



MEMORANDUM

Date: September 30, 2013

To: Youth Commission

From: Wilson Ng, Records Manager
for Angela Calvillo, Clerk of the Board

Subject: Proposed Retention Schedule

The Office of the Clerk of the Board, in accordance to the City Administrative Code [§8.3](#), is proposing the following records retention schedule for the systematic retention and destruction of records. The attached schedule pertains to Youth Commission retention items, for your review and approval.

This updated Records Retention and Destruction Schedule is being submitted pursuant to [Chapter 8](#) of the San Francisco Administrative Code [§8.3](#), which requires each department head to develop a written policy which sets forth a written schedule for the systematic retention and destruction of the department's records. This policy will supersede all previous records retention and destruction policies issued by the Office of the Clerk of the Board, and covers all records and documents, regardless of physical form or characteristics, which have been made or received by the Clerk's Office in connection with the transaction of public business.

RECORDS DEFINED

For purposes of record retention and destruction, the term "record" is defined as set forth in Administrative Code [§8.1](#), and includes any paper, book, photograph, film, sound recording, map, drawing or other document, or any copy thereof, as has been made or received by the department in connection with the transaction of public business and may have been retained by the department as 1) evidence of the department's activities, 2) for the information contained in it, or 3) to protect the legal or financial rights of the City and County of San Francisco or of persons directly affected by the activities of the City and County. Documents and other materials that do not constitute "records" under that section, including those described below, may be destroyed when no longer needed, unless otherwise specified.

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 Office of the Clerk of the Board, and which have no legal significance 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convenience of the person generating them, draft documents (other than some contracts and legislation) which have been superseded by subsequent versions or rendered moot by the Clerk's Office action, and duplicate copies of records that are no longer needed. Specific examples include telephone message slips, miscellaneous correspondence that does not require departmental attention or action, notepads, and periodicals or publications that are not of historical significance (Source: [Good Government Guide](#)).

RECORDS RETENTION DURATIONS

Generally, as per Administrative Code [§8.3](#), current records and storage records, as defined in Administrative Code [§8.4](#), **may be destroyed five years after they were created if they have served their purpose and are no longer required for any public business or other public purpose**, except that records pertaining to financial matters shall be destroyed only after approval by the Controller; those having legal significance only after approval by the City Attorney; and payroll checks, time cards and related documents only after approval by the Retirement Board. If requested by the Retirement Board, payroll checks, time cards and related documents shall be delivered to the Retirement Board instead of being destroyed.

Current records and storage records **less than five years old may be destroyed or otherwise disposed of if their**

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destruction or other disposition within a shorter length of time will not be detrimental to the City and County or defeat any public purpose and if a definitive description of such records and the retention period applicable to them are set forth in a schedule for the systematic retention and destruction of records that is prepared by the department head, approved by the Mayor or the Mayor's designee, or the board or commission concerned, and approved by the City Attorney as to records of legal significance, by the Controller as to records relating to financial matters, by the Retirement Board as to time rolls, time cards, payroll checks and related matters.

The department and units **may opt to retain records for longer durations as they find relevant and applicable to the course of public business.**

For additional information pertaining to records classifications, please reference Administrative Code [§8.4](#) & [§8.9](#).

The Clerk of the Board respectfully requests for your review and approval of the attached schedule. Upon final approvals, the following schedule will also be submitted to the City Administrator's Office for inclusion into the Citywide [Index of Records](#) (Administrative Code [§67.29](#)).

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APPROVALS

The undersigned approves the attached records retention schedule items pertinent to the Youth Commission. Upon approval of your respective section, it will be consolidated with the comprehensive schedule of all divisions under the Clerk of the Board's direction, and routed for final approvals in accordance to Administrative Code [§8.3](#).

*As per Administrative Code [§8.3](#), current records and storage records less than five years old may be destroyed or otherwise disposed of if their destruction or other disposition within a shorter length of time will not be detrimental to the City and County or defeat any public purpose and if a definitive description of such records and the retention period applicable to them are set forth in a schedule for the systematic retention and destruction of records that is **prepared by the department head, approved by the Mayor or the Mayor's designee, or the board or commission concerned, and approved by the City Attorney as to records of legal significance, by the Controller as to records relating to financial matters, by the Retirement Board as to time rolls, time cards, payroll checks and related matters.***

Youth Commission:	
_____	_____
Phimy Truong, Director	Date Approved
Department Head:	
_____	_____
Angela Calvillo, Clerk of the Board	Date Approved

RECORDS RETENTION SCHEDULE – YOUTH COMMISSION

As of September 30, 2013

	RECORD TYPE	TITLE	DIVISION	RETENTION CATEGORY ¹	TOTAL RETENTION PERIOD	ON-SITE RETENTION	OFF-SITE STORAGE RETENTION	DESCRIPTION	REFERENCE
1	ARCHIVE/ HISTORICAL	ARCHIVE, PROJECTS, YOUTH COMMISSION	YOUTH COMMISSION (YC)	Storage, Permanent	Permanent	5 Years	Permanent	Archived notes, reports, and information on past projects of significance -- for example, summary of LGBTQQ Task Force projects (1996-2000).	Admin. Code §8, §67
2	GENERAL INFORMATION	GENERAL PUBLIC INFORMATION, YOUTH COMMISSION	YOUTH COMMISSION (YC)	Current until superseded	Until Superseded	Until Superseded	N/A	General information for the public regarding the Youth Commission. Includes brochures, notices, front desk information, etc. Admin. Code §8.3 "Current records and storage records less than five years old may be destroyed or otherwise disposed of if their destruction or other disposition within a shorter length of time will not be detrimental to the City and County or defeat any public purpose and if a definitive description of such records and the retention period applicable to them are set forth in a schedule for the systematic retention and destruction of records that is prepared by the department head, approved by the Mayor or the Mayor's designee, or the board or commission concerned, and approved by the City Attorney as to records of legal significance, by the Controller as to records relating to financial matters, by the Retirement Board as to time rolls, time cards, payroll checks and related matters."	Admin. Code §8, §67
3	LEGISLATIVE	BY-LAWS, YOUTH COMMISSION	YOUTH COMMISSION (YC)	Current, Permanent	Permanent	Permanent	N/A	To aid in the orderly conduct of business, the Commission has the authority to create, amend, and repeal its own code of bylaws. Admin. Code §67.6, Conduct of Business; Time and Place for Meetings	Admin. Code §8, §67
4	LEGISLATIVE	RESOLUTIONS, YOUTH COMMISSION	YOUTH COMMISSION (YC)	Current, Permanent	Permanent	Permanent	N/A	Formal statement of decisions adopted by the Youth Commission As per Gov. Code §25102, "The board shall cause to be kept: (a) Its minute book." As per Gov. Code §25102.1, "In lieu of entering resolutions in full in the minute book, the clerk, with the approval of the board, may keep a resolution book in which he shall enter all resolutions in full. In such case, references in the minute book to resolutions may be made by number and subject reference."	Admin. Code §8, §67 ; Gov. Code §25102.1
5	MEETINGS	AGENDA PACKET, YOUTH COMMISSION	YOUTH COMMISSION (YC)	Storage, Permanent	Permanent	3 Years	Permanent	Full agenda packet containing all items that have been assigned to full Commission and Committees. Includes final agenda along with supporting documentation, for permanent archival.	Admin. Code §8, §67
6	MEETINGS	AGENDA, YOUTH COMMISSION	YOUTH COMMISSION (YC)	Current	3 Years	3 Years	N/A	Draft agenda of notices of special and cancelled meetings for full Commission and Committees. Essential to the planning of Commission projects. Also reference retention item "AGENDA PACKET, YOUTH COMMISSION" for the full final agenda packet, which is retained permanently.	Admin. Code §8, §67
7	MEETINGS	EVENT CALENDARS, YOUTH COMMISSION	YOUTH COMMISSION (YC)	Current	5 Years	5 Years	N/A	Schedule of monthly Youth Commission activities/events.	Admin. Code §8, §67

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	RECORD TYPE	TITLE	DIVISION	RETENTION CATEGORY ¹	TOTAL RETENTION PERIOD	ON-SITE RETENTION	OFF-SITE STORAGE RETENTION	DESCRIPTION	REFERENCE
8	MEETINGS	MEDIA RECORDINGS, YOUTH COMMISSION	YOUTH COMMISSION (YC)	Storage, Permanent	Permanent	1 Year	Permanent	Audio recordings of full Commission meetings as required by the Sunshine Ordinance. Admin. Code 67.14(c) Every City policy body, agency or department shall audio or video every noticed regular meeting, special meeting, or hearing open to the public held in a City Hall hearing room that is equipped with audio or video recording facilities, except to the extent that such facilities may not be available for technical or other reasons. Each such audio or video recording shall be a public record subject to inspection pursuant to the California Public Records Act (Government Code Section 6250 et seq.), and shall not be erased or destroyed. [...]	Admin. Code §8, §67; Gov. Code §6250 et seq
9	MEETINGS	MINUTES, YOUTH COMMISSION	YOUTH COMMISSION (YC)	Storage, Permanent	Permanent	5 Years	Permanent	Minutes and notes essential to the planning of full Commission projects. Permanently retained, available online for minimum three (3) years. Admin. Code §67.29-2, "Each department of the City and County of San Francisco shall maintain on a World Wide Web site, or on a comparable, readily accessible location on the Internet, information that it is required to make publicly available. Each department is encouraged to make publicly available through its World Wide Web site, as much information and as many documents as possible concerning its activities. At a minimum, within six months after enactment of this provision, each department shall post on its World Wide Web site all meeting notices required under this ordinance, agendas and the minutes of all previous meetings of its policy bodies for the last three years. [...]"	Admin. Code §8, §67
10	REPORTS	REPORT, ANNUAL SUMMARY OF ACHIEVEMENTS & PRIORITIES, YOUTH COMMISSION	YOUTH COMMISSION (YC)	Current, Permanent	Permanent	Permanent	N/A	Youth Commission's Annual Report and/or Policy and Budget Priorities, which highlights the Commission's priorities and work for the year	Admin. Code §8, §67

¹ "Current records" are records which for convenience, ready reference or other reason are retained in office space and equipment of the department involved.

"Storage records" are records which need not be retained in office space and equipment of the department involved, but which must be, or should be, prudently preserved for a time or permanently in the facilities of a records center, as specified in the following section.

"Permanent records" or essential records, are records required by law to be permanently retained. Unless otherwise required by law or regulation, permanent records shall be stored by microfilming the paper records or placing them on an optical imaging storage system, placing the original film or tape in a State-approved storage vault and delivering a copy to the department. The paper records may then be destroyed.