

RECORDS RETENTION SCHEDULE BY TYPE – YOUTH COMMISSION

Approved by Youth Commission October 7, 2013 ([Motion Passed](#), Approved by Acclamation)

Approved by Board of Supervisors April 29, 2014 (Motion [M14-077](#))

	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2	GENERAL INFORMATION	GENERAL PUBLIC INFORMATION, YOUTH COMMISSION	YOUTH COMMISSION (YC)	Current until superseded	Until Superseded	Until Superseded	N/A	General information for the public regarding the Youth Commission.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	Admin. Code §8, §67
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

RECORDS RETENTION SCHEDULE BY TYPE – YOUTH COMMISSION

Approved by Youth Commission October 7, 2013 ([Motion Passed](#), Approved by Acclamation)

Approved by Board of Supervisors April 29, 2014 (Motion [M14-077](#))

	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	<p>Audio recordings of full Commission meetings as required by the Sunshine Ordinance.</p> <p>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. [...]</p>	Admin. Code §8, §67; Gov. Code §6250 et seq
9	MEETINGS	MINUTES, YOUTH COMMISSION	YOUTH COMMISSION (YC)	Storage, Permanent	Permanent	5 Years	Permanent	<p>Minutes and notes essential to the planning of full Commission projects. Permanently retained, available online for minimum three (3) years.</p> <p>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. [...]"</p>	Admin. Code §8, §67
10	REPORTS	REPORT, ANNUAL SUMMARY OF ACHIEVEMENTS & PRIORITIES, YOUTH COMMISSION	YOUTH COMMISSION (YC)	Current, Permanent	Permanent	Permanent	N/A	<p>Youth Commission's Annual Report and/or Policy and Budget Priorities, which highlights the Commission's priorities and work for the year</p>	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.