

1 [Records Retention and Destruction Schedule]

2
3 **Motion approving the Board of Supervisors revised Records Retention Schedule and**
4 **Records Retention and Destruction Policy and authorizing the Clerk of the Board to**
5 **adjust the schedule to increase retention periods and requiring Board approval for**
6 **additions and/or reduction in retention periods.**

7
8 WHEREAS, Administrative Code, Chapter 67, Section 29, requires that the City and
9 County prepare a public records index that identifies the type of information and documents
10 maintained by City and County departments, agencies, boards, commissions, and elected
11 officers ; and

12 WHEREAS, Any changes in the department, agency, commission or public official's
13 practices or procedures affecting the accuracy of the information provided to the City
14 Administrator shall be recorded by the City Administrator on a periodic basis so as to maintain
15 the integrity and accuracy of the index; and

16 WHEREAS, Administrative Code, Chapter 8, requires that each City department follow
17 an approved schedule for the retention and disposal of records; and

18 WHEREAS, The City Attorney has been consulted regarding the retention schedule, on
19 file with the Clerk of the Board of Supervisors in File No. 140431, which is hereby declared to
20 be a part of this motion as if set forth fully herein; and

21 WHEREAS, The Office of the Controller has approved of records of legal significance,
22 and the San Francisco Employees Retirement System has approved of records pertaining to
23 time rolls, time cards, payroll checks and related matters, pursuant to Administrative Code,
24 Section 8.3, on file with the Clerk of the Board of Supervisors in File No. 140431, which is
25 hereby declared to be a part of this motion as if set forth fully herein; and

1 WHEREAS, The Youth Commission and Sunshine Ordinance Task Force has
2 approved by motion to approve their respective sections of the retention schedule, on file with
3 the Clerk of the Board of Supervisors in File No. 140431, which is hereby declared to be a
4 part of this motion as if set forth fully herein; now, therefore, be it

5 MOVED, That the Board approves the Board of Supervisors revised Records Retention
6 Schedule and Records Retention and Destruction Policy and directs the Clerk of the Board of
7 Supervisors to carry out the implementation of the schedule; and, be it

8 FURTHER MOVED, That the Board authorizes the Clerk of the Board of Supervisors to
9 adjust this retention schedule on finding that it would provide better service to the Board and
10 the public if something were retained in a different location or for a longer period of time; and,
11 be it

12 FURTHER MOVED, That the Clerk of the Board of Supervisors shall obtain approval of
13 the Board prior to adding record titles to the retention schedule or reducing the retention
14 period for any listed record.



City and County of San Francisco

Tails

Motion: M14-077

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 140431

Date Passed: April 29, 2014

Motion approving the Board of Supervisors revised Records Retention Schedule and Records Retention and Destruction Policy and authorizing the Clerk of the Board to adjust the schedule to increase retention periods and requiring Board approval for additions and/or reduction in retention periods.

April 29, 2014 Board of Supervisors - APPROVED

Ayes: 11 - Avalos, Breed, Campos, Chiu, Cohen, Farrell, Kim, Mar, Tang, Wiener and Yee

File No. 140431

I hereby certify that the foregoing Motion was APPROVED on 4/29/2014 by the Board of Supervisors of the City and County of San Francisco.

A handwritten signature in black ink, appearing to read "Angela Calvillo", written over a horizontal line.

**Angela Calvillo
Clerk of the Board**