the Board and its Divisions.
R0515	RECORDS RETENTION SCHEDULES	Active +2	Active +2	N/A	Course evaluation forms completed by trainees after training.
R0516	TRAINING EVALUATIONS	3 Years	3 Years	N/A	Log of training received by current staff. Retain while active or two years, whichever is longest.
R0517	TRAINING LOG	Active or 2 Years	Active or 2 Years	N/A	Ongoing Purchase Orders for
S0601	BLANKET PURCHASE ORDERS	5 Years	5 Years	N/A	maintenance/rental of office equipment, and off-site records storage. Retention per the Controllers guidelines.

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RECORDS RETENTION AND DESTRUCTION SCHEDULE

Effective: July 1, 2001

ITEM NO.	RECORD SERIES TITLE	RETENTION PERIOD			REMARKS, STATUTES INSTRUCTIONS, AND/OR TRIGGER
		TOTAL	CURRENT	STORAGE	
S0602	BOARDS & COMMISSIONS MAILING LIST (BCMCI)	Until Superseded	Until Superseded	N/A	Database used to generate mailing labels and list.
S0603	BOND ISSUES	Active +2	Active +2	N/A	Duplicate Legislation, used for research purposes, consisting of resolutions, ordinances, motions, and/or news ads. Gov. Code §29940
S0604	CLAIMS LOG	Active +5 Years	Active +5 Years	N/A	Log of claims received by the Board for personal injury, damages, wrongful death, indemnity, etc. before it is delivered to the Controllers Office. Active until final action on the claim. Gov. Code §25105.5
S0605	CLERK TO ACT	2 Years	2 Years	N/A	A statement of actions to be performed by the Clerk that includes the document, Introduction Form, and the Letter of Inquiry, and the database tracking system.
S0606	CONTRACT ORDERS	Active +20 Years	Active +20 Years	N/A	Contracts for professional and specialized services. Retention per the Controllers guidelines.
S0607	CONTROLLER'S JOURNAL ENTRY	5 Years	5 Years	N/A	Transfer of funds; additional allotments; Correcting/adjusting entry. Retention per the Controllers guidelines.
S0608	DIRECT PAYMENT REQUEST	5 Years	5 Years	N/A	Payments of bills from vendors, reimbursement payments to staff and members for travel and training. Retention per the Controllers guidelines.
S0609	EMPLOYMENT APPLICATIONS & RESUMES (NON-EMPLOYEES)	Active +2 Years	Active +2 Years	N/A	Submitted by individuals that were not selected for a specific vacancy. Active until vacancy is filled. Retention of "casual" applications is optional to the department.
S0610	EMPLOYMENT RECORD	50 Years or Until Death	Indefinite	N/A	Access database of employee's information and data used to generate reports.
S0611	ENCUMBRANCE PAYMENT REQUEST	5 Years	5 Years	N/A	Encumbrance and payment request for official

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BOARD OF SUPERVISORS, OFFICE OF THE CLERK OF THE BOARD

RECORDS RETENTION AND DESTRUCTION SCHEDULE

Effective: July 1, 2001

ITEM NO.	RECORD SERIES TITLE	RETENTION PERIOD			REMARKS, STATUTES INSTRUCTIONS, AND/OR TRIGGER
		TOTAL	CURRENT	STORAGE	
	(FAMIS)				
S0612	FAMIS PAYROLL/LABOR DISTRIBUTION REPORT	9 Years	9 Years	N/A	advertisement. Retention per the Controllers guidelines.
S0613	INFORMATION REQUEST FORM	2 Years	2 Years	N/A	For the Board of Supervisors
S0614	INTER-DEPARTMENTAL WORK ORDER	5 Years	5 Years	N/A	Information indicating records request from the Clerk's Office.
S0615	MAILING LIST CORRECTION NOTICE	60 Days	60 Days	N/A	Work order from various performing departments. Retention per the Controllers guidelines.
S0616	MEETING ROOM RESERVATIONS	1 Year	1 Year	N/A	Notices received requesting corrections to the mailing list.
S0617	OFFSITE RECORDS - INVENTORY LOG	Active +2 Years	Active +2 Years	N/A	Record of meetings scheduled for the Board Chambers, Committee Room, Conference Room, and Training Room
S0618	PAYROLL REPORTS	50 Years or Until Death	Active +5 Years	45 Years or Until Death	Inventory list of non-current or active records storage
S0619	PERSONNEL ACTION REQUEST (PAR), EMPLOYEE	50 Years or Until Death	Active +5 Years	45 Years or Until Death	Payroll reports generated by the Payroll & Personnel Services Division each pay period and year-end; for solving payroll problems or verifying employee's income. Includes report forms 10, 121, 170 and etc. Permission from SFERS required prior to destruction.
S0620	PERSONNEL FILE/FOLDER, EMPLOYEE	50 Years or Until Death	Active +5 Years	45 Years or Until Death	Personnel data containing payroll information of the employee. Permission from SFERS required prior to destruction.
S0620A	APPOINTMENT PROCESSING	50 Years or Until Death	Active +5 Years	45 Years or Until Death	Personnel information and data for each employee. May elect to keep permanently (See Personnel Record, Supervisor). Required by Department of Human Resources for appointing an employee. Permission from

BOARD OF SUPERVISORS, OFFICE OF THE CLERK OF THE BOARD

RECORDS RETENTION AND DESTRUCTION SCHEDULE

Effective: July 1, 2001

ITEM NO.	RECORD SERIES TITLE	RETENTION PERIOD		REMARKS, STATUTES INSTRUCTIONS, AND/OR TRIGGER
		TOTAL	CURRENT	
S0620B	BENEFIT PAYROLL FORM	50 Years or Until Death	Active +5 Years	45 Years or Until Death SFERS required prior to destruction.
S0620C	EMPLOYEE EVALUATION	50 Years or Until Death	Active +5 Years	45 Years or Until Death. Periodic evaluation of the employee by the department manager or appointing officer. Permission from SFERS required prior to destruction.
S0620D	EMPLOYEE HISTORY SUMMARY	50 Years or Until Death	Active +5 Years	45 Years or Until Death Employee's information and employment history summary. Permission from SFERS required prior to destruction.
S0620E	EMPLOYMENT APPLICATION & RESUME (EMPLOYEE)	50 Years or Until Death	Active +5 Years	45 Years or Until Death Required by Department of Human Resources for city employee. Permission from SFERS required prior to destruction.
S0620F	EMPLOYMENT ELIGIBILITY VERIFICATION (I-9 FORM)	50 Years or Until Death	Active +5 Years	45 Years or Until Death Required by the Immigration Naturalization Service to check the eligibility of employment before hiring an employee. Permission from SFERS required prior to destruction.
S0620G	EMPLOYMENT VERIFICATION	50 Years or Until Death	Active +5 Years	45 Years or Until Death Verification requested by other Departments or the public. Permission from SFERS required prior to destruction.
S0620H	OATH OF OFFICE, EMPLOYEE	50 Years or Until Death	Active +5 Years	45 Years or Until Death Oath of office for each employee. Permission from SFERS required prior to destruction.
S0620I	PAYROLL RELATED DOCUMENTS	50 Years or Until Death	Active +5 Years	45 Years or Until Death Documents required by the Payroll & Personnel Services Division for setting up the employee in the Controller's payroll system. Permission from SFERS required prior to destruction.
S0620J	SEPARATION REPORT	50 Years or Until Death	Active +5 Years	45 Years or Until Death Document required by Department of Human Resources for employee's change of position, department or termination. Permission from

BOARD OF SUPERVISORS, OFFICE OF THE CLERK OF THE BOARD

RECORDS RETENTION AND DESTRUCTION SCHEDULE

Effective: July 1, 2001

ITEM NO.	RECORD SERIES TITLE	RETENTION PERIOD			REMARKS, STATUTES INSTRUCTIONS, AND/OR TRIGGER
		TOTAL	CURRENT	STORAGE	
S0620K	WORKERS COMPENSATION OR STATE DISABILITY INSURANCE	50 Years or Until Death	Active +5 Years	45 Years or Until Death	SFERS required prior to destruction. Worker's Compensation of State Disability Insurance occurrence by employee. Permission from SFERS required prior to destruction.
S0621	PERSONNEL RECORD, SUPERVISORS	Permanent	Permanent	N/A	Personnel information and data for each Board member.
S0622	PERSONNEL REQUISITION	50 Years or Until Death	Active +5 Years	45 Years or Until Death	Record of all personnel requisitions generated and used to appoint all employees. Permission from SFERS required prior to destruction.
S0623	PURCHASE ORDERS	5 Years	5 Years	N/A	Requisition for office equipment, furnishings, and supplies. Retention per the Controllers guidelines.
S0624	RECEIPTS PROCESSING FORM	5 Years	5 Years	N/A	Deposits to Treasurer (Fees & Refund Checks). Retention per the Controllers guidelines.
S0625	RESERVATION REQUEST FORM	1 Year	1 Year	N/A	Request to reserve the Board Chambers, Committee Room, Conference Room, and Training Room
S0626	REVOLVING FUND, BOS	5 Years	5 Years	N/A	Replenishment of Revolving Fund - Checks issued for small expense items. Retention per the Controllers guidelines.
S0627	SUMMONS & COMPLAINTS LOG	2 Years	2 Years	N/A	Log of summons and complaints received by the Board before it is delivered to the Mayor's Office.
S0628	TIME SHEET, EMPLOYEE	50 Years or Until Death	Active +5 Years	45 Years or Until Death	Submitted bi-weekly by each employee. Information logged on Master Time Sheet. Permission from SFERS required prior to destruction.
S0629	TIME SHEET, MASTER	50 Years or Until Death	Active +5 Years	45 Years or Until Death	Posted time sheets of all employees' attendance record, approved (signed) for each pay period. Permission from SFERS required prior to destruction.

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ITEM NO.	RECORD SERIES TITLE	RETENTION PERIOD			REMARKS, STATUTES INSTRUCTIONS, AND/OR TRIGGER
		TOTAL	CURRENT	STORAGE	
S0630	WORKERS' COMPENSATION QUARTERLY REPORT	6 Years	6 Years	N/A	Occupational Injury/Illness Quarterly Reports submitted to the Department of Public Health - Occupational Safety and Health Program. 29 Code of Federal Regulations 1904.6
S0630A	OCCUPATIONAL INJURIES AND ILLNESSES/LOSSES	6 Years	6 Years	N/A	Log and summary for preparing Workers Comp. Quarterly report. 29 Code of Federal Regulations 1904.6
S0630B	POLICY PERIOD ANALYSIS	6 Years	6 Years	N/A	For preparing Workers Comp. Qtr. Report 29 Code of Federal Regulations 1904.6
S0630C	QUARTER WORKED HOURS CALCULATION SHEET	6 Years	6 Years	N/A	For preparing Workers Comp. Qtr. Report 29 Code of Federal Regulations 1904.6
S0630D	REPORT 863	6 Years	6 Years	N/A	For preparing Workers Comp. Qtr. Report 29 Code of Federal Regulations 1904.6
T0700	AGENDAS AND MINUTES	Permanent	Indefinite	N/A	For the full Task Force and its Committees.
T0701	ADMINISTRATORS REPORT	2 Years	2 years	N/A	Monthly update
T0702	ANNUAL REPORTS	Permanent	Indefinite	N/A	Sunshine Ordinance Requirement
T0703	ANNUAL RESPONSIBILITIES AND OBJECTIVES, TASK FORCE	3 Years	3 Years	N/A	
T0704	ATTORNEY GENERAL	Permanent	Indefinite	N/A	Letters to Attorney General; guidelines
T0705	AUDIO TAPES OF MEETINGS	Permanent	3 Years	Permanent	Proceedings to Task Force Meetings. Pursuant to Admin. Code 67.14(b)
T0706	BOARDS & COMMISSIONS	Until Superseded	Until Superseded	N/A	General Information
T0707	BROCHURES	Until Superseded	Until Superseded	N/A	Information for public in English, Spanish, Chinese, & Vietnamese.
T0708	BY-LAWS	Permanent	Indefinite	N/A	Sunshine Ordinance Requirement
T0709	CITY ADMINISTRATOR'S REPORT	3 Years	3 Years	N/A	Semi-annual reports
T0710	COMMUNICATIONS LOGS	3 Years	3 Years	N/A	Listing of calls, letters, e-mails, personal visits.
T0712	COMPLAINT PROCESS	Until Superseded	Until Superseded	N/A	General description of the complaint process.

BOARD OF SUPERVISORS, OFFICE OF THE CLERK OF THE BOARD

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ITEM NO.	RECORD SERIES TITLE	RETENTION PERIOD			REMARKS, STATUTES INSTRUCTIONS, AND/OR TRIGGER
		TOTAL	CURRENT	STORAGE	
T0713	COMPLAINTS	5 Years	5 Years	N/A	Complaints filed by the public; including those received by e-mail.
T0714	COMPLAINTS LOG	5 Years	5 Years	N/A	Listing of complaints received.
T0715	CORRESPONDENCE GENERAL	3 Years	3 Years	N/A	Miscellaneous Correspondence
T0716	DEPARTMENT HEADS LISTING	Until Superseded	Until Superseded	N/A	Listing of Department Heads
T0717	GRAND JURY REPORTS & LETTERS	Permanent	Indefinite	N/A	
T0718	LEGISLATIVE REQUESTS	5 Years	5 Years	N/A	Request from the Task Force to the Board of Supervisors
T0719	MAILING LISTS	Until Superseded	Until Superseded	N/A	Used Daily
T0720	MEETING PACKETS	Permanent	Indefinite	N/A	Packets for Task Force Meetings.
T0721	MEMOS TO TASK FORCE	3 Years	3 Years	N/A	Informal information to Task Force
T0722	NON-PROFIT ORGANIZATIONS	3 Years	3 Years	N/A	General Information.
T0723	OATHS OF OFFICE	Permanent	Indefinite	N/A	Oaths required of Task Force members.
T0724	ORDERS OF DETERMINATION	Permanent	Indefinite	N/A	Determinations of complaints from Task Force
T0725	PRESS RELEASES	2 Years	2 years	N/A	Information to media and public
T0727	PUBLIC RECORDS	2 Years	2 years	N/A	General information regarding public records
T0728	RECORDS RETENTION SCHEDULE	Until Superseded	Until Superseded	N/A	Statement of actions governing the disposition of all records produced or maintained by the Task Force.
T0729	REQUESTS OF TASK FORCE MEMBERS	2 Years	2 years	N/A	General request of Task Force Members.
T0731	SB 90 REPORT/MANDATED COST REIMBURSEMENT	2 Years	2 years	N/A	Monthly report required by State Law requesting reimbursement for fees expended by the City for State mandated cost.
T0732	STANDARDS OF CONDUCT	3 Years	3 Years	N/A	General Information
T0733	SUNSHINE ORDINANCE HISTORY	Permanent	Indefinite	N/A	Historical
T0734	SUPERVISOR OF PUBLIC RECORDS REPORTS	7 Years	7 Years	N/A	Sunshine Ordinance Requirement
T0735	TASK FORCE MEMBERS LISTING	Permanent	Indefinite	N/A	Listing of current and former members of the

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ITEM NO.	RECORD SERIES TITLE	RETENTION PERIOD			REMARKS, STATUTES INSTRUCTIONS, AND/OR TRIGGER
		TOTAL	CURRENT	STORAGE	
T0736	TASK FORCE OPINIONS & ADVICE LETTERS	Permanent	Indefinite		Task Force.
T0737	TASK FORCE PROCEDURES	Until Superseded	Until Superseded	N/A	General procedures of the Sunshine Ordinance Task Force
Y0800	AGENDAS, YOUTH COMMISSION	Permanent	5 Years	Indefinite	Includes notices of special and cancelled meetings for full Commission and Committees. Essential to the planning of Commission projects. Admin. Code §8
Y0801	ANNUAL REPORTS, YOUTH COMMISSION	Permanent	Indefinite	N/A	Annual Summary of achievements.
Y0802	APPLICATIONS (APPOINTED)	2 Year	2 Year	N/A	Applications received from individuals who were appointed to the Youth Commission
Y0803	APPLICATIONS (NON-APPOINTMENT)	2 Year	2 Year	N/A	Applications received from individuals requesting appointment to the Youth Commission who were not selected.
Y0804	APPOINTMENTS, YOUTH COMMISSION	Permanent	Indefinite	N/A	Names and applications of members appointed to the Youth Commission
Y0805	AUDIO TAPES, YOUTH COMMISSION	Permanent	1 Year	Indefinite	Audio recordings of full Commission meetings as required by the Sunshine Ordinance.
Y0806	BROCHURES, YOUTH COMMISSION	Until Superseded	Until Superseded	N/A	Information for the public regarding the Youth Commission.
Y0807	BY LAWS, YOUTH COMMISSION	Permanent	Indefinite	N/A	
Y0808	LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER AND QUESTIONING (LGBTQQ) YOUTH TASK FORCE	Permanent	5 Years	Indefinite	Notes, reports, and information including a summary of the projects that the Task Force worked on.
Y0809	MINUTES, YOUTH COMMISSION	Permanent	5 Years	Indefinite	Minutes and notes essential to the planning of full Commission projects. Sunshine Ordinance.
Y0810	MONTHLY CALENDARS, YOUTH COMMISSION	Permanent	Indefinite	N/A	Schedule of monthly Youth Commission activities/events.
Y0811	PRESS RELEASE, YOUTH COMMISSION	2 Years	2 Years	N/A	Public meeting notices sent to Calif. Newspaper Services

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BOARD OF SUPERVISORS, OFFICE OF THE CLERK OF THE BOARD

RECORDS RETENTION AND DESTRUCTION SCHEDULE

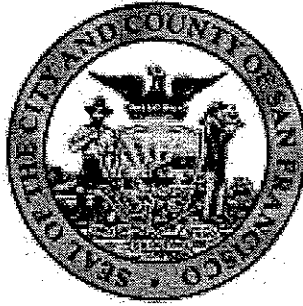
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ITEM NO.	RECORD SERIES TITLE	RETENTION PERIOD			REMARKS, STATUTES INSTRUCTIONS, AND/OR TRIGGER
		TOTAL	CURRENT	STORAGE	
Y0812	RESOLUTIONS, YOUTH COMMISSION	Permanent	Indefinite	N/A	Formal statement of decisions adopted by the Youth Commission

POLICY FOR USE OF COMPUTERS
CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS

September, 2003



**POLICY FOR USE OF COMPUTERS
IN THE
LEGISLATIVE BRANCH OF THE CITY AND COUNTY OF SAN FRANCISCO**

The Legislative branch's computer systems are provided to employees in order to assist them in their work for the City and County of San Francisco. The department provides a variety of electronic tools such as telephones, computers, facsimile and copy machines, electronic mail (E-Mail) systems, and Internet access for employees whose job performance would be enhanced by the technology. The department's challenge is to maximize the use of and the benefits of such tools, meeting legal requirements for access to information, and providing adequate protection for proprietary information.

The policies set forth here govern access to and the appropriate use of the electronic tools and technology at all times, including both work and non-work time by all employees of the Legislative branch. These policies apply to the Supervisors and their staff, and the staff in the Office of the Clerk of the Board, the Legislative Analyst, the Youth Commission, the Assessment Appeals Board, the Sunshine Ordinance Task Force, the San Francisco Local Agency Formation Commission, interns and/or volunteers.

This policy may be changed at any time, with such notice as is deemed appropriate.

ELECTRONIC MAIL POLICY

5.0 Policy Statement

Electronic mail (E-Mail) is a computer software tool made available to staff in order to enhance efficiency in job performance. City and Internet E-Mail are two resources provided to support the accomplishment of official Departmental business. This policy is to provide guidance on access to and usage of citywide and Internet E-Mail; it applies to all Departmental employees and interns/volunteers who use City-provided access to E-Mail.

This policy may be changed at any time, with such notice as is deemed appropriate.

5.1 Who May Use Electronic Mail

As is true of City telephones, word processors, copiers, etc, the E-Mail system is City property. E-Mail may be used in the performance of your duties as a City employee. All information contained in E-Mail messages is considered City property. Only persons who are Supervisors and their staff, the Clerk of the Board and staff, and staff of the Legislative Analysts Office, the Youth Commission, the Assessment Appeals Board, the Sunshine Ordinance Task Force, and the San Francisco Local Agency Formation Commission, and interns/volunteers who have been approved for E-Mail privileges by the Department, may use the E-Mail system.

5.2 Remote Access

Virtual Private Network (VPN) access and remote dial up access to the City's internal network is available to Supervisors, their staff, the Clerk of the Board and managers. This application requires that additional software, which is provided by DTIS, be installed on a users remote PC or laptop. RIM staff will not install the software, but will provide minimal technical support during regular business hours. If you have installation or support questions contact the DTIS Help Desk at (415) 554-5700. Upon termination of employment the user must permanently remove the VPN application from their remote PC or laptop.

Contact RIM at the Computer Help Desk if you desire remote access.

5.3 User Responsibilities

All Departmental staff under the Clerk of the Board shall check for incoming messages once a day at minimum. Staff assigned to the department's general mailbox (BOS) shall check for incoming messages at minimum once in the morning and once in the afternoon. Messages that require responses should be answered in a timely manner.

During periods of extended absences, E-Mail address holders should set up an appropriate message in automatic reply mode advising senders of their absence and providing the name of another staff member who can be contacted.

Guidelines for traditional written communication apply to E-Mail; that is, responses should be written in a courteous, professional manner, and authorized at an appropriate level.

5.4 Communications On Pending Legislation

Communications received by Supervisors' offices regarding legislation pending or forthcoming before the Board or Committee and/or that are distributed to a majority of the Board or Committee should be shared with the Clerk of the Board. A copy of the message should be forwarded to the department general mailbox (BOS).

5.5 Distribution To Supervisors

Messages received for the Board at the Board of Supervisors' general mailbox will be listed in the Communications page, and may be E-Mailed to the Board Member. Anonymous messages will not be distributed. Messages that are offensive, insulting or of a threatening nature will be saved, and Clerk of the Board staff will notify the addressee(s) and security personnel.

5.6 Prohibited Uses

Distribution of inappropriate material through E-Mail could expose you to liability as well as disciplinary action. The E-Mail system may not be used in a way that may be disruptive, offensive to others, or harmful to morale. Prohibited E-Mail usage includes but is not limited to: (See Section 1.2 for additional inappropriate uses.)

- Use of electronic communications to send copies of files in violation of copyright laws.
- The capture and opening of undeliverable electronic communications except as required in order for authorized employees to diagnose and correct problems.
- Use of electronic communications to intimidate others or to interfere with the ability of others to conduct City business.
- Constructing electronic communication so it appears to be from someone else.
- Obtaining access to the files or communications of others for the purpose of satisfying idle curiosity, with no substantial departmental business purpose.
- Use of obscene or offensive language.
- Use of electronic mass distribution of unsolicited communication with constituents in violations of FPPC rules governing mass mailings.
- Sending jokes or other comments that are discriminatory, harassing or offensive to others.
- Sending material that defames an individual, company or business.
- Disclosing personal or confidential information without authorization.

- Using E-Mail for personal business, except incidental or minimal use, as defined by Government Code section 8314, which states that personal purposes, excludes incidental and minimal use of city resources, such as computer equipment, for non-work activities.

If you abuse the privilege of E-Mail you are subject to discipline ranging from loss of your E-Mail privileges to termination of your employment.

5.7 Privacy

All electronic mail messages that are created, received, transferred to or from, or maintained on City computer systems are the property of the City. As with all City records, employees have no personal or property right to E-Mail messages. There is no legitimate expectation of privacy with regard to E-Mail messages. The department, under the guidance of the City Attorney, reserves the right to access and disclose the contents of E-Mail messages, but will do so only when it has a legitimate business need.

Electronic mail messages are considered public documents and may be subject to public disclosure. Works-in-progress may also be subject to disclosure. Drafts should be clearly marked as such in the body of the text before they are distributed via electronic mail.

The department's RIM staff do not monitor electronic mail message content, but do monitor space usage, and may on occasion encourage individuals to purge personal archives to reclaim network disk space.

Access to mailboxes of employees leaving the Department are normally deleted by RIM staff on the following business day. Employees leaving the Department are expected to check their mailboxes on their last day of work.

If requested, a Supervisor's office or manager will be given access to review the contents of a departing staff member's mailbox on the day following their departure. RIM staff will then delete the mailbox after the review has been completed. In the instance of a Supervisor leaving office, RIM staff will delete all mailboxes the day following the Supervisor's last day. These mailboxes will not be opened before deletion.

5.8 Security

You are responsible for the security of your electronic mail account and password and any E-Mail that is sent via your account. To protect your account against unauthorized use please log off your E-Mail account before leaving the office, and if your computer will be left unattended for a long period of time. Do not give out your password. Since passwords can be stolen, guessed or inadvertently made available, the Department of

Telecommunication and Information Services has established a policy that requires that all users change their passwords annually.

5.9 Purge Policy

In conjunction with periodic maintenance tasks, the Department of Telecommunication & Information Services purges, Sent Mail and Trash Folder messages older than 90 days. No other folder contents are purged.

This policy may change to reflect network space limitations and database size performance issues. Any change will be announced.

5.10 Retention & Deletion Policy

Messages that constitute records pursuant to Chapter 8 of the Administrative Code (governing records retention) should be printed and filed in the corresponding legislation folder or saved in custom folders in your mail box and retained as a record in accordance with the departmental records retention policy. Routine E-Mail that does not constitute records pursuant to Chapter 8 of the Administrative Code can be deleted when no longer needed or left in one of the mentioned folders (Sent Mail and Trash) for purging after 90 days.

VOICE MAIL POLICY

6.0 Policy Statement

In a sense, Voice Mail (V-Mail) is a type of e-mail. In this case, the electronic system produces the messages in an audible, rather than in a visual, form. Keep in mind that V-Mail just as E-Mail are recorded and saved, and they can be presented as evidence in a court of law. Use good judgment when determining how to best respond to V-Mail messages. Some information left in a voice mail that requires an action should be verified via other means such as a letter or E-Mail. (*Example*, "Glen, per your voice mail message of April 11, 2003, I am changing the proposal for next fiscal year's budget...")

This policy may be changed at any time, with such notice as is deemed appropriate.

6.1 Who May Use Voice Mail

V-Mail is provided to Supervisors, their staffs, Clerk of the Board staff, Legislative Analysts, Youth Commission, Assessment Appeals Board, the Sunshine Ordinance Task Force, and the Local Agency Formation Commission staff in order to facilitate the performance of departmental work, and V-Mail content are the property of the department.

Use of V-Mail is limited to employees, authorized interns, and volunteers. Employees and authorized users are responsible to maintain the security of their passwords. Passwords for V-Mail should not consist of numbers that can be easily deciphered, such as your office telephone number. Passwords should consist of at least five to ten characters.

Although the department does not monitor these systems, management reserves the right to retrieve the contents for legitimate reasons, such as to find lost messages, to comply with investigations of wrongful acts or to recover from system failure.

6.2 User Responsibilities

All Department staff under the Clerk of the Board shall check their messages regularly. Messages that require responses should be answered in a timely manner. During periods of extended absences, V-Mail address holders should set up a extended absence greeting advising senders of their absence and providing the name of another staff member who can be contacted.

6.3 Prohibited Uses

Efficient use of the V-Mail systems suggests that messages should be concise and directed to individuals with an interest or need to know. Misuse of V-Mail can result in disciplinary action up to and including termination. Prohibited V-Mail usage includes but is not limited to the following:

- Obscene, profane or offensive language being transmitted over any company communication system. This includes, for example, messages, jokes, or forms that violate our harassment policy or create an intimidating or hostile work environment.
- Use of company communications systems to set up personal businesses.
- Forwarding confidential messages to unauthorized persons.
- Breaking into the system or unauthorized use of a password.
- Broadcasting unsolicited personal views on social, political, religious or other non-business related matters.
- Solicitation to buy or sell goods or services.

If you abuse the privilege of V-Mail, you are subject to disciplinary action in accordance with the procedures set forth in the Civil Service Merit System and related provisions of the 1996 Charter.

In case of conflict between the Civil Service Merit System and the Memorandum of Understanding between the City of San Francisco and bargaining units representing employees of the Board of Supervisors, the Memorandum of Understanding shall prevail.

6.4 Retention and Deletion Policy

Overwhelmingly, V-Mail messages meet the test of non-record material and may be legally deleted at will.

However, special circumstances may apply requiring some limited retention. Some examples include the following:

- Potential evidence in legal proceedings (threats, reports of illegal activities);
- Customer complaints about departmental policy or service;
- Oral authority by a supervisor to take certain action, with no written back-up, which may be important to retain.

Any questions should be reviewed with management, the Records and Information Manager, or the City Attorney's office. In most cases, certified transcription to a readable format would allow deletion of the V-Mail message. These are, of course, very special circumstances, mentioned here only to alert you to their possible occurrence.

Unread V-Mail messages will expire after 10 days. V-Mail messages that have been read will expire after 10 days.