



City and County of San Francisco
Daniel Lurie, Mayor

San Francisco Department of Public Health

Daniel Tsai
Director of Health

San Francisco Department of Public Health

Policy & Procedure Detail*

Policy & Procedure Title: COM.1 Records Management Policy	
Category: Compliance	
Effective Date: 2003	Last Reissue/Revision Date: 5/28/2026
DPH Unit of Origin: Office of Compliance and Privacy Affairs	
Policy Contact - Employee Name and Title; and/or DPH Division: Garrett Chatfield, Director of the Office of Compliance and Privacy Affairs	
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Distribution: DPH-wide <input checked="" type="checkbox"/>	If not DPH-wide, other distribution:

*All sections in table required.

I. Purpose and Scope:

- A. **Purpose:** The San Francisco Department of Public Health (DPH) Records Management 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.
- B. **Scope:** This policy and procedure covers all records and documents, regardless of physical form or characteristics, which have been made or received by the DPH in connection with the transaction of public business.

II. Policy:

- A. **Retention:** DPH shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference, or to comply with contractual or legal requirements, or for other purposes as set forth below.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. The Record Retention and Destruction Schedule is maintained on the City and County of San Francisco's [Index of Records](#).

III. Definitions:

- A. **Records:** Include paper, book, photograph, film, sound recording, map, drawing or other documents, or any copy, made or received by the department in connection with the transaction of public business.

IV. Procedures:

- A. DPH's records shall be classified for purposes of retention and destruction as follows:
 1. **Category 1: Permanent Retention:** Records that are permanent or essential shall be retained and preserved indefinitely.

- i. **Permanent records:** Permanent records are required by law to be retained permanently. The paper records are ineligible for destruction unless they are microfilmed or placed on an optical imaging storage system. (Admin. Code Section 8.4.) Duplicate copies of permanent records may be destroyed whenever they are no longer necessary for the efficient operations of DPH. Examples of permanent records include death and birth certificates, records reflecting formal Health Commission decisions, and records of historical interest such as San Francisco Department of Public Health and hospital annual reports.
 - ii. **Essential records:** Essential records are records that are essential to the continuity of government and the protection of rights and interests of individuals in the event of a major disaster. They are to be preserved against possible destruction by fire, earthquake, flood, enemy attack or other causes (Admin. Code Section 8.9.). Examples of essential records include patient clinical records, Health Commission Resolutions, and administrative records.
2. **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:
 - i. **When the retention period is legally mandated:** Where federal, state, or local law prescribes a definite period of time for retaining certain records, DPH will retain the records for the period specified by law. Example of records required to be maintained for a specific period are client/patient records, Health Commission reports, and budget documents.
 - ii. **When the retention period is not legally mandated:** Where no specific retention period is specified by law, DPH has specified the retention period for those records that the department is required to retain. 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 meeting minutes, organization charts, and legislative analyses.
3. **Category 3: Storage Records:** Storage records are records that are retained offsite. Storage records are subject to the same retention requirements as current records (Category 2).
4. **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 specified by local law (e.g., department head calendars). 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 may be destroyed when no longer needed. Examples include materials and documents generated for the convenience of the person generating them, drafts for documents which have been superseded by subsequent versions (other than some contracts), or rendered moot by departmental action, and duplicate copies of records that are no longer needed. Specific examples include calendars (other than the Public Health Director’s calendar), telephone message slips, miscellaneous correspondence not requiring follow-up or departmental action, notepads, emails that do not contain information required to be retained under this policy, and chronological files.

- B. **Storage of Records:** Records may be stored in DPH's office space or equipment if the records are inactive or are maintained in the office for convenience or ready reference. Examples of active files appropriately maintained in DPH's office space or equipment include active chronological files, personnel files, and calendars. Inactive records, for which use or reference has diminished sufficiently to permit removal from DPH's office space or equipment, may be sent to the City's off-site storage facility or maintained in DPH's storage facility.
- C. **Historical Records:** Historical records are records which are no longer of use to DPH 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 Administrative Code Section 8.7.
- D. **Pending Claims and Litigation:** The retention periods set forth in the DPH's record retention schedule shall not apply to materials that are otherwise eligible for destruction, but which may be relevant to a pending claim of litigation against the City. Once DPH becomes aware of the existence of a claim against the department, DPH must retain all documents and other materials related to the claim until such time as the claim or subsequent litigation has been resolved and records have been released by the City Attorney. Where a department has reason to believe that one or more other departments also have records relating to the claim or litigation, these departments should also be notified of the need to retain such records.
- E. **Financial Records:** DPH complies with the Controller's Office most recently updated copy of the Citywide Financial Records Retention Policy. DPH has attached the Citywide Financial Records Retention and Destruction Policy matrix to this policy. (See Attachment A.)

V. **References/Attachments**

- A. **San Francisco Administrative Code, Sections 8.1, 8.4, 8.7, 8.9** "Documents, Records and Publications" (attached).
- B. **SF Index of Records:** The Index of Records is a citywide, searchable database for guidance regarding the maintenance of all records, with instructions regarding retention and destruction. It houses the entirety of DPH's Records Retention and Destruction Schedule, including DPH's various sections, Zuckerberg San Francisco General Hospital, Laguna Honda Hospital.

Last Reviewed/Revised: 2003; 3/2/2018; 2/5/2025; 3/2/2026; 5/28/2026

SEC. 8.1. "RECORDS" DEFINED.

"Records," as used in this Chapter, shall mean such 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 evidence of the department's activities, for the information contained therein, or to protect the legal or financial rights of the City and County or of persons directly affected by the activities of the City and County.

(Ord. No. 7070(1939), Sec. 1)

SEC. 8.4. RECORDS CLASSIFICATIONS.

"Records," as defined in Section 8.1 of this Code, shall for the purposes of this Chapter be divided into three classifications: current records, storage records and permanent records.

"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" 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.

(Ord. No. 7070(1939), Sec. 3; amended by Ord. 530-88, App. 12/16/88)

SEC. 8.7. PREREQUISITES TO DESTRUCTION OF RECORDS; SALE IN LIEU OF DESTRUCTION.

(a) Before any book, document, photograph, map, architectural drawing, record, bond certificate, or other material of historical significance is destroyed, the following procedure shall be observed:

(1) It shall be offered by the officer concerned, i.e., the Mayor or the Mayor's designee, or by boards or commissions for departments under their respective jurisdiction, to the San Francisco History Room of the San Francisco Public Library;

(2) Such items not accepted by the San Francisco Public Library may be sold by the office of the Mayor, together with copies thereof;

(3) In the event the Public Library declines to accept said historical material, or after sale thereof by the Mayor, any remaining such historical material may be offered to an historical society.

(b) After all the steps outlined in Paragraph (a) above have been observed, any remaining historical records, as well as any large volume of records without historic significance which are to be destroyed, shall be offered for sale by the City Purchaser. The sales contract must provide that the buyer guarantees to the satisfaction of the City Purchaser that the records will be shredded beyond identification or otherwise destroyed within a short period of time after taking delivery.

(Amended by Ord. 306-72, App. 10/19/72; Ord. 70-95, App. 3/24/95; Ord. 278-96, App. 7/3/96; Ord. 260-99, File No. 991365, App. 10/15/99)

SEC. 8.9. PRESERVATION OF ESSENTIAL RECORDS.

It is hereby declared that the public interest demands that various City and County records which would be essential to the continuity of government and the protection of rights and interests of individuals in event of a major disaster (hereinafter referred to as "essential records") be preserved against possible destruction by fire, earthquake, flood,

enemy attack or other cause. It shall be the duty of each department head to develop a program for the selection and preservation of the essential records of the department and to arrange for safe storage of those essential records and duplicates thereof in the same manner as is provided for the storage of permanent records under Section 8.4 of this Code.

(Amended by Ord. 126-62, App. 5/24/62; Ord. 530-88, App. 12/16/88)

Attachment A

ITEM NUMBER	RECORD TYPE (TITLE)	TOTAL RETENTION PERIOD¹	RETENTION CATEGORY²	NOTES & CITATIONS
1	CITY DISASTER / COST RECOVERY DOCUMENTATION - CITYWIDE (Examples of documents are time sheets, invoices, damage assessment and other cost recovery documentation).	Minimum of 3 years from date the State has closed the claim by the City, which is the date of the final Financial Status Report (FSR) FEMA Form 112-0-1. Note: Final closeout is when ALL Project Worksheets associated with a disaster/emergency are closed, including Final Audit. If there is any litigation, claim, negotiation, audit or other action involving the records that have been started before the expiration of the 3-year period, then the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 3-year period, whichever is later.	2-current	2 C.F.R. § 200.334 and California Code of Regulations, Title 19, Division 2, Chapter 6, Article 1, Section 2980 (e) both specify a records retention period of 3 years. FEMA Public Assistance Program and Policy Guide, v4, effective 6/1/2020, pg. 203.
2	ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) Supporting Documentation: Annual financial statements that are part of the City department's ACFR.	7 years	2-current, 3-storage	Controller's Citywide Financial Records Retention & Destruction Schedule.
3	ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR)	PERMANENT - Stored electronically from 1998 on Controller's website.	1-permanent	CCSF Admin Code Section 8.3

4	GENERAL FINANCIAL RECORDS: Documentation that support on-line transaction processing for receipts, journal entries or transactions other than payments, such as property tax payment stubs, completed forms, and documentation to support adjustments. Does not include invoice or contract related documentation.	7 years	2-current, 3-storage	Controller's Citywide Financial Records Retention & Destruction Schedule
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ITEM NUMBER	RECORD TYPE (TITLE)	TOTAL RETENTION PERIOD ¹	RETENTION CATEGORY ²	NOTES & CITATIONS
5	GRANT APPLICATIONS BOTH FROM THE CITY TO FUNDERS AND TO THE CITY FROM GRANTEES. DOES NOT COUNT FOR APPLICATIONS THAT WERE NOT AWARDED.	Most Current	3-storage	Controller's Citywide Financial Records Retention & Destruction Schedule. Applications and supporting documents for both grants awarded to the City by funders and those awarded by the City to grantees. If it is a FEMA/Cal OES grant, refer to the instructions under Record Category City Disaster / Cost Recovery Documentation. Generally, retain financial and programmatic records, supporting documents, statistical records, and all other records that are required by the terms of a grant, or may reasonably be considered pertinent to a grant, for a period of 7 years from the date the final economic report is submitted.

6	GRANT PAYMENT RECORDS FOR GRANTEE OR GRANTOR.	Most Current	1- permanent, 3-storage	Controller's Citywide Financial Records Retention & Destruction Schedule. Regarding both payments received by the City from funders and payments made by the City to grantees. Actual signed legal grant agreement, amendments and modifications, required attachments and financial and payment information, such as grant billing statements, drawdowns, and grant deliverables. Other payment information may consist of invoices, packing slips, purchase orders, and contract deliverables. Documents not available in electronic format: evidence of insurance, etc. Generally, retain financial and programmatic records, supporting documents, statistical records, and all other records that are required by the terms of a grant, or may reasonably be considered pertinent to a grant, for a period of 7 years from the date the final economic report is submitted. If it is a Federal grant, it is permanent, whether it be direct or passthrough.
7	DEBT RELATED PAYMENTS	PERMANENT - May and are recommended to be stored electronically in the appropriate PeopleSoft module.	1- permanent, 3-storage	CCSF Admin Code Section 8.3; IRS Code Section 1.148-5(d)(6)(iii)(E)
8	INTERNAL REVENUE SERVICE (IRS) 1099 VENDOR REPORTS	7 years - From the date 1099s are due to the IRS. Recommended it to be stored electronically in the appropriate PeopleSoft module.	2-current	Controller's Citywide Financial Records Retention & Destruction Schedule.

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9	INVOICES AND ASSOCIATED DOCUMENTS TO SUPPORT ONE-TIME PAYMENTS not related to contracts or grants, such as employee reimbursements. Documents may consist of travel receipts, itineraries, conference/training schedules, proof of payment, and approved reimbursement forms.	7 years - Or the length stipulated by the funding source if greater than 7 years. May and are recommended to be stored electronically in the appropriate PeopleSoft module.	2-current, 3-storage	CCSF Admin Code Section 8.3
10	OFFSET DOCUMENTS OF AMOUNTS OWED TO THE CITY AND COUNTY OF SAN FRANCISCO	7 years - After resolution of the issue.	2-current, 3-storage	Controller's Citywide Financial Records Retention & Destruction Schedule.
11	SINGLE AUDIT – FINAL REPORTS (Federal Awards)	PERMANENT - Single Audit Reports since 2002 have been available on the SFController website.	1-permanent	CCSF Admin Code Section 8.3. After May 15, 2002, on: https://www.sf.gov/controller . Prior retention period was 10 years.
12	STOP PAYMENT NOTICES TO CITY'S CONTRACTORS	5 years - After resolution of issue. The years are measured by the end of the fiscal year.	2-current, 3-storage	CCSF Admin Code Section 8.3
13	IRS W9 FORMS FOR SUPPLIERS, VENDORS & CONTRACTORS	7 years - From the date W9 is filed. May and are recommended to be stored electronically in the appropriate PeopleSoft module.	2-current	Controller's Citywide Financial Records Retention & Destruction Schedule.
14	AUDIT WORKPAPERS AND SUPPORTING DOCUMENTS FOR AUDIT REPORTS	7 years - Audit workpapers are stored electronically in electronic workpaper software.	2-current	Controller's Citywide Financial Records Retention & Destruction Schedule.
15	CITY DEPARTMENT AUDIT REPORTS	PERMANENT	1-permanent	CCSF Admin Code Section 8.3. Reports from 2005 to present stored electronically on the Controller' website: https://sf.gov/controller . Reports from 1982-2004 stored electronically in Controller's network drive.

ITEM NUMBER	RECORD TYPE (TITLE)	TOTAL RETENTION PERIOD ¹	RETENTION CATEGORY ²	NOTES & CITATIONS
16	BOND OFFICIAL STATEMENT, RELATED SCHEDULES AND DOCUMENTS	PERMANENT - Stored electronically.	1- permanent, 3-storage	CCSF Admin Code Section 8.3
17	BOND PAYMENT REQUISITIONS, REQUEST FOR PROPOSALS	PERMANENT - Starting in 2019 stored electronically and prior to 2019 stored off site. May and are recommended to be stored electronically in the appropriate PeopleSoft module.	1- permanent, 3-storage	CCSF Admin Code Section 8.3; IRS Code Section 1.148-5(d)(6)(iii)(E)
18	BOND SECONDARY DISCLOSURE REPORTS	PERMANENT - Starting in 2019 stored electronically and prior to 2019 stored off site.	1- permanent, 3-storage	CCSF Admin Code Section 8.3
19	ANNUAL APPROPRIATION ORDINANCE (DRAFT, COMMITTEE, BOARD)	PERMANENT	1- permanent	CCSF Admin Code Section 8.3. Stored on the Controller's website: https://www.sf.gov/controller
20	COUNTYWIDE COST ALLOCATION PLAN (COWCAP) REPORTS	PERMANENT	1- permanent	CCSF Admin Code Section 8.3. Stored since 2007-08 electronically on the Controller's website: https://www.sf.gov/controller
21	COUNTYWIDE COST ALLOCATION PLAN (COWCAP) SUPPORT DOCUMENTS	5 years - Stored electronically.	2-current	CCSF Admin Code Section 8.3

22	DEPARTMENT BUDGET SUBMISSION DOCUMENTS WHICH INCLUDE PROPOSED BUDGET FOR THE NEXT TWO FISCAL YEARS AND DOCUMENTS REGARDING STAFFING CHANGES, EQUIPMENT, FEES, AND OTHER APPLICABLE ELEMENTS OF THE BUDGETS	7 years - Stored electronically.	2-current	Controller's Citywide Financial Records Retention & Destruction Schedule.
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ITEM NUMBER	RECORD TYPE (TITLE)	TOTAL RETENTION PERIOD ¹	RETENTION CATEGORY ²	NOTES & CITATIONS
23	HEALTH AND WELFARE REALIGNMENT - RELATED REPORTS AND SCHEDULES	5 years - Stored electronically.	2-current	CCSF Admin Code Section 8.3
24	PROJECTION REPORTS ON CITY REVENUES AND EXPENDITURES (6 MONTH, 9 MONTHS, AND FIVE-YEAR FINANCIAL PLANS)	10 years	2-current	Controller's Citywide Financial Records Retention & Destruction Schedule. Stored on the Controller's website: https://www.sf.gov/controller
25	PROPERTY TAX ALLOCATION SCHEDULES, TAX REPORTS	5 years	2-current	CCSF Admin Code Section 8.3. Stored electronically.
26	REVENUE CERTIFICATION LETTERS	10 years	2-current	Controller's Citywide Financial Records Retention & Destruction Schedule. Stored electronically on the Controller's website: https://www.sf.gov/controller
27	STATE MANDATED PROGRAM (SB-90) AUDITS	7 years	2-current	Controller's Citywide Financial Records Retention & Destruction Schedule. Stored electronically.
28	STATE MANDATED PROGRAM (SB-90) CLAIMS, AND SUPPORTING DOCUMENTATION	The later of 5 years or until audited or audit eligibility expires. May be stored electronically.	2-current	Controller's Citywide Financial Records Retention & Destruction Schedule; CCSF Admin Code Section 8.3

29	BIWEEKLY TIMESHEETS AND OVERTIME APPROVALS (EITHER PHYSICAL OR ELECTRONIC COPIES)	7 years - Stored digitally for emergency purposes. May and are recommended to be stored electronically in the appropriate PeopleSoft module.	3-storage	Controller's Citywide Financial Records Retention & Destruction Schedule. City Departments must also comply with Retirement Board retention requirements under Section 8.3. If your department is a Self-Service Department, timesheet approvals will be stored in People & Pay. If your department is a Time Interface (TIF) Department, ensure that your local timekeeping system stores records for up to seven years.
30	COMBINED LEAVE BALANCE REPORT	7 years - May and are recommended to be stored electronically in the appropriate PeopleSoft module.	2-current	Controller's Citywide Financial Records Retention & Destruction Schedule.

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31	DIRECT DEPOSIT AUTHORIZATION FORMS	30 years - May and are recommended to be stored electronically in the appropriate PeopleSoft module.	2-current, 3-storage	Controller's Citywide Financial Records Retention & Destruction Schedule.
32	ACTIVE PAYROLL PAY CARDS (RETURNED BY DEPARTMENTS)	4 years	2-current	CCSF Admin Code Section 8.3.
33	PAYROLL PAY CARD MONTHLY INACTIVE REPORT and PAY CARD SIGNATURE SHEETS	7 years	2-current, 3-storage	Controller's Citywide Financial Records Retention & Destruction Schedule.
34	ELECTRONIC FUNDS TRANSFER AND AUTOMATED CLEARING HOUSE TRANSMISSIONS	2 years after current year	2-current	CCSF Admin Code Section 8.3. Stored electronically.
35	IRS W-4, STATE OF CA DE 4 WITHHOLDING FORMS	8 years - May and are recommended to be stored electronically in the appropriate PeopleSoft module.	2-current, 3-storage	IRS REG 31.6001-5

36	IRS FORMS 941 with Schedule B, 941X, W-2, W-3, W-2C, W-3C, Tax Refunds, FICA Status Change/Refunds, Third Party Pays, Biweekly Tax Deposits, Quarterly Reports, Employee Record Corrections, FIT/SIT Refunds	7 years - From the later of the due date of the tax to which the return relates or the due date of the employee's tax return (April 15). May and are recommended to be stored electronically in the appropriate PeopleSoft module.	2-current, 3-storage	IRS REG 31.6001-6.
37	PAYROLL PERFORMANCE MEASURES	2 years	2-current	CCSF Admin Code Section 8.3. Stored electronically.
38	PAYROLL REGISTER (Report PY0145)	75 years - May and are recommended to be stored electronically in the appropriate PeopleSoft module.	2-current, 3-storage	Controller's Citywide Financial Records Retention & Destruction Policy. City Departments must also comply with Retirement Board retention requirements under Section 8.3

ITEM NUMBER	RECORD TYPE (TITLE)	TOTAL RETENTION PERIOD¹	RETENTION CATEGORY²	NOTES & CITATIONS
39	PAYROLL VALIDATION AND AP INTERFACE DEDUCTIONS (PAYGL01, PAY018, MPY0065, MRG_PY0241, PY0813, PY0109, and PY0804 AP)	5 years - May and are recommended to be stored electronically in the appropriate PeopleSoft module.	2-current	CCSF Admin Code Section 8.3. City Departments must also comply with Retirement Board retention requirements under Section 8.3.
40	PPSD PAYROLL POLICIES AND PROCEDURES MANUAL AND INTERNAL CONTROLS AND CHECKLISTS	Most Current	4-no retention required	CCSF Admin Code Section 8.3. Stored electronically.
41	ALL PAYROLL REPORTS AND QUERIES LISTED ON PAYROLL PROCESSING CHECKLIST	2 years - May and are recommended to be stored electronically in the appropriate PeopleSoft module.	2-current	CCSF Admin Code Section 8.3.

42	PAYROLL ADJUSTMENT REQUESTS - PROBLEM DESCRIPTION FORMS (PDF)	50 years - May and are recommended to be stored electronically in the appropriate PeopleSoft module.	2-current, 3-storage	Controller's Citywide Financial Records Retention & Destruction Schedule. City Departments must also comply with Retirement Board retention requirements under Section 8.3.
43	IRS W-2 RETURNED FORMS FOR TERMINATED EMPLOYEES	4 years - Hard copy unless it can be produced digitally through April 15 of the fourth year.	2-current	IRS REG 31.6001-5.
44	TAX DEPOSITS - COPIES	7 years - From the later of the due date of the tax to which the return relates or the due date of the employee's tax return (April 15).	2-current, 3-storage	IRS REG 31.6001-5.
45	VOLUNTARY EMPLOYEE DEDUCTION REPORT - MPY0149	7 years - May and are recommended to be stored electronically in the appropriate PeopleSoft Module.	2-current	Controller's Citywide Financial Records Retention & Destruction Schedule.

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46	ECONOMIC ANALYSIS REPORTS	INDEFINITELY	2-current	CCSF Admin Code Section 8.3. Stored electronically on the Controller's website: https://www.sf.gov/controller

47	CALENDAR, DEPARTMENT HEAD (PROP G)	2 years - Records are stored electronically in the City's Microsoft O365 application.	2-current	<p>CCSF Admin Code Section 67.29-5. Under San Francisco's voter-approved Sunshine Ordinance and as noted in the Good Government Guide, the Mayor, each member of the Board of Supervisors, and every department head—whether elected or appointed—must prepare and keep a daily calendar. Admin. Code § 67.29-5. Officials must complete the required entries within three business days after the meeting or event takes place. An official must keep a copy of the daily calendar for two years after the date of the meeting or event, unless the department's record retention policy mandates a longer retention period.</p> <p>For more information, San Francisco's Good Government Guide, published by the City Attorney's Office, is located at: https://www.sfcityattorney.org/good-government/good-government-guide</p>
48	STATEMENT OF ECONOMIC INTEREST FORM 700 - DEPARTMENTALLY MAINTAINED FILINGS	7 years - for those not required to file through Ethic's NetFile. Otherwise, electronically required filing through Ethic's NetFile.	2-current	California Government Code Sections 81009. (d)(e). Sections 81010, 87200; 2 Cal. Code of Regs. Sections 181115., 18730; SF Campaign & Gov. Conduct Code Article III, Section 1. Statements of Economic Interest (Form 700) filings may be required electronically at the Ethics Commission website (NetFile), for example, note the Boards, Commissions, & Positions noted in the SF Campaign & Government Conduct Code Article III.

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49	CONTRACT PAYMENT RECORDS FOR SUCCESSFUL REQUEST FOR PROPOSALS (RFPs) AND REQUEST FOR QUALIFICATIONS (RFQs), PURCHASE ORDER FOR NON-CONSTRUCTION CONTRACTS. THIS APPLIES TO CONTRACTS PERTAINING TO FINANCIAL MATTERS ONLY.	Contract life + the later of 7 years retention or the term required by the funding source. Recommended it to be stored electronically in the appropriate PeopleSoft module.	2-current	Controller's Citywide Financial Records Retention & Destruction Schedule. Actual signed legal contract, amendments and modifications, required attachments and financial and payment information. Other payment information may consist of invoices, packing slips, purchase orders, and contract deliverables. To the degree documents retention is available in PeopleSoft, that is recommended, in whole or part. If, for example, some contract documentation storage is not used/available for the departments, e.g., evidence of insurance, etc., hard copy retention is acceptable. Retention in accordance with CCSF Professional Services Agreement P-600, Section 3.4, Audit and Inspection of Records.
50	CONTRACT SELECTION FOR NON-CONSTRUCTION CONTRACTS: REQUEST FOR PROPOSALS (RFPs), REQUEST FOR QUALIFICATIONS (RFQs), PROPOSALS AND OTHER RESPONSES AND EVALUATIONS	Contract life + the later of 7 years retention or the term required by the funding source. Recommended to be stored electronically in the appropriate PeopleSoft Module.	2-current	Controller's Citywide Financial Records Retention & Destruction Schedule. Retention in accordance with CCSF Professional Services Agreement P-600, Section 3.4, Audit and Inspection of Records.
51	CONTRACTOR/ SUPPLIER DEBARMENT & SUSPENSION REPORTS	10 years - Recommended to be stored electronically in the appropriate PeopleSoft module.	2-current	CCSF Admin Code Section 8.3
52	OVERSIGHT COMMITTEE MEETING(s)	PERMANENT. Recordings may also be stored electronically, at SFGovTV or on the Controller's Website.	1-permanent, 2-current, 3-storage	

ITEM NUMBER	RECORD TYPE (TITLE)	TOTAL RETENTION PERIOD ¹	RETENTION CATEGORY ²	NOTES & CITATIONS
53	REFUSE RATE REPORTS - Quarterly & Annual Refuse Rate Reports, Refuse Company Audited Financial Statements, Disclosures, Material Mistakes, Account Reporting, Program Reporting, and Settlement Reporting	Indefinitely - for documents maintained by CON since Proposition F June 2022 since these can be retained electronically. For physical documents previously maintained by DPW, 5 years.	2-current, 3-storage	Controller's Citywide Financial Records Retention & Destruction Schedule.
54	REFUSE RATE REPORTS - Refuse Rate Board Meeting Agendas, Rate Orders & Other Related Materials	Indefinitely - for documents maintained by CON since Proposition F June 2022 since these can be retained electronically. For physical documents previously maintained by DPW, 5 years.	2-current, 3-storage	Controller's Citywide Financial Records Retention & Destruction Schedule.
55	REFUSE RATE PUBLIC COMMENTS, OBJECTIONS & PROPOSITION 218 PROTESTS	Indefinitely - for documents maintained electronically. 5 years for physical documents.	2-current, 3-storage	CCSF Admin Code Section 8.3. CA Proposition 218
56	ASSESSMENT APPEALS BOARD DECISION LETTERS	Signed paper original: 3 years Electronic: indefinitely	2-current, 3-storage	California Government Code Section 25105.5 California Revenue & Taxation Code Section 1614

Footnotes:

1 The Retention Period given is the minimum amount of time a document must be retained before it can be destroyed. Departments may choose to have longer retention periods for same documents.

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

Category 2: Current Records: Are records, which for convenience, ready reference, or other reasons are retained in the office space and equipment of the Department for a minimum of 2 years.

Category 3: Storage Records: Are records that are retained offsite.

Category 4: No Retention Required: Documents and other materials that are not "records" as defined by Administrative Code Section 8.1, need not be retained unless retention is otherwise required by local law or by the Record Retention and Destruction Schedule.

