

File No. 140431

Committee Item No. \_\_\_\_\_

Board Item No. 33

**COMMITTEE/BOARD OF SUPERVISORS**  
AGENDA PACKET CONTENTS LIST

Committee \_\_\_\_\_

Date \_\_\_\_\_

Board of Supervisors Meeting

Date April 29, 2014

**Cmte Board**

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- Legislative Analyst Report
- Introduction Form (for hearings)
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Award Letter
- Application
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**OTHER** (Use back side if additional space is needed)

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Completed by: Joy Lamug

Date April 24, 2014

Completed by: \_\_\_\_\_

Date \_\_\_\_\_

An asterisked item represents the cover sheet to a document that exceeds 20 pages. The complete document is in the file.

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.

**RECORDS RETENTION SCHEDULE BY TYPE – CLERK OF THE BOARD**

Approved by Clerk of the Board March 6, 2014

Amended by Controller April 3, 2014

RECORD TYPE	TITLE	DIVISION	RETENTION CATEGORY <sup>1</sup>	TOTAL RETENTION PERIOD	ON-SITE RETENTION	OFF-SITE STORAGE RETENTION	DESCRIPTION	REFERENCE	
1	ACCOUNTING/ FINANCE	ACCOUNTING, ACCOUNTING/ FINANCIAL DOCUMENTATION	CLERKS OFFICE - ADMIN	Storage	5 Years, or term stipulated by the funding source if >5 years	2 Years	3 Years	General accounting/financial documentation which may include journal entries, direct payment requests, encumbrance payment requests (FAMIS), purchase orders, and replenishment of revolving funds. For invoices and associated documents to support payment, retain for 5 years or the length stipulated by the funding source if greater than 5 years. Retention per the Controller's guidelines.	<a href="#">Admin. Code 58;</a> <a href="#">Controller's</a> <a href="#">Retention</a> <a href="#">Schedule 3/6/13</a>
2	ACCOUNTING/ FINANCE	ACCOUNTING, CASH RECEIPTS	CLERKS OFFICE - ADMIN	Current	5 Years	5 Years	N/A	Deposits to Treasurer (Fees & Refund Checks). Retention per the Controller's retention guidelines. Admin Code 8.3, "Current records and storage records, as defined in Section 8.4 of this Code, 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."	<a href="#">Admin. Code 58;</a> <a href="#">Controller's</a> <a href="#">Retention</a> <a href="#">Schedule 3/6/13</a>
3	ACCOUNTING/ FINANCE	ACCOUNTING, INTER- DEPARTMENTAL WORK ORDER	CLERKS OFFICE - ADMIN	Current	5 Years	5 Years	N/A	Work order from various performing departments. Retention per the Controller's retention guidelines  Admin Code 8.3, "Current records and storage records, as defined in Section 8.4 of this Code, 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."	<a href="#">Admin. Code 58;</a> <a href="#">Controller's</a> <a href="#">Retention</a> <a href="#">Schedule 3/6/13</a>
4	ACCOUNTING/ FINANCE	ACCOUNTING, SERVICE CONTRACTS	CLERKS OFFICE - ADMIN	Current	Contract Life + 10 Years, or term required by funding source	Contract Life + 10 Years, or term required by funding source	N/A	Contracts for professional and specialized services. Retention per the Controller's retention guidelines  Admin Code 8.3, "Current records and storage records, as defined in Section 8.4 of this Code, 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."	<a href="#">Admin. Code 58;</a> <a href="#">Controller's</a> <a href="#">Retention</a> <a href="#">Schedule 3/6/13</a>

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5	ACCOUNTING/ FINANCE	ACCOUNTING, CITYWIDE, DISASTER / COST RECOVERY DOCUMENTATION	CLERKS OFFICE - ADMIN	Current	3 Years from Date of Project Closing	3 Years from Date of Project Closing	N/A	<p>All documents relating to emergency disaster for cost recovery programs and activities, including project worksheet files (applies to all financial and programmatic records, supporting documents, statistical records, and other records of grantees or subgrantees for FEMA and CEMA grants)</p> <p>Any and all records relating to costs incurred during an emergency or disaster must be retained for cost recovery documentation in accordance with the Code of Federal Regulations 44 CFR §13.42. Records shall be retained for three (3) years from the date the Project Worksheet file is officially closed by receipt of a closure letter from the State of California (unless any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the 3-year period. 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.)</p> <p>Note: State and Federal regulations change from time-to-time, the Controller's Office will issue specific rules for file retention on any given disaster, should there be a change. California State regulations (Title 19 California Code of Regulations Section 2980 (e)) Specify an identical record retention period of 3 years from the close of the Project Worksheet file.</p> <p>This item has been included in the Clerk of the Board's retention schedule per the Office of the Controller's request. The Office of the Clerk of the Board may or may not have applicable records available for retention and will abide by retention durations as applicable. Retention is in accordance to Controller's guidelines.</p>	<p><u>44 CFR §13.42;</u> <u>Title 19</u> <u>California Code</u> <u>of Regulations</u> <u>Section 2980</u> <u>(e); Controller's</u> <u>Retention</u> <u>Schedule 3/6/13</u></p>
6	ACCOUNTING/ FINANCE	ACCOUNTING, CITYWIDE, STOP PAYMENT NOTICES	CLERKS OFFICE - ADMIN	Current	5 Years After Resolution of Issue	2 Years After Resolution of Issue	3 Years After Resolution of Issue	<p>Stop payment notices to City's contractors. Retention in accordance to Controller's guidelines. Years are measured by the end of the fiscal year.</p> <p>This item has been included in the Clerk of the Board's retention schedule per the Office of the Controller's request. The Office of the Clerk of the Board may or may not have applicable records available for retention and will abide by retention durations as applicable. Retention is in accordance to Controller's guidelines.</p>	<p><u>Admin Code</u> <u>§8.3;</u> <u>Controller's</u> <u>Retention</u> <u>Schedule 3/6/13</u></p>
7	ACCOUNTING/ FINANCE	ACCOUNTING, CITY AUDITS, AUDIT WORKPAPERS AND SUPPORTING DOCUMENTS FOR AUDIT REPORTS	CLERKS OFFICE - ADMIN	Current	7 years	7 years	N/A	<p>Audit workpapers and supporting documents for audit reports.</p> <p>This item has been included in the Clerk of the Board's retention schedule per the Office of the Controller's request. The Office of the Clerk of the Board may or may not have applicable records available for retention and will abide by retention durations as applicable. Retention is in accordance to Controller's guidelines.</p>	<p><u>Admin Code</u> <u>§8.3;</u> <u>Controller's</u> <u>Retention</u> <u>Schedule 3/6/13</u></p>

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8	ACCOUNTING/ FINANCE	ACCOUNTING, CITY AUDITS, CITY DEPARTMENT AUDIT REPORTS OF BOARD OF SUPERVISORS	CLERKS OFFICE - ADMIN	Permanent	Permanent	Permanent	N/A	City department audit reports of Board of Supervisors.  This item has been included in the Clerk of the Board's retention schedule per the Office of the Controller's request. The Office of the Clerk of the Board may or may not have applicable records available for retention and will abide by retention durations as applicable. Retention is in accordance to Controller's guidelines.	<u>Admin Code §8.3;</u> <u>Controller's Retention Schedule 3/6/13</u>
9	ACCOUNTING/ FINANCE	ACCOUNTING, GENERAL ADMIN, BUDGET DOCUMENTS / WORK PAPERS	CLERKS OFFICE - ADMIN	Current	2 Years	2 Years	N/A	Budget documents and/or work papers  This item has been included in the Clerk of the Board's retention schedule per the Office of the Controller's request. The Office of the Clerk of the Board may or may not have applicable records available for retention and will abide by retention durations as applicable. Retention is in accordance to Controller's guidelines.	<u>Admin Code §8.3;</u> <u>Controller's Retention Schedule 3/6/13</u>
10	ACCOUNTING/ FINANCE	ACCOUNTING, GENERAL ADMIN, CONTRACT AND GRANT SELECTION DOCS	CLERKS OFFICE - ADMIN	Current	Contract Life + 20 years, or term required by funding source	Contract Life + 20 years, or term required by funding source	N/A	Contract and grant selection documents: RFPs; RFQs, proposals and other responses & evaluations.  This item has been included in the Clerk of the Board's retention schedule per the Office of the Controller's request. The Office of the Clerk of the Board may or may not have applicable records available for retention and will abide by retention durations as applicable. Retention is in accordance to Controller's guidelines.	<u>Admin Code §8.3;</u> <u>Controller's Retention Schedule 3/6/13</u>
11	ACCOUNTING/ FINANCE	ACCOUNTING, GENERAL ADMIN, OFFSET DOCUMENTS OF AMOUNTS OWED TO THE CITY AND COUNTY OF SAN FRANCISCO	CLERKS OFFICE - ADMIN	Current	5 Years After Resolution of Issue	5 Years After Resolution of Issue	N/A	Offset documents of amounts owed to the City and County of San Francisco.  This item has been included in the Clerk of the Board's retention schedule per the Office of the Controller's request. The Office of the Clerk of the Board may or may not have applicable records available for retention and will abide by retention durations as applicable. Retention is in accordance to Controller's guidelines.	<u>Admin Code §8.3;</u> <u>Controller's Retention Schedule 3/6/13</u>
12	ACCOUNTING/ FINANCE	ACCOUNTING, GENERAL ADMIN, EMPLOYEE REIMBURSEMENTS	CLERKS OFFICE - ADMIN	Current	5 years	5 years	N/A	Employee reimbursements (Field Expense Reports, Travel Expense Vouchers)  This item has been included in the Clerk of the Board's retention schedule per the Office of the Controller's request. The Office of the Clerk of the Board may or may not have applicable records available for retention and will abide by retention durations as applicable. Retention is in accordance to Controller's guidelines.	<u>Admin Code §8.3;</u> <u>Controller's Retention Schedule 3/6/13</u>

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13	HUMAN RESOURCES	PAYROLL FILE	CLERKS OFFICE - ADMIN	Storage	Separation + 7 Years	Until Separation	7 Years	Employee payroll file for the Board of Supervisors offices  Permission from SFERS required prior to destruction. The Retirement Board must approve the destruction of all records pertaining to payroll checks, time cards and related documents (Admin Code Section 8.3). The Retirement Board reviews and approved each Department's Record Retention and Destruction Schedule.	<u>Admin Code §8.3</u>
14	HUMAN RESOURCES	PAYROLL, TIME SHEET	CLERKS OFFICE - ADMIN	Storage	Separation + 7 Years	Until Separation	7 Years	Submitted bi-weekly by each employee. Posted time sheets of all employees' attendance record, approved (signed) for each pay period.  Permission from SFERS required prior to destruction. The Retirement Board must approve the destruction of all records pertaining to payroll checks, time cards and related documents (Admin Code §8.3). The Retirement Board reviews and approved each Department's Record Retention and Destruction Schedule.	<u>Admin Code §8.3</u>
15	HUMAN RESOURCES	PERSONNEL FILE	CLERKS OFFICE - ADMIN	Storage	Separation + 7 Years	Until Separation	7 Years	Official Employee Personnel Folder which holds personnel information, appointment data, disclosures, performance, and certain copies of payroll information for each employee. May elect to keep permanently. Destruction contingent on review/approval by SFERS (Admin Code §8.3).  Per Controller Guidelines, "Permission from SFERS required prior to destruction. The Retirement Board must approve the destruction of all records pertaining to payroll checks, time cards and related documents (Admin Code §8.3). The Retirement Board reviews and approved each Department's Record Retention and Destruction Schedule."  Per CSC Guidelines, "No sooner than seven (7) years after the final separation, the OEPF shall be destroyed in accordance with the destruction schedule and method described by CSC, except if there is outstanding litigation or action is pending with a regulatory agency and as otherwise required by the department's Records Retention and Destruction Policy."  Per CSC Guidelines, "Prior to the destruction of an OEPF, a department shall prepare an Employment History Summary (EHS). The EHS shall be removed from an Official Employee Personnel File prior to the destruction of an OEPF. The EHS shall be retained by the department in the Former Employee's File. Notation shall be made on the EHS of the date and method of destruction of the employee personnel records. The EHS shall be kept in perpetuity."	<u>Admin. Code §8;</u> <u>CSC Personnel Records Guidelines</u>

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16	HUMAN RESOURCES	PERSONNEL, EMPLOYEE HISTORY SUMMARY	CLERKS OFFICE - ADMIN	Storage, Permanent	Permanent	Until Separation	Permanent	Employee's Information and employment history summary. Permission from SFERS required prior to destruction.  Per CSC Guidelines, "Prior to the destruction of an OEPF, a department shall prepare an Employment History Summary (EHS). The EHS shall be removed from an Official Employee Personnel File prior to the destruction of an OEPF. The EHS shall be retained by the department in the Former Employee's File. Notation shall be made on the EHS of the date and method of destruction of the employee personnel records. The EHS shall be kept in perpetuity."	<a href="#">Admin. Code §8; CSC Personnel Records Guidelines</a>
17	HUMAN RESOURCES	PERSONNEL, OATHS OF OFFICE, MEMBERS OF THE BOARD	CLERKS OFFICE - ADMIN	Current, Permanent	Permanent	Permanent	N/A	Original Oath of Office is retained by the County Clerk or appointing authority, and a copy maintained in their personnel file. Copy may follow Personnel File retention guidelines.	<a href="#">Admin. Code §8; CSC Personnel Records Guidelines</a>
18	HUMAN RESOURCES	PERSONNEL, RECRUITMENT FILES	CLERKS OFFICE - ADMIN	Current	Active + 3 Years	3 Years	N/A	Recruitment file that contains supporting documentation pertaining to the recruitment of a City job class (i.e. job announcement, application and resumes of applicants).  As per CSC guidelines, "Recruitment files may be destroyed after three (3) years if there is no litigation or review by regulatory agency pending except as otherwise required by departmental Record Retention and Destruction Policy." BOS may opt to retain for longer retention period if application & resume is filed under Personnel File	<a href="#">Admin. Code §8; CSC Personnel Records Guidelines</a>
19	HUMAN RESOURCES	PERSONNEL, WORKERS COMPENSATION FILES	CLERKS OFFICE - ADMIN	Storage	Separation + 7 Years	Until Separation	7 Years	Log and summary for preparing Workers Comp. Quarterly report. 29 Code of Federal Regulations 1904.6.  As per CSC guidelines, "Worker's Compensation records are destroyed in accordance to Civil Service Commission's (CSC) guidelines after duration of employment plus seven (7) years after final separation if there is no litigation or review by regulatory agency pending except as otherwise required by departmental Records Retention and Destruction Policy. Accident and injury reports retained and destroyed after five (5) years."	<a href="#">29 Code of Federal Regulations 1904.6; CSC Personnel Records Guidelines</a>
20	HUMAN RESOURCES	PERSONNEL, WORKERS COMPENSATION OR STATE DISABILITY INSURANCE	CLERKS OFFICE - ADMIN	Storage	Separation + 7 Years	Until Separation	7 Years	Worker's Compensation or State Disability filed separate from Personnel File under Workers Compensation Medical File.  As per CSC guidelines, "Worker's Compensation records are destroyed in accordance to Civil Service Commission's (CSC) guidelines after duration of employment plus seven (7) years after final separation if there is no litigation or review by regulatory agency pending except as otherwise required by departmental Records Retention and Destruction Policy. Accident and injury reports retained and destroyed after five (5) years."	<a href="#">Admin. Code §8; CSC Personnel Records Guidelines</a>



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21	MEETINGS	MEDIA RECORDINGS, CLOSED SESSION (DIGITAL)	CLERKS OFFICE - ADMIN	Current	1 Year	1 Year	N/A	Audio media of Board and/or Committee meetings retained digitally online by IT for one year. The original audio recording is then turned over to the City Attorney's office for permanent retention.  City Attorney's Office retains the original recordings. Audio/Video recordings are kept for at least 10 years, or permanently where feasible in accordance to Sunshine Ordinance § 67.8-1	<u>Admin. Code §8, §67</u>
22	ARCHIVE/HISTORICAL	ARCHIVE, HISTORY CARDS	CLERKS OFFICE - GENERAL	Current, Permanent	Permanent	Permanent	N/A	Historical cards for legislative file indexing (1947-1986)  Admin Code §8.9, "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. "	<u>Admin. Code §8, §67</u>
23	ARCHIVE/HISTORICAL	ARCHIVE, JOURNAL INDEXES	CLERKS OFFICE - GENERAL	Current, Permanent	Permanent	Permanent	N/A	Archived historical indexes for Board Journals (Minutes)  Admin Code §8.9, "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. "	<u>Admin. Code §8, §67</u>

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24	ARCHIVE/ HISTORICAL	ARCHIVE, MUNICIPAL REPORTS	CLERKS OFFICE - GENERAL	Current, Permanent	Permanent	Permanent	N/A	Historical Board of Supervisors Municipal Reports. Digital archived copies also available on online via SFPL Historical Archives Center. Admin Code §8.9, "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. "	<u>Admin. Code §8, §67</u>
25	BOARD & COMMISSION	BOARDS & COMMISSIONS FILES	CLERKS OFFICE - GENERAL	Current	Active	Active	N/A	Board & Commission files that contain rosters, vacancy notices, and board applications. Includes the Board & Commissions Mailing List (BCMCI), the database used to maintain Board & Commission Files and generate mailing lists. Admin Code, §8, §67; Gov. Code, §34090; Good Gov. Guide Part 3, Sec III.  Admin. Code § 8.17. Unless otherwise provided in this Section, each City employee, official, department, board or commission shall use interdepartmental mail, electronic mail, fax or in-person delivery by a City staff member, rather than using U.S. mail or private express, messenger or overnight delivery services when sending documents to other City departments, offices or agencies. This Section shall not apply to documents that are urgent, time-sensitive or confidential, including, but not limited to, personnel records, legal memoranda, documents relating to subpoenas, court filings or administrative hearings and other attorney-client communications.[...] Further, it shall be the duty of the secretary or other executive officer of each board, commission or committee thereof, to update the mailing lists at least once annually for the meetings of their respective board, commission or committee in order to remove addresses of individuals or organizations who are no longer interested in receiving the materials or who are no longer residing or operating at the listed address.	<u>Admin. Code §8, §67</u>
26	BOARD & COMMISSION	OFFICE RECORDS, BOARD MEMBERS	CLERKS OFFICE - GENERAL	Current	Active + 1 Year	1 Year	N/A	Office working documents and records received from members of the Board upon their departure, to be retained by the Clerk's Office for reference to the following Board member. Not part of a legislative file.	<u>Admin. Code §8, §67</u>
27	COMMUNICATIONS	COMMUNICATIONS, COMMUNICATION ("C") PAGES	CLERKS OFFICE - GENERAL	Current	3 Years	3 Years	N/A	Communications and petition pages as it pertains to legislation, for reference, but not part of the official legislative file. AKA Subject Files. Note that Communication ("C") Pages that are included as part of the official legislative file are retained permanently in hard copy archives. Internal or interdepartmental City business Communication ("C") Pages may be retained for longer durations as relevant.  See Admin. Code §67.23 to reference policy on Public Review File.	<u>Admin. Code §8, §67</u>

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28	COMMUNICATIONS	COMMUNICATIONS, GENERAL, COB	CLERKS OFFICE - GENERAL	Current	3 Years	3 Years	N/A	<p>General, non-legislative communications. May be disposed contingent that it will not be detrimental and has filled its purpose. Disposition to follow guidelines set by Admin. Code.</p> <p>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."</p>	<u>Admin. Code §8, §67</u>
29	COMMUNICATIONS	COMMUNICATIONS, LEGISLATIVE	CLERKS OFFICE - GENERAL	Current, Permanent	Permanent	Permanent	N/A	<p>Communications as it pertains to permanent legislative file, to be retained as supporting documentation. May include Communication "C" Pages</p>	<u>Admin. Code §8, §67</u>
30	LEGISLATIVE	LEGISLATIVE CORRESPONDENCE	CLERKS OFFICE - GENERAL	Storage, Permanent	Permanent	Active +3 Years	Permanent	<p>Legislative correspondence, such as Board of Supervisors and City Attorney (not privileged and confidential) communications, related to and retained in a Legislative File. May contain C-Pages. See "LEGISLATIVE FILE (OFFICIAL)". For file containing privileged and confidential information as it pertains to legislation, see "LEGISLATIVE FILE (CONFIDENTIAL)"</p>	<u>Admin. Code §8, §67</u>
31	LEGISLATIVE	LEGISLATIVE FILE (CONFIDENTIAL)	CLERKS OFFICE - GENERAL	Storage, Permanent	Permanent	Active +3 Years	Permanent	<p>File containing privileged and confidential legislative information, such as legislative opinions from the City Attorney. Retained as a separate section within the official legislative file.</p>	<u>Admin. Code §8, §67</u>
32	MEETINGS	CALENDAR, DEPARTMENT HEAD, COB	CLERKS OFFICE - GENERAL	Current	2 Years	2 Years	N/A	<p>Department head calendar.</p> <p>Admin Code §67.29-5 "The Mayor, The City Attorney, and every Department Head shall keep or cause to be kept a daily calendar wherein is recorded the time and place of each meeting or event attended by that official, with the exclusion of purely personal or social events at which no City business is discussed and that do not take place at City Offices or at the offices or residences of people who do substantial business with or are otherwise substantially financially affected by actions of the City. For meetings not otherwise publicly recorded, the calendar shall include a general statement of issues discussed. Such calendars shall be public records and shall be available to any requester three business days subsequent to the calendar entry date."</p>	<u>Admin. Code §8, §67</u>

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33	MEETINGS	MEDIA RECORDINGS, BOARD AND COMMITTEE MEETINGS	CLERKS OFFICE - GENERAL	Storage, Permanent	Permanent	N/A	Permanent	Digitally retained Board & Committee meetings  Pursuant to 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. [...]	<u>Admin. Code §8, §67; Gov. Code §6250 et seq</u>
34	MEETINGS	NOTES, BOARD CLOSED SESSION	CLERKS OFFICE - GENERAL	Current, Permanent	Permanent	Permanent	N/A	Closed session notes are confidential. The original audio recording is turned over to the City Attorney's office for permanent retention.	<u>Admin. Code §8, §67</u>
35	POLICY	POLICIES AND PROCEDURES, GENERAL, COB	CLERKS OFFICE - GENERAL	Current until superseded	Permanent Until Superseded	Permanent Until Superseded	N/A	General Policy and Procedures in effect under the Clerk of the Board	<u>Admin. Code §8, §67</u>
36	POLICY	POLICIES AND PROCEDURES, RULES OF ORDER, COB	CLERKS OFFICE - GENERAL	Current, Permanent	Permanent	Permanent	N/A	Rules of Order approved by the Board	<u>Admin. Code §8, §67</u>
37	REPORTS	REPORT, CITY ATTORNEY CLAIMS	CLERKS OFFICE - GENERAL	Current	3 Years	3 Years	N/A	Confidential quarterly report submitted by the City Attorney listing a summary of claims.	<u>Admin. Code §8, §67</u>
38	REPORTS	REPORT, FORM 700	CLERKS OFFICE - GENERAL	Storage	7 Years or Permanently as applicable	5 Years	2 Years or Permanently as applicable	Form 700 Statement of Economic Interests. The Ethics Commission is the official records holder for Form 700's for members of Boards and Commission. The Clerk of the Board is the filing officer for the department and may retain copies of Ethic's filings.  Officials and Candidates Specified in Gov. Code §87200 and Members of Boards and Commissions of local agencies are required to file Fair Political Practices Commission's (FPPC) Form 700 Statement of Economic Interests. Also see Government Code section 81010 and 2 Cal. Code of Regs. section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.  As per CSC Personnel Records Guidelines, Form 700's are "Destroyed seven (7) years after date of filing if there is no litigation or review by regulatory agency pending except as otherwise required by departmental Records Retention and Destruction Policy. Pursuant to State law. Form 700 to be kept for seven (7) years."	<u>Gov. Code §81009(d)(e), §81010, §87200; 2 Cal. Code of Regs. §18115, §18730, SF Campaign &amp; Gov Conduct Code Article III Sec 1, CSC Personnel Records Guidelines</u>

**RECORDS RETENTION SCHEDULE BY TYPE – CLERK OF THE BOARD**

Approved by Clerk of the Board March 6, 2014

Amended by Controller April 3, 2014

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39	REPORTS	REPORT, FORM 700 FILING OFFICER REPORTS	CLERKS OFFICE - GENERAL	Storage	7 Years or Permanently as applicable	5 Years	2 Years or Permanently as applicable	Form 700 Statement of Economic Interests Filing Officer Report. The Ethics Commission is the official records holder for Form 700's for members of Boards and Commission. The Clerk of the Board is the filing officer for the department and may retain copies of Ethic's filings. See Government Code §81010 and 2 Cal. Code of Regs. section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.	<u>Gov. Code §81010, §87200, 2 Cal. Code of Regs. §18115; CSC Personnel Records Guidelines</u>
40	REPORTS	REPORT, FORM 803	CLERKS OFFICE - GENERAL	Storage	7 Years or Permanently as applicable	5 Years	2 Years or Permanently as applicable	Behested Payment Report. Fair Political Practices Commission (FPPC) report is for use by elected officers and members of the California Public Utilities Commission (CPUC) to disclose payments made at their behest, principally for legislative, governmental, or charitable purposes. Behested payments are payments made principally for legislative, governmental, or charitable purposes under Government Code Section 82015(b)(2)(B)(iii) & FPPC Regulation §18215.3	<u>FPPC Regulation §18215.3; Gov Code §82015(b)(2)(B)(iii)</u>
41	REPORTS	REPORT, FORM 806	CLERKS OFFICE - GENERAL	Storage	7 Years or Permanently as applicable	5 Years	2 Years or Permanently as applicable	Agency Report of Public Official Appointments. The Fair Political Practices Commission (FPPC) Form 806 is used to report additional compensation that officials receive when appointing themselves to positions on committees, boards, or commissions of a public agency, special district, or joint powers agency or authority. FPPC Regulation §18705.5.	<u>FPPC Regulation §18705.5; Admin. Code §8</u>
42	REPORTS	REPORT, REGULATION 18730, CONFLICT OF INTEREST CODES	CLERKS OFFICE - GENERAL	Current, Permanent	Permanent or Until Superseded	Permanent	N/A	Retained in accordance to Fair Political Practices Commission's (FPPC) Regulation §18730 (2 California Code of Regulations, §18730) provisions of Conflict of Interest Codes.  The Political Reform Act ("Act") requires each state agency to adopt a conflict of interest code which lists the job classifications within the agency that must file a Statement of Economic Interests ("Form 700"). The Fair Political Practices Commission ("FPPC") administers the Act, which includes approving the codes for all state agencies and providing regulatory advice on the filing requirements associated with the Form 700. (Government Code §81000-91015.  Officials and Candidates Specified in Gov. Code §87200 and Members of Boards and Commissions of local agencies are also required to file.	<u>FPPC Regulation §18730; 2 Cal AC 18730; Admin. Code §8</u>

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43	LEGISLATIVE	ELECTION MATERIALS (COPY)	CLERKS OFFICE - LEGISLATIVE	Current, Permanent	Permanent	Permanent	N/A	<p>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 election file is with the Department of Elections, who assumed reporting responsibility in November of 2000.</p> <p>Admin. Code § 67.29-7(b). The Department of Elections must preserve all records and invoices relating to the design and printing of ballots and other election materials, as well as records documenting who had custody of ballots from the time ballots are cast until they are received and certified by the department.</p>	<u>Admin. Code §8, §67</u>
44	LEGISLATIVE	LEGISLATIVE FILE (OFFICIAL)	CLERKS OFFICE - LEGISLATIVE	Storage, Permanent	Permanent	Active +3 Years	Permanent	File containing information that is created, received or maintained by the BOS concerning a particular issue considered by the Board or its standing committee for action. May include Legislation (Copy of Ordinance, Copy of Resolution, Motion), amendments, Budget & Legislative Analyst reports, Public Correspondence ("C" pages), etc.	<u>Admin. Code §8, §67</u>
45	LEGISLATIVE	LEGISLATIVE TRACKING SYSTEM RECORDS (LEGISTAR)	CLERKS OFFICE - LEGISLATIVE	Current, Permanent	Permanent	Permanent	N/A	Digitally kept legislative records on Legislative Tracking System(s), which may include Board's agenda, agenda packet, minutes, copy of legislation, etc. For records 1997+ only.	<u>Admin. Code §8, §67</u>
46	LEGISLATIVE	PROOF OF PUBLICATION	CLERKS OFFICE - LEGISLATIVE	Storage, Permanent	Permanent	Active +3 Years	Permanent	Proof of publication for Board & Committee meeting notices/advertisements, retained with Legislative File (Official)Reference Admin. Code §67.5 Meetings to be open and public; Application of the Brown ActAdmin. 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."	<u>Admin. Code §8, §67</u>
47	MEETINGS	AGENDA PACKET, BOARD	CLERKS OFFICE - LEGISLATIVE	Storage, Permanent	Permanent	Active +3 Years	Permanent	Agenda packet containing all items that have been assigned to the full Board. Includes final agenda and supporting documentation.	<u>Admin. Code §8, §67</u>
48	MEETINGS	AGENDA PACKET, COMMITTEE	CLERKS OFFICE - LEGISLATIVE	Storage, Permanent	Permanent	Active +3 Years	Permanent	Agenda packet containing all items that has been assigned to a particular Committee. Includes final agenda and supporting documentation.	<u>Admin. Code §8, §67</u>

**RECORDS RETENTION SCHEDULE BY TYPE -- CLERK OF THE BOARD**

Approved by Clerk of the Board March 6, 2014

Amended by Controller April 3, 2014

RECORD TYPE	TITLE	DIVISION	RETENTION CATEGORY <sup>1</sup>	TOTAL RETENTION PERIOD	ON-SITE RETENTION	OFF-SITE STORAGE RETENTION	DESCRIPTION	REFERENCE	
49	MEETINGS	AGENDA, BOARD	CLERKS OFFICE - LEGISLATIVE	Current	3 Years	3 Years	N/A	<p>Draft Agenda of items to be addressed by the Board during its meeting. Also reference retention item "AGENDA PACKET, BOARD" for the full final agenda packet, which is retained permanently.</p> <p>Digital version of agenda/agenda packet may also be available in Legistar, see "LEGISLATIVE TRACKING SYSTEM RECORDS (LEGISTAR)" for more information.</p>	<u>Admin. Code §8, §67; Gov. Code § 54954, 54954.2</u>
50	MEETINGS	AGENDA, COMMITTEE	CLERKS OFFICE - LEGISLATIVE	Current	3 Years	3 Years	N/A	<p>Draft Agenda of items to be addressed by the Committee during its meeting. Also reference retention item "AGENDA PACKET, COMMITTEE" for the full final agenda packet, which is retained permanently.</p> <p>Digital version of agenda/agenda packet may also be available in Legistar, see "LEGISLATIVE TRACKING SYSTEM RECORDS (LEGISTAR)" for more information.</p>	<u>Admin. Code §8, §67</u>
51	MEETINGS	LEGISLATION INTRODUCED (L), BOARD	CLERKS OFFICE - LEGISLATIVE	Current	3 Years	3 Years	N/A	<p>Legislation Introduced (LI) and notes taken at regular meetings to create the Board Minutes. Board's meeting notes include the Legislation Introduced (LI). May include Speaker Cards, Legislation Introduced Report, Request Granted, etc. Posted online for minimum of 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>	<u>Admin. Code §8, §67</u>

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Amended by Controller April 3, 2014

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52	MEETINGS	MINUTES, BOARD	CLERKS OFFICE - LEGISLATIVE	Current, Permanent	Permanent	Permanent	N/A	<p>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. Permanently retained, available online for minimum three (3) years</p> <p>Gov. Code §25102. The board shall cause to be kept: (a) Its minute book. Gov. Code §36814. The council shall cause the clerk to keep a correct record of its proceedings. At the request of a member, the city clerk shall enter the ayes and noes in the journal. Gov. Code §40801. The city clerk shall keep an accurate record of the proceeding of the legislative body and the board of equalization in books bearing appropriate titles and devoted exclusively to such purposes, respectively. The books shall have a comprehensive general index.</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>	<p><u>Admin. Code §8, §67; Gov. Code § 25102, 36814, 40801.</u></p>



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53	MEETINGS	MINUTES, COMMITTEE (ONLINE)	CLERKS OFFICE - LEGISLATIVE	Current, Permanent	Permanent	Permanent	N/A	Official summary of actions and/or information covering points to be remembered of discussions or decisions made during the Committee meeting. Available in electronic format only through Legislative Tracking System. Sunshine Ordinance; Gov. Code § 25102, 36814, 40801 Gov. Code §25102. The board shall cause to be kept: (a) its minute book.Gov. Code §36814. The council shall cause the clerk to keep a correct record of its proceedings. At the request of a member, the city clerk shall enter the ayes and noes in the Journal.Gov. Code §40801. The city clerk shall keep an accurate record of the proceeding of the legislative body and the board of equalization in books bearing appropriate titles and devoted exclusively to such purposes, respectively. The books shall have a comprehensive general index.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. [...]"	<u>Admin. Code §8, §67; Gov. Code § 25102, 36814, 40801</u>
54	REPORTS	GRAND JURY REPORTS & LETTERS	CLERKS OFFICE - LEGISLATIVE	Storage, Permanent	Permanent	5 Years	Permanent	Government Audit & Oversight Committee Grand Jury reports and letters. Requests from Civil Grand Jury to respond to Facts and Findings; goes on Agenda	<u>Admin. Code §8, §67</u>
55	REPORTS	REPORT, ECONOMIC ANALYSIS DETERMINATIONS	CLERKS OFFICE - LEGISLATIVE	Current	2 Years	2 Years	N/A	Report from Controller's office on determination of Economic Impact. May also supplement legislative file.	<u>Admin. Code §8, §67</u>
56	REPORTS	REPORT, FISCAL IMPACT DETERMINATIONS	CLERKS OFFICE - LEGISLATIVE	Current	2 Years	2 Years	N/A	Report from the Budget Analyst noting whether a matter has or has no fiscal impact. May also supplement legislative file.	<u>Admin. Code §8, §67</u>

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57	COMMUNICATIONS	COMMUNICATIONS, CLERK TO ACT	CLERKS OFFICE - OPERATIONS	Current	2 Years	2 Years	N/A	<p>A statement of actions to be performed by the department initiated by the Clerk of the Board that includes the document, Introduction Form, Letter of Inquiry, and the database tracking system. Electronic copies may be retained for longer durations in database. May be part of Minutes in some instances, which are retained permanently.</p> <p>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."</p>	Admin. Code §8, §67
58	COMMUNICATIONS	COMMUNICATIONS, IN MEMORIAM LETTERS	CLERKS OFFICE - OPERATIONS	Current	2 Years	2 Years	N/A	<p>Notice/letters of condolence sent to members of the public that were introduced by Supervisors at the Board meeting.</p> <p>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."</p>	Admin. Code §8, §67
59	LEGISLATIVE	MOTIONS, BOS (ORIGINAL)	CLERKS OFFICE - OPERATIONS	Current, Permanent	Permanent	Permanent	N/A	Original adopted Motions on redline. A formal proposal for action.	Admin. Code §8, §67

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60	LEGISLATIVE	ORDINANCES, BOS (ORIGINAL)	CLERKS OFFICE - OPERATIONS	Current, Permanent	Permanent	Permanent	N/A	Original passed Ordinances on redline and bound clippings. A statute or regulation enacted that affects the citizens of San Francisco. Sunshine Ordinance; Gov. Code § 25102, 40806  Gov. Code §25102. The board shall cause to be kept: [...] (b) An ordinance book. Gov. Code §40806. The city clerk shall keep a book marked "ordinances" and record in it all city ordinances with his certificate annexed to each, stating: (a) It is a true and correct copy of a city ordinance. (b) The ordinance number. (c) It has been published or posted pursuant to law.	<u>Admin. Code §8, §67; Gov. Code § 25102, 40806</u>
61	LEGISLATIVE	RESOLUTIONS, BOS	CLERKS OFFICE - OPERATIONS	Current, Permanent	Permanent	Permanent	N/A	Original approved Resolutions on redline and/or bound clippings. A formal statement of a decision or expression of opinion put before or adopted by the Board. Gov. Code § 25102.1  Gov. Code §25102. The board shall cause to be kept: (a) Its minute book. 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.	<u>Admin. Code §8, §67; Gov. Code §25102.1</u>
62	LOGS & DATABASES	PUBLIC RECORDS/ INFORMATION REQUESTS, COB	CLERKS OFFICE - OPERATIONS	Current	3 Years	3 Years	N/A	Public Records Requests pursuant to various Local, State, and/or Federal statutes, and information indicating records request from the Clerk's Office.  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."	<u>Admin. Code §8, §67</u>

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63	REPORTS	SB 90 REPORT/MANDATED COST REIMBURSEMENT	CLERKS OFFICE - OPERATIONS	Current	3 Years after date of first payment of claim, regardless of filing date	3 Years after date of first payment of claim, regardless of filing date	N/A	Monthly report required by State Law requesting reimbursement for fees expended by the City for State mandated cost. Retention schedule dictated by State's audit, retaining for minimum of 3 years after the date of the first payment of the claim, regardless of when it was filed. May retain for longer duration as required.	<u>Admin. Code §8, §67</u>
64	COMMUNICATIONS	COMMUNICATIONS, GENERAL, LAFCo	LAFCo	Current	3 Years	3 Years	N/A	General, non-legislative communications. May be disposed contingent that it will not be detrimental and has filled its purpose. Disposition to follow guidelines set by Admin. Code §8; City Attorney Good Government Guide; CA Government Code 34090, 34090.5 and 34090.7.  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."	<u>Admin. Code §8, §67</u>
65	LEGISLATIVE	RESOLUTIONS, LAFCo	LAFCo	Storage, Permanent	Permanent	N/A	Permanent	Original Resolutions as it pertains to Local Agency Formation Commission (LAFCo). Sunshine Ordinance Admin. Code §67; Gov. Code §25102.1.	<u>Admin. Code §8, §67</u>
66	MEETINGS	AGENDA PACKET, LAFCo	LAFCo	Storage, Permanent	Permanent	N/A	Permanent	Full agenda packets as they pertain to Local Agency Formation Commission (LAFCo). Includes final agenda and supporting documentation, for permanent archival.	<u>Admin. Code §8, §67</u>
67	MEETINGS	AGENDA, LAFCo	LAFCo	Current	3 Years	3 Years	N/A	Draft agendas as they pertain to Local Agency Formation Commission (LAFCo). Also reference retention item "AGENDA PACKET, LAFCo" for the full final agenda packet, which is retained permanently.	<u>Admin. Code §8, §67</u>

**RECORDS RETENTION SCHEDULE BY TYPE – CLERK OF THE BOARD**

Approved by Clerk of the Board March 6, 2014

Amended by Controller April 3, 2014

RECORD TYPE	TITLE	DIVISION	RETENTION CATEGORY <sup>1</sup>	TOTAL RETENTION PERIOD	ON-SITE RETENTION	OFF-SITE STORAGE RETENTION	DESCRIPTION	REFERENCE	
68	MEETINGS	MEDIA RECORDINGS, LAFCo	LAFCo	Storage, Permanent	Permanent	N/A	Permanent	Media recordings as they pertain to Local Agency Formation Commission (LAFCo).  Pursuant to 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. [...]	<u>Admin. Code §8, §67</u>
69	MEETINGS	MEETING NOTES, LAFCo	LAFCo	Current	3 Years	3 Years	N/A	Meeting notes as they pertain to Local Agency Formation Commission (LAFCo). Speaker cards may also fall under category as a current record.	<u>Admin. Code §8, §67</u>
70	MEETINGS	MINUTES, LAFCo	LAFCo	Storage, Permanent	Permanent	N/A	Permanent	Minutes/Journals as they pertain to Local Agency Formation Commission (LAFCo). Sunshine 67.29-2. Online for 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. [...]	<u>Admin. Code §8, §67</u>

<sup>1</sup> "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.

**RECORDS RETENTION SCHEDULE BY TYPE – AAB**

Approved by AAB Administrator January 17, 2014

RECORD TYPE	TITLE	DIVISION	RETENTION CATEGORY <sup>1</sup>	TOTAL RETENTION PERIOD	ON-SITE RETENTION	OFF-SITE STORAGE RETENTION	DESCRIPTION	REFERENCE	
1	ASSESSMENT APPEALS	ASSESSMENT APPEAL FILE, AAB	ASSESSMENT APPEALS BOARD (AAB)	Storage	Active +5 Years	Active +2 Years	3 Years	<p>File containing appeals to the AAB. May contain AAB application files, applications for change assessments, board instructions/party's responses, evidentiary documents, hearing officer's recommendation of value, and findings of fact.</p> <p>Cal. Code of Regulation, Title 18, Property Tax Rule 305(g), "RETENTION OF RECORDS. The clerk may destroy records consisting of assessment appeal applications when five years have elapsed since the final action on the application. The records may be destroyed three years after the final action on the application if the records have been microfilmed, microfiched, imaged, or otherwise preserved on a medium that provides access to the documents. As used in this subsection, "final action" means the date of the final decision by the board."</p> <p>Gov. Code §25105.5, "The clerk of the board of supervisors may, without complying with any other provision of law, destroy records consisting of claims against the county and claims against special districts for which the board of supervisors is the governing body, whenever the claims have been retained by the clerk for a period of not less than five years after final action on the claim. The clerk of the board of supervisors may destroy records consisting of assessment appeal applications when five years have elapsed since the final action on the application. The clerk may destroy the records three years after the final action on the application, if the records consisting of assessment appeal applications have been microfilmed, microfiched, imaged, or otherwise preserved on a medium that provides access to the documents, in accordance with Section 25105."</p>	<p><u>Cal. Code of Regulation, Title 18, Property Tax Rule 305; Gov. Code §25105.5</u></p>
2	ACCOUNTING/ FINANCE	ACCOUNTING, CASH RECEIPTS (AAB)	ASSESSMENT APPEALS BOARD (AAB)	Storage	10 Years After Date of Receipt (Active +10 Years)	Active + 5 Years	5 Years	<p>Cash receipts which include filing fees, hearing fees, and findings of fact fees that are paid as mandated for Assessment Appeals Board applications. Cash receipt of fees are pursuant to Administrative Code 2B.9: Administrative Processing Fee; 2B.10: Hearing Fee; and 2B.11: Findings of Fact Fee.</p>	<p><u>Admin. Code 2B.9, 2B.10, 2B.11</u></p>
3	ACCOUNTING/ FINANCE	ACCOUNTING, REFUNDS (AAB)	ASSESSMENT APPEALS BOARD (AAB)	Current	5 Years After Date of Refund Order (Active +5)	Active + 5 Years	N/A	<p>Refunds are due as a result of an invalid application, a taxpayer winning their case (see Admin Code 2B.10), or if a party withdraws its request for findings of fact.</p>	<p><u>Admin. Code 2B.10</u></p>

**RECORDS RETENTION SCHEDULE BY TYPE – AAB**  
 Approved by AAB Administrator January 17, 2014

RECORD TYPE	TITLE	DIVISION	RETENTION CATEGORY <sup>1</sup>	TOTAL RETENTION PERIOD	ON-SITE RETENTION	OFF-SITE STORAGE RETENTION	DESCRIPTION	REFERENCE	
4	COMMUNICATIONS	COMMUNICATIONS; GENERAL, AAB	ASSESSMENT APPEALS BOARD (AAB)	Current	3 Years	3 Years	N/A	<p>General correspondence pertaining to assessment appeals and other related issues, inter-departmental memos, and miscellaneous correspondence addressed to the AAB</p> <p>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."</p>	<u>Admin. Code §8, §67</u>
5	MEETINGS	AGENDA, AAB	ASSESSMENT APPEALS BOARD (AAB)	Storage, Permanent	Permanent	5 Years	Permanent	<p>Agenda advising public of meetings pertaining to assessment appeal hearings, closed sessions, and special meetings. Retained permanently, available online for minimum three (3) years.</p> <p>Gov. Code §25105.5. "The clerk of the board of supervisors may, without complying with any other provision of law, destroy records consisting of claims against the county and claims against special districts for which the board of supervisors is the governing body, whenever the claims have been retained by the clerk for a period of not less than five years after final action on the claim. The clerk of the board of supervisors may destroy records consisting of assessment appeal applications when five years have elapsed since the final action on the application. The clerk may destroy the records three years after the final action on the application, if the records consisting of assessment appeal applications have been microfilmed, microfiched, imaged, or otherwise preserved on a medium that provides access to the documents, in accordance with Section 25105."</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>	<u>Admin. Code §8, §67, Gov. Code §25105.5</u>

**RECORDS RETENTION SCHEDULE BY TYPE – AAB**  
 Approved by AAB Administrator January 17, 2014

	RECORD TYPE	TITLE	DIVISION	RETENTION CATEGORY <sup>1</sup>	TOTAL RETENTION PERIOD	ON-SITE RETENTION	OFF-SITE STORAGE RETENTION	DESCRIPTION	REFERENCE
6	MEETINGS	ASSESSMENT HEARING FILE, AAB	ASSESSMENT APPEALS BOARD (AAB)	Storage	Active +5 Years	Active +3 Years	2 Years	<p>File containing information pertaining to the hearings and meetings of the AAB. This series documents the activities of the AAB.</p> <p>Gov. Code §25105.5, "[...] The clerk of the board of supervisors may destroy records consisting of assessment appeal applications when five years have elapsed since the final action on the application. The clerk may destroy the records three years after the final action on the application, if the records consisting of assessment appeal applications have been microfilmed, microfiched, imaged, or otherwise preserved on a medium that provides access to the documents, in accordance with Section 25105."</p>	<p><u>Gov. Code §25105.5; CA Property Tax Code 3051g</u></p>
7	MEETINGS	MEDIA RECORDINGS, AAB	ASSESSMENT APPEALS BOARD (AAB)	Storage, Permanent	Permanent	3 Years	Permanent	<p>Audio or video transcripts of the Assessment Appeals Board proceedings – i.e. hearing tapes.</p> <p>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. [...]" Revenue &amp; Taxation Code § 1611, "Request for transcript. The county board shall make a record of the hearing and, upon request, shall furnish the party with an audio recording or a transcript thereof at his or her expense. Request for an audio recording or a transcript may be made at any time, but not later than 60 days following the final determination by the county board."</p>	<p><u>Admin. Code §8, §67; Gov. Code §6250 et seq; Revenue &amp; Taxation Code § 1611</u></p>
8	MEETINGS	MINUTES, AAB	ASSESSMENT APPEALS BOARD (AAB)	Storage, Permanent	Permanent	3 Years	Permanent	<p>Summary of Board action(s) on agenda items, also referred to as Journal of Proceedings. 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>	<p><u>Revenue &amp; Taxation Code § 1611; Admin. Code §8, §67</u></p>



**RECORDS RETENTION SCHEDULE BY TYPE – AAB**  
 Approved by AAB Administrator January 17, 2014

RECORD TYPE	TITLE	DIVISION	RETENTION CATEGORY*	TOTAL RETENTION PERIOD	ON-SITE RETENTION	OFF-SITE STORAGE RETENTION	DESCRIPTION	REFERENCE	
9	POLICY	POLICIES AND PROCEDURES, MANDATED & GENERAL, AAB	ASSESSMENT APPEALS BOARD (AAB)	Current until superseded	Permanent Until Superseded	Permanent Until Superseded	N/A	State and local statutes, procedural guides, handbooks, training manuals and reference materials or documents originated or referenced by the AAB.	<u>Admin. Code §8, §67</u>
10	PUBLIC NOTICES	PUBLIC NOTICES, AAB	ASSESSMENT APPEALS BOARD (AAB)	Current	Active + 5 Years	Active + 5 Years	N/A	Annual AAB public notice posting requirement.  Revenue & Taxation Code §1601(c), "In all other counties, immediately upon delivery of the roll to the auditor, the clerk shall give notice of the period during which assessment protests will be accepted, the place where they may be filed, and the time the county board will meet to equalize assessments by publication in a newspaper, if any is printed in the county, or, if none, as directed by the board of supervisors."	<u>Revenue &amp; Taxation Code §1601(c), Gov. Code §25105.5</u>
11	REPORTS	REPORT, ACTIVITY REPORTS, AAB	ASSESSMENT APPEALS BOARD (AAB)	Current	Active +5 Years	Active +5 Years	N/A	Report documenting the internal activities of the AAB.  Gov. Code §25105.5, "The clerk of the board of supervisors may, without complying with any other provision of law, destroy records consisting of claims against the county and claims against special districts for which the board of supervisors is the governing body, whenever the claims have been retained by the clerk for a period of not less than five years after final action on the claim. The clerk of the board of supervisors may destroy records consisting of assessment appeal applications when five years have elapsed since the final action on the application. The clerk may destroy the records three years after the final action on the application, if the records consisting of assessment appeal applications have been microfilmed, microfiched, imaged, or otherwise preserved on a medium that provides access to the documents, in accordance with Section 25105."	<u>Admin. Code §8, Gov. Code §25105.5</u>

**RECORDS RETENTION SCHEDULE BY TYPE – AAB**  
 Approved by AAB Administrator January 17, 2014

12	REPORTS	REPORT, CONTROLLER (AAB)	ASSESSMENT APPEALS BOARD (AAB)	Storage, Permanent	Permanent	Active +3 Years	Permanent	<p>Controller report of changes that need to be made on the Assessment Roll as a result of Assessment Appeals Board decisions. Initiates the process of property tax refunds.</p> <p>Revenue &amp; Taxation Code §1614, "Delivery of roll to auditor. (a) The clerk of the county board shall keep an accurate record of all changes to the roll and all orders made by the county board. No later than the second Monday of each month the clerk shall deliver the statement of all changes made by the county board during the preceding calendar month to the auditor."</p>	<p><u>Gov. Code</u>  <u>§25105.5;</u>  <u>Revenue &amp;</u>  <u>Taxation Code</u>  <u>§1614</u></p>
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<sup>1</sup> "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.

**RECORDS RETENTION SCHEDULE BY TYPE – SOTF**

Approved by SOTF December 4, 2013

RECORD TYPE	TITLE	DIVISION	RETENTION CATEGORY <sup>2</sup>	TOTAL RETENTION PERIOD	ON-SITE RETENTION	OFF-SITE STORAGE RETENTION	DESCRIPTION	REFERENCE	
1	COMMUNICATIONS	CORRESPONDENCE, GENERAL, SOTF	SUNSHINE ORDINANCE TASK FORCE (SOTF)	Current	3 Years	3 Years	N/A	General SOTF correspondence not pertaining to a file. For example, informal memos to Task Force, press memos, general requests of task force members, 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."	<u>Admin. Code §8, §67</u>
2	COMPLAINTS	COMPLAINTS FILE, SOTF	SUNSHINE ORDINANCE TASK FORCE (SOTF)	Current, Permanent	Permanent	Permanent	N/A	File containing complaints filed by the public to SOTF; including those received electronically. May include responses, orders of determination, referrals, etc.	<u>Admin. Code §8, §67</u>
3	MEETINGS	AGENDA PACKET, SOTF	SUNSHINE ORDINANCE TASK FORCE (SOTF)	Storage, Permanent	Permanent	Active +3 Years	Permanent	Full agenda packets for SOTF, Standing Committee, and Ad Hoc meetings; includes final agenda along with supporting documentation, for permanent archival.	<u>Admin. Code §8, §67</u>
4	MEETINGS	AGENDA, SOTF	SUNSHINE ORDINANCE TASK FORCE (SOTF)	Current	3 Years	3 Years	N/A	Draft Agendas for SOTF, Standing Committee, and Ad Hoc meetings. Also reference retention item "AGENDA PACKET, SOTF" for the full agenda packet, which is retained permanently.	<u>Admin. Code §8, §67</u>
5	MEETINGS	MEDIA RECORDINGS, SOTF	SUNSHINE ORDINANCE TASK FORCE (SOTF)	Storage, Permanent	Permanent	3 Years	Permanent	Audio recordings of proceedings to Task Force Meetings.  Pursuant to 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. [...]	<u>Admin. Code §8, §67; Gov. Code §6250 et seq</u>

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**RECORDS RETENTION SCHEDULE BY TYPE – SOTF**

Approved by SOTF December 4, 2013

RECORD TYPE	TITLE	DIVISION	RETENTION CATEGORY <sup>1</sup>	TOTAL RETENTION PERIOD	ON-SITE RETENTION	OFF-SITE STORAGE RETENTION	DESCRIPTION	REFERENCE	
6	MEETINGS	MINUTES, SOTF	SUNSHINE ORDINANCE TASK FORCE (SOTF)	Storage, Permanent	Permanent	5 Years	Permanent	<p>Minutes for SOTF, Standing Committee, and Ad-Hoc meetings. 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>	<a href="#">Admin. Code §8, §67</a>
7	POLICY	BY-LAWS	SUNSHINE ORDINANCE TASK FORCE (SOTF)	Storage, Permanent	Permanent	5 Years	Permanent	<p>Sunshine Ordinance Requirements</p> <p>Admin. Code §67.6, Conduct of Business; Time and Place for Meetings</p>	<a href="#">Admin. Code §8, §67</a>
8	POLICY	POLICY AND PROCEDURES, SOTF	SUNSHINE ORDINANCE TASK FORCE (SOTF)	Current, Permanent (until Superseded)	Permanent Until Superseded	Permanent Until Superseded	N/A	<p>General policies and procedures of the Sunshine Ordinance Task Force, retained until superseded. Older versions may be disposed only if not detrimental or defeat any public purpose.</p> <p>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."</p>	<a href="#">Admin. Code §8, §67</a>
9	REPORTS	REPORT, ANNUAL, SOTF	SUNSHINE ORDINANCE TASK FORCE (SOTF)	Storage, Permanent	Permanent	5 Years	Permanent	<p>Sunshine Ordinance Requirement, Annual Report for the SOTF</p> <p>Admin. Code §67.30(c) [...] The task force shall report to the Board of Supervisors at least once annually on any practical or policy problems encountered in the administration of this chapter. The Task Force shall receive and review the annual report of the Supervisor of Public Records and may request additional reports or information as it deems necessary. [...]</p> <p>"Supervisor of Records" shall mean the City Attorney as defined by Admin Code § 67.20</p>	<a href="#">Admin. Code §8, §67</a>
10	REPORTS	REPORT, ADMINISTRATORS, SOTF	SUNSHINE ORDINANCE TASK FORCE (SOTF)	Current	5 Years	5 years	N/A	<p>Monthly SOTF Administrator's report/update to the Sunshine Ordinance Task Force</p>	<a href="#">Admin. Code §8, §67</a>

**RECORDS RETENTION SCHEDULE BY TYPE – SOTF**

Approved by SOTF December 4, 2013

RECORD TYPE	TITLE	DIVISION	RETENTION CATEGORY <sup>1</sup>	TOTAL RETENTION PERIOD	ON-SITE RETENTION	OFF-SITE STORAGE RETENTION	DESCRIPTION	REFERENCE	
11	REPORTS	REPORT, SUPERVISOR OF PUBLIC RECORDS	SUNSHINE ORDINANCE TASK FORCE (SOTF)	Current	7 Years	7 Years	N/A	<p>Sunshine Ordinance Requirement. "Supervisor of Records" shall mean the City Attorney as defined by Admin Code §67.20</p> <p>§67.21 (h) On at least an annual basis, and as otherwise requested by the Sunshine Ordinance Task Force, the supervisor of public records shall prepare a tally and report of every petition brought before it for access to records since the time of its last tally and report. The report shall at least identify for each petition the record or records sought, the custodian of those records, the ruling of the supervisor of public records, whether any ruling was overturned by a court and whether orders given to custodians of public records were followed. The report shall also summarize any court actions during that period regarding petitions the Supervisor has decided. At the request of the Sunshine Ordinance Task Force, the report shall also include copies of all rulings made by the supervisor of public records and all opinions issued.</p>	<u>Admin. Code §8, §67</u>

<sup>1</sup> "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.

**RECORDS RETENTION SCHEDULE BY TYPE – YOUTH COMMISSION**

Approved by Youth Commission October 7, 2013

RECORD TYPE	TITLE	DIVISION	RETENTION CATEGORY <sup>1</sup>	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).	<u>Admin. Code §8, §67</u>
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."	<u>Admin. Code §8, §67</u>
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	<u>Admin. Code §8, §67</u>
4	LEGISLATIVE	RESOLUTIONS, YOUTH COMMISSION	YOUTH COMMISSION (YC)	Current, Permanent	Permanent	Permanent	N/A	Formal statement of decisions adopted by the Youth Commission	<u>Admin. Code §8, §67</u>
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.	<u>Admin. Code §8, §67</u>
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.	<u>Admin. Code §8, §67</u>
7	MEETINGS	EVENT CALENDARS, YOUTH COMMISSION	YOUTH COMMISSION (YC)	Current	5 Years	5 Years	N/A	Schedule of monthly Youth Commission activities/events.	<u>Admin. Code §8, §67</u>
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. [...]	<u>Admin. Code §8, §67; Gov. Code §6250 et seq</u>

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**RECORDS RETENTION SCHEDULE BY TYPE – YOUTH COMMISSION**

Approved by Youth Commission October 7, 2013

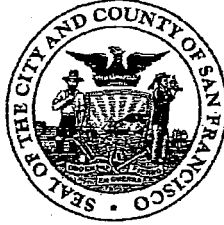
RECORD TYPE	TITLE	DIVISION	RETENTION CATEGORY <sup>1</sup>	TOTAL RETENTION PERIOD	ON-SITE RETENTION	OFF-SITE STORAGE RETENTION	DESCRIPTION	REFERENCE	
9	MEETINGS	MINUTES, YOUTH COMMISSION	YOUTH COMMISSION (YC)	Storage, Permanent	Permanent	5 Years	Permanent	Minutes and notes essential to the planning of 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. [...]"	<u>Admin. Code §8, §67</u>
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	<u>Admin. Code §8, §67</u>

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BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 544-5227

### APPROVAL OF RECORDS RETENTION SCHEDULE

The Office of the Clerk of the Board has provided a proposed records retention schedule, approved on March 6, 2014 by the Clerk of the Board. The schedule has also been approved by the Youth Commission (10/7/13), Sunshine Ordinance Task Force (12/4/13), and the Assessment Appeals Board Administrator (1/17/14) for their respective sections.

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.

The undersigned has reviewed the Office of the Clerk of the Board's records retention schedule and approves items pertaining to records of legal significance.

APPROVAL:

A handwritten signature in black ink, appearing to be "John G.", written over a horizontal line.

Office of the City Attorney

3/18/14

Date Approved



BOARD of SUPERVISORS



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### APPROVAL OF RECORDS RETENTION SCHEDULE

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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.

The undersigned has reviewed the Office of the Clerk of the Board's records retention schedule and approves items pertaining to records of financial matters.

APPROVAL:

A large, stylized handwritten signature in black ink, appearing to be "B. J. R.", written over a horizontal line.

Office of the Controller

APR 15 2014  
Date Approved

BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 544-5227

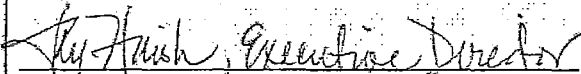
### APPROVAL OF RECORDS RETENTION SCHEDULE

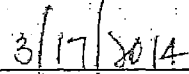
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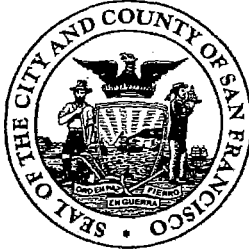
The undersigned has reviewed the Office of the Clerk of the Board's records retention schedule and approves items pertaining to records of time rolls, time cards, payroll checks and related matters.

APPROVAL:

  
Retirement Board

  
Date Approved

BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 544-5227

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:

Handwritten signature of Phimy Truong.

Phimy Truong, Director

10/7/13

Date Approved

**October 7, 2013**

Select Language ▼

**San Francisco Youth Commission  
Minutes  
Monday, October 7, 2013  
5:15pm-8:00pm  
City Hall, Room 416  
1. Dr. Carlton B. Goodlett Pl.  
San Francisco, CA 94102**

*There will be public comment on each item.*

**Jina Bae, Anna Bernick, Joshua Cardenas, Sophie Edelhart, Monica Flores, Ramon Gomez,  
Michelle Kong, DeAsia Landrum, Michel Li, Lily Marshall-Fricker, Nicholas Persky, Luisa Sicairos,  
Angel Van Stark, Eric Wu, Joyce Wu, Ariel Yu**

**1. Call to Order and Roll Call**

The meeting was called to order at 5:22pm. Commissioners present: Bae, Bernick, Cardenas, Edelhart, Flores, Gomez, Landrum, Li, Marshall-Fricker, Persky, Sicairos, Van Stark, Eric Wu, Joyce Wu, Yu

Commissioners absent: Kong

Staff present: Phimy Truong, Allen Lu, Adele Carpenter

There was quorum.

**2. Approval of Agenda (Action Item)**

Commissioner Landru, seconded by Commissioner Gomez, moved to approve the evening's agenda. This motion was approved by acclamation.

There was no public comment.

**3. Approval of Minutes (Action Item)**

**A. September 9th, 2013  
(Document A)**

There was no public comment.

Commissioner Van Stark, seconded by Commissioner Landrum, moved to approve the minutes from September 9, 2013. This motion was approved by acclamation.

**B. July 15th, 2013  
(Document B)**

There was no public comment.

Commissioner Marshall-Fricker, seconded by Commissioner Bernick, moved to approve the minutes from July 15, 2013. This motion was approved by acclamation.

**4. Public Comment on Items not on Agenda (Discussion Only)**

There was none.

**5. Consent Calendar (Action Item)**

All items hereunder constitute a Consent Calendar. There will be no separate discussion of these items unless a Commissioner so requests. In that event, the item will be removed from the Consent Calendar and considered as a separate item immediately following the vote on the rest of the items.

A. Referral from the Board of Supervisors, File No. 130864: Ordinance amending the Planning Code to transfer proposed child care facility oversight from the Department of Children, Youth and Their Families to the Office of Early Care and Education; and making environmental findings.  
(Document C)

Commissioner Persky explained the handling of a consent calendar. Commissioner Cardenas gave a brief overview of the legislation and explained how to sever an item from the consent calendar. Commissioner Persky asked for clarifying questions. There were none.

There was no public comment.

Commissioner Flores, seconded by Commissioner Landrum, moved to approve the consent calendar. This motion was approved by acclamation.

**6. Legislation Referred from the Board of Supervisors (All Items to Follow Discussion and Possible Action)**

A. [BOS file no. 130946] Hearing – Impact of Sugar Sweetened Beverages to the San Franciscan’s Health and Health Care Sector. (Primary Sponsor: Supervisor Eric Mar)  
Presenter: Peter Lauterborn, Legislative Aide, Supervisor Mar’s office  
(Document D)

Chair Persky made general remarks about how the Commission can receive legislation referred. Commissioner Cardenas explained that the legislation is a request for a study on the effects of sugar-sweetened beverages. He reminded the commission that the Youth Commission heard a presentation on the subject in June 2013.

Peter Lauterborn explained that Supervisors Weiner, Avalos and Cohen co-sponsored the hearing request. He explained that he was asking the Youth Commission for feedback and input on what questions they want included in the hearing on this subject. Sweetened beverages make up for 10% of the calories we consume, and unlike other sugars, sweetened beverages have no nutritional value. The supervisors want to understand the science regarding the health effects of sugar. It has addictive qualities, can harm the liver, and has financial impacts through increased healthcare costs.

Other cities have addressed this issue by creating an added sales tax to sugary beverages. Some have looked at creating excise taxes. Others have tried to limit shelf space. An outstanding question regarding such measures is where added revenue would go. The budget and legislative analyst will study this issue and the scientific community will be responding, but the feedback of the Youth Commission is also welcomed.

Commissioner Flores asked about the impact of SSB’s (sugar-sweetened beverages) by neighborhood. What is the relative availability of healthy drink alternatives?

Mr. Lauterborn explained that addressing the need for equity in the availability of food is an important component of this effort. He explained that Supervisor Mar’s office was working on a variety of other initiatives and that he would be happy to talk over them with youth commissioners.

Commissioner Bernick asked about efforts to have youth drink SSB’s in more moderation.

Mr. Lauterborn explained that this was part of the thinking behind the school district having removed sodas from campuses.

Commissioner Landrum asked what the next step after the hearing will be. Is the city considering legislation? Will campaigns be put in place for certain neighborhoods and areas?

Mr. Lauterborn explained that efforts to limit consumption of SSB's have to be met with efforts to offer other alternatives. Supervisor Mar introduced legislation to provide incentives to corner stores that convert to provide full service healthy food.

Ariel Yu asked how the City would deal with the concerns of the companies that sell beverages.

Mr. Lauterborn explained that the City does not know what policy approach it would pursue. Most large corporations are not happy about having their products regulated, so we can expect they will spend money to protect their industry interests.

Commissioner Li asked what sorts of policy options are being considered.

Mr. Lauterborn explained that campaigns to limit alcohol and tobacco consumption provide good examples. The effort in New York to limit the size of beverages has not shown evidence of effectiveness.

Commissioner Edelhart asked how a tax would affect smaller independent companies like liquor stores and corner stores.

Mr. Lauterborn explained that it could affect other businesses that make money selling SSB's. That is why Supervisor Mar wants to provide incentives to businesses to shift to provide healthier options. There would be conversations with the small business commission, as well as labor groups. Mr. Lauterborn offered to follow up with Commission staff with more information on the incentives legislation.

Commissioner Van Stark suggested that the City should look at caffeine addiction as well and that any extra revenue from the initiative should be applied to counter-advertising campaigns.

Commissioner Bernick said that funds should be spent on having more exercise at school.

Commissioner Eric Wu said the consumption is ingrained because it is cheap and affordable. We need to look at the habits of consumers to understand where to intervene.

Chair Persky reminded his colleagues that the commission usually takes motions to approve or not approve the legislation referred, as well as questions and comments.

Commissioner Sicairos asked about the use of vending machines, and how soda company sponsorship of athletics at City College would affect such initiatives.

Mr. Lauterborn explained that corporate sponsorship is not allowed in SFUSD, which has also placed limits on what can be sold at vending machines. More broadly, this is a challenge with vending machines. Any policy that included a fee would apply to however a beverage is sold, including vending machines. City College could enact a similar policy to SFUSD.

Chair Persky called for public comment.

Azizi Loyd explained that a problem with sweetened beverages is that they are very accessible. Could there be an initiative to lower the prices of unsweetened healthier drinks?

Mr. Lauterborn explained that other countries have subsidized healthier options.

There was no further public comment.

Commissioner Edelhart motioned to urge the BOS to look at how possible legislation would effect small businesses, and to look at incentives to help small businesses. The motion was seconded by Commissioner Li and was adopted by acclamation.

Commissioner Landrum, seconded by Commissioner Flores, moved to include a recommendation that possible legislation include research and provisions for addressing discrepancies in access to affordable healthy alternatives in low income neighborhoods. This motion was approved by acclamation.

Commissioner Bernick, seconded by Commissioner Landrum motioned to include a recommendation that the Board of Supervisors make efforts to work with local businesses to lower the price of healthy and unsweetened beverages. This motion was approved by acclamation.

Commissioner Van Stark motioned to urge BOS to look at parallel causes of addiction and obesity, including caffeine and alcohol. This motion was seconded by Commissioner Bernick and was adopted by acclamation.

Commissioner Eric Wu motioned to suggest that the Budget and Legislative Analyst conduct a study on consumer's consumption of SSB's and look at means of how to intervene on the habit. The motion was seconded by Commissioner Edelhart and was adopted by acclamation.

Commissioner Cardenas motioned to include the recommendation that the Board investigate targeted marketing of SSB's toward specific populations and the impacts on children's health. This motion was seconded by Commissioner Landrum and was adopted by acclamation.

Commissioner Van Stark motioned to include a recommendation that surplus revenue be used for a counter-marketing campaign for sweetened beverages.

Mr. Lauterborn explained that the legislation has not been crafted yet, and that the commission would do well to consider the needs of youth.

Commissioner Landrum made a substitute motion to include recommendation that any revenue from potential legislation go to health programs and campaigns in communities most effected by the health effects of SSB's. This motion was seconded by Commissioner Van Stark.

Staff member, Phimy Truong, reminded commissioners that they could attend the hearing and there will be more opportunities to include input on policy regarding SSB's

Commissioner Edelhart reiterated that the legislation before them was a hearing request and was only the beginning of a conversation.

Commissioner Landrum withdrew her motion.

Commissioner Edelhart motioned to support the legislation referred. This motion was seconded by Commissioner Flores. The motion in support of the legislation was approved by acclamation. Staff clarified can engage with the staff.

Staff member, Adele Carpenter, asked which commissioners would be interested in working on issues of sugar-sweetened beverages in the future. Commissioners Flores, Joyce Wu, Bae, Sicairos, Bernick, Li, Yu, Edelhart, Landrum were interested.

## 7. Presentations (All Items to Follow Discussion and Possible Action)

### A. Presentation on Project WHAT!

Presenters: Project WHAT! Youth participants and Mailee C. Wang, Program & Policy Director, Project WHAT! Community Works West  
(Documents E and F)

Arvaughn Williams, 15, explained that he had been working with We are Here and Talking since Summer 2013. He explained that there are 2.7 million students with incarcerated parents nationwide. Project WHAT aims to raise awareness about children with incarcerated parents. It has a youth bureau and a youth leadership circle. It is a paid job.

Jessica Calderon explained she has been part of Project WHAT since June 2013. The project was born from the bill of rights for youth with incarcerated parents. The Bill of Rights includes: right to be safe and informed at time of my parent's arrest, to be heard when decisions are made about me, to be well cared for in the absence of my parent, to see my parent, to support, to not be judged or labeled, to be considered when decisions are made about my parent, to a lifelong relationship with my parent. The bill of rights was made into a California resolution. We have distributed our resource guide to youth with incarcerated parents. We will be launching a campaign based on our stated rights.

Azizi Loyd explained she has been with Project WHAT since summer 2013, and that she is here to ask for the commission's help. Project WHAT is in a research phase of their campaign, and will later ask for the Youth Commission's endorsement. Project WHAT will be doing surveys and researching problems for the seventeen thousand youth with incarcerated parents in San Francisco. She invited youth commissioners to visit Project WHAT's office and asked for support reaching out to decision-makers about their campaign.

Commissioner Van Stark asked how else youth commissioners can help.

Aziz explained that Project WHAT could use help passing out surveys at schools and getting the word out about their project, and that they would like support being considered during policy discussions.

Commissioners Sicairos and Marshall-Fricker thanked the presenters and expressed their support.

Commissioner Edelhart invited presenters to a Youth Justice committee meeting and offered support with the survey project and eventual campaign.

Zoe Wilmott, program coordinator, introduced herself and explained the Project could use support distributing surveys and conducting focus groups. She asked if commissioners could recommend supervisors or individuals to reach out to regarding gaps in services.

Commissioner Flores explained that youth with incarcerated parents are one in seventeen, and that she is the child of an incarcerated parent. She explained that she was appointed by Supervisor Campos and would like to help reach out to him when needed.

Commissioner Van Stark asked about the 17 thousand youth in San Francisco figure and how it was calculated.

Ms. Wilmott explained that there is no government agency required to collect data on children with incarcerated parents. Prisons do not record the number of children that inmates have. The number cited is from a data formula that researchers came up with in 2010. It was funded by SF Children of Incarcerated Parents Partnership. We may recommend that that data should be collected by the city.

Commissioner Landrum explained that she is also the child of an incarcerated parent and inquired what age groups Project WHAT works with. Do they work with transitional age youth? How can older youth be involved?



Zoe explained that the funding for paid positions is for youth 14-17 years old, but that the Oakland partner group works with youth up to age 21 and that there is a strong alumni network. The project puts out a resource guide that includes TAY youth resources.

Commissioner Yu expressed willingness to help distribute the bill of rights booklets to raise awareness about the cause.

Aziz Loyd explained that the Project participants want to connect with social workers, police officers, judges, anyone who would deal with a child or parent around incarceration.

Commissioner Gomez asked how old the youth in the seventeen thousand figure are.

Zoe Wilmott said the figure includes 1-18 year olds.

Commissioner Wu asked whether it includes undocumented youth.

Commissioner Van Stark asked about polling youth in homeless shelters.

Zoe Wilmott said she will follow up with the researcher about the questions.

There was no public comment.

Chair Persky reiterated the presenters are welcome to return when their research phase is complete and when they are looking for support. He invited them to follow up with the youth justice committee on second and fourth Tuesdays.

Ms. Wilmott said she would like to follow up with the Youth Justice and TAY committees and invited commissioners to attend a meeting on a Tuesday from 5-7pm.

Commissioners who were interested in attending a meeting included: Edelhart, Landrum, Cardenas, Li, Sicarios, Van Stark, Flores.

Commissioner Sicairos invited the presenters to reach out to the Youth Leadership Institute for support.

**B. Presentation and Request to Approve the Proposed Record Retention Schedule for the Youth Commission**  
Presenter: Wilson Ng, Records Manager, Board of Supervisors  
(Document G)

Mr. Ng provided a brief overview of his job as Records Manager at the Clerk of the Board's office.

He explained the reasons to have a record retention policy: Updating record retention is mandatory. The last updated took place in 2001. The policy allows for operational efficiency and overall accountability to provide accurate information to the public.

The attachments included/the proposed record retention was done in collaboration with the Clerk of the Board, the Records Manager, and Director of the YC. After approval of this proposed schedule, all divisions' record retentions are consolidated under the COB department, forwarded to the City Attorney, and then the Controller's office, and then lastly it goes to the retirement board for any time cards. For the YC - any payroll and personnel records will be removed, because that is a personnel function and included in the HR function.

Mr. Ng explained the differences between the current proposed record retention schedule, and the last record retention schedule updated in 2001 (which is located on the BOS website).

Commissioner Van Stark asked clarifying question about where records are stored.

Mr. Ng confirmed it would be stored with a general city index with the city administrator but records are physically stored at the youth commission office. The policy regards how long records are maintained.

Chair Persky asked where is the off-site storage is.

Mr. Ng explained the records are stored in Fremont.

There was no public comment.

Commissioner Eric Wu, seconded by Commissioner Marshall-Fricker, moved to approve the policy. This motion was approved by acclamation.

#### **8. Youth Commission Business (All Items to Follow Discussion and Possible Action)**

A. Discussion and Request for approval of the Youth Commission's TAY, Housing, LGBT committee's referral response to BOS file no. 130785 on family friendly workplace ordinance

Presenter: Commissioner Wu, Committee Chair, TAY, Housing, LGBT issues committee

(Documents H and I)

Commissioner Cardenas explained this legislation was heard in the TAY committee in time for the first BOS vote, and that the TAY committee asked this to be agendaized for approval from the full commission. The Board of Supervisors has already approved this ordinance.

Commissioner Eric Wu explained that Catherine Rauschuber, from Supervisor Chiu's office, presented to the committee. The ordinance allows an employee to request a flexible schedule in order to take care of children, elderly, or disabled family members. Employers are not required to comply. This legislation was referred to the committee because this can help combat family flight in San Francisco, as there are more dogs than there are children in the city. This type of ordinance will help keep families here. This also reflects that the American family today does not reflect the traditional nuclear family. There are many single family households, including women breadwinners who work and take care of children. This is a positive ordinance for businesses as they can deny the request, but it also reduces turnover by creating loyal employees. It is modeled after legislation in the UK, Australia, and Canada. Some of the recommendations our committee made are in the document. Commissioner Wu read the referral response into the public record.

Commissioner Cardenas expressed support for the recommendations put forward by the committee.

Director Truong informed the commission that the Board passed the legislation unanimously on the first reading.

Commissioner Yu clarified whether the legislation was just for public employees. Commissioner Flores explained it applied to all companies with over twenty employees in the City

There was no public comment..

Commissioner Marshall Fricker motioned to approve the committee referral, seconded by Commissioner Flores. The motion was approved unanimously by acclamation.

#### **9. Staff Report (Discussion Only)**

Director Truong informed commissioners about the following: A film screening for the Day of the Girl at DCYF; and invitation to participate in SFUSD's Vision 2025; Youth Lobby Day for Free MUNI for Youth on October 24th; the next Free MUNI for Youth coalition meeting October 14th; the deadline to sign up for health benefits.

Commissioners Cardenas, Li, Bernick, Persky, Bae, Eric Wu, and Joyce Wu were interested in Free MUNI updates.

Staff member, Adele Carpenter, informed commissioners about the following: The Neighborhood Empowerment Network awards; an interview request from a USF student; an invitation to the Policy Research workshop; a call about youth transit with advocates in Portland and Boston; scheduling one-on-one check ins with staff. Commissioners Landrum, Yu, Edelhart, Cardenas, Li, Persky, Bernick, Sicaire, Van Stark, Bae, and Flores were interested in the policy research workshops.

Staff member, Allen Lu, invited commissioners to an October 22nd Children's Fund Community Coalition Town Hall.

#### 10. Committee Reports (Discussion Only)

A. Executive Committee, Vice Chair Michelle Kong, Legislative Affairs Officer Joshua Cardenas, Outreach Officer DeAsia Landrum, Media & Public Relations Officer Angel VanStark

Chair Persky explained the committee had worked on individual and institutional goals at their last meeting, and looked over past priorities. Commissioner Cardenas updated the commission that the Due Process for All legislation had passed unanimously with amendments, including amendments for previous felony convictions. He also explained that he is watching legislation that may be referred to the housing committee. Commissioner Landrum explained that the outreach plan was forthcoming. Commissioner Van Stark invited commissioners to schedule video interviews with him.

B. Youth Justice Committee, Chair Sophie Edelhart

Commissioner Edelhart explained the committee had set goals and reviewed priorities from past years. Additionally, they had marked the following goals and interests: talking directly to youth with incarcerated parents and incarcerated youth; looking at alternative sentencing and peer courts; restorative justice; the recreation yard at juvenile hall; transition out of the system; and racial profiling.

C. Immigration & Employment Committee, Chair Michel Li

Commissioner Li explained the committee had reviewed goals including following up on summer jobs plus, reaching out to organizations, DACA, and the youth immigration summit of past years.

D. Education, Health & Wellness Committee, Chair Ariel Yu

Commissioner Yu explained the committee had set goals and priorities including: special education and inclusion promotion; credit recovery follow up; healthy food access; defibrillators at schools; and nurses at schools.

E. TAY, Housing, and LGBT issues Committee, Chair Eric Wu

Eric Wu explained the committee had had the previously heard legislation referred and had reviewed past priorities and current interests, including: 12N, City College, TAY housing, human trafficking, families, case management for TAY Housing recipients, and supporting transitions for youth in TAY housing programs. Commissioner Van Stark encouraged colleagues to reach out to their appointing officers about the effects of dwindling WIC resources in the face of the federal government closure. He explained 16 thousand families in San Francisco were effected and 9 million nationwide are affected.

F. Youth Advisory Council, Representative Joyce Wu

Joyce Wu explained the YAC had had a first meeting and that they were following up on a recent evaluation of

Youth Vote.

**11. Attendance Authorizations (Action Item)**

There were none. There was no public comment.

**12. Announcements (This Includes Community Events)**

Luisa: YLI applications for TURF.

**13. Adjournment**

The meeting was adjourned at 7:42 pm.



**SUNSHINE ORDINANCE TASK FORCE  
CITY AND COUNTY OF SAN FRANCISCO  
DRAFT – MINUTES**

**Hearing Room 408  
City Hall, 1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689**

**December 4, 2013 – 4:00 PM**

**Regular Meeting**

**Members:** Kitt Grant (Chair), Louise Fischer (Vice-Chair),  
Richard Knee, Allyson Washburn, David Pilpel,  
David Sims, Todd David, Chris Hyland, Bruce Oka

**1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES**

The meeting was called to order at 4:12 p.m. All members were noted present. There was a quorum.

Chair Grant announced that the Complainant for File No. 12059 (Item 3) has withdrawn their complaint.

**Member David, seconded by Member Fischer, moved to change the order of the agenda by moving File No. 13031 (Item 7) to the Item 2 slot and moving Item 2 (Records Retention) to the Item 7 slot on the agenda.**

**Speakers:** None.

**The motion PASSED by the following vote:**

Ayes: 8 – Washburn, Pilpel, Sims, David, Hyland, Oka, Fischer, Grant

Noes: 1 – Knee

Chair Grant announced a request for File Nos. 13030 and 13033 (Items 6 and 8) to be continued, by the Complaint.

**Member Pilpel, seconded by Member Knee, moved to accept the Complainants request for continuance of File Nos. 13030 and 13033 (Items No. 6 and 8).**

**Speakers:** None.

**The motion PASSED without objection.**

2. **Proposed Sunshine Ordinance Task Force Records Retention Schedule:** The Task Force shall prepare, maintain and adopt a records retention and destruction policy as provided in §8.3 of the San Francisco Administrative Code.

Wilson Ng, Records Manager, Office of the Clerk of the Board presented the proposed retention schedule.

**Member Pilpel, seconded by Member David, moved to adopt the revisions to the Sunshine Ordinance Task Force Records Retention Schedule.**

**Speakers:** Peter Warfield expressed concerns over various aspects of the retention schedule.

**The motion PASSED without objection.**

3. **File No. 12059:** The Compliance and Amendments Committee has referred File No. 12059, Supreet Pabla, SEIU Local 1021 against Human Services Agency for allegedly failing to provide records requested relevant to the representation of the bargaining unit's employees.

**The Complainant has withdrawn their complaint.**

4. **File No. 13024:** The Compliance and Amendments Committee has referred File No. 13024, Mica Ringel against the Planning Department for allegedly failing to provide requested records associated with the proposed development of 480 Potrero Avenue. (Discussion and Action) (*attachment*) (*approximately 30 minutes*)

LuLu Hwang and Sara Jones, Planning Department (Respondent) provided an overview of the Planning Department's defense and submitted additional information (CD). There were no speakers who offered facts and evidence in support of the Respondent. Mica Ringel (Complainant) provided an overview of the complaint. There were no speakers who offered facts and evidence in support of the Complainant. A question and answer period followed. The Respondent waived rebuttal. The Complainant provided a rebuttal.

**Member Knee, seconded by Member Hyland, moved to refer to the Ethics Commission.**

**Speakers:** None.

**The motion FAILED by the following vote:**

Ayes: 5 – Knee, Washburn, Sims, Hyland, Oka

Noes: 4 – Pilpel, David, Fischer, Grant

**Member Washburn, seconded by Member Knee, moved to refer to the Education, Outreach and Training Committee to discuss possible changes to the Planning Department procedures.**

**Speakers:** None.

**The motion PASSED without objection.**

**5. Public Comment.**

**Speakers:** James Chafee expressed concern regarding various Public Library issues including equal access; Paula Datesh expressed concern in relation to the Arts Commissions process for replying to request for information and Immediate Disclosure Requests; Peter Warfield expressed concern regarding various Public Library issues and organization of previous SOTF decisions.

- 6. File No. 13030:** Complaint filed by Charles Pitts, against the Community Housing Partnership for allegedly failing to comply with an Immediate Disclosure Request for tenant's budget of 650 Eddy St. *(attachment)*

*Continuance requested by Complainant and Respondent. Motion Passed (Item 1).*

- 7. File No. 13031:** Complaint filed by Amber Straus, against Thelma Scott-Skillman, Interim Chancellor, City College of San Francisco for allegedly failure to comply with a public records request.

Scott Dickey, San Francisco Community College District; (Respondent) challenged jurisdiction due to the fact that it is a political subdivision of the state of California and not subject to the Sunshine Ordinance. Amber Straus (Complainant) was not aware of the jurisdictional issue.

**Speakers:** None.

**Due to a lack of a motion, the Task Force FOUND NO JURISDICTION.**

- 8. File No. 13033:** Complaint filed by Barry Taranto, against the Municipal Transportation Agency for allegedly violating Sunshine Ordinance §67.15(a) Public Testimony thereby censoring and abridging public testimony.

*Continuance requested by Complainant and Respondent. Motion Passed (Item 1).*

**RECESS 5:57 PM – 6:10 PM**

- 9. File No. 13035:** Complaint filed by James Chaffee v the Board of Supervisors, Budget and Finance Committee for allegedly violating Government Code §54954.3(a) and Sunshine Ordinance §67.15(a) Public Testimony by failing to provide an opportunity for public comment before taking action. *(attachment)*

**Member Knee, seconded by Member Pilpel, moved to find jurisdiction.**

**Speakers:** None.

**The motion PASSED without objection.**

James Chaffee (Complainant) provided an overview of the complaint. The Complainant requested the Task Force to find violations. There were no speakers who offered facts and evidence in support of the Complainant. Wilson Ng, Records Manager, Board of Supervisors (Respondent) provided an overview of the Board of Supervisors, Budget and Finance Committee defense. There were no speakers who offered facts and evidence in support of the Respondent. A question and answer period followed. The Complainant responded to questions raised throughout the discussion and further requested the Task Force to find violations. The Respondent provided a rebuttal. The Complainant provided a rebuttal and further requested the Task Force to find violations.

**Member Pilpel, seconded by Member Washburn, moved to find a violation of Sunshine Ordinance §67.15(c) and Government Code §54954.3(b) for failing to allow sufficient time for public comment; referral to the Education, Outreach and Training Committee for discussions with the Budget and Finance Committee Chair.**

**Speakers:** Paula Datesh expressed over the public comment process and described personal experiences; Peter Warfield expressed support of the motion and concerns in regards to public comment process.

**The motion PASSED by the following vote:**

Ayes: 8 – Knee, Washburn, Pilpel, Sims, Hyland, Oka, Fischer, Grant

Noes: 1 – David

10. **Approval of Minutes from the March 6, 2013 Regular Meeting.**

**Member Knee, seconded by Member Pilpel, moved to CONTINUE Items 10 through 18, to the February 5, 2013 meeting.**

**Speaker:** Peter Warfield expressed concern in regard to the term of the Sunshine Ordinance Administrator.

**The motion PASSED without objection.**

11. **Approval of Minutes from the April 3, 2013 Regular Meeting.**

**Member Knee, seconded by Member Pilpel, moved to CONTINUE Items 10 through 18, to the February 5, 2013 meeting.**

**Speaker:** Peter Warfield expressed concern in regard to the term of the Sunshine Ordinance Administrator.

**The motion PASSED without objection.**

12. **Approval of Minutes from the May 1, 2013 Regular Meeting.**

**Member Knee, seconded by Member Pilpel, moved to CONTINUE Items 10 through 18, to the February 5, 2013 meeting.**



**Speaker:** Peter Warfield expressed concern in regard to the term of the Sunshine Ordinance Administrator.

**The motion PASSED without objection.**

13. **Approval of Minutes from the June 5, 2013 Regular Meeting.**

**Member Knee, seconded by Member Pilpel, moved to CONTINUE Items 10 through 18, to the February 5, 2013 meeting.**

**Speaker:** Peter Warfield expressed concern in regard to the term of the Sunshine Ordinance Administrator.

**The motion PASSED without objection.**  
*(approximately 5 minutes) (Action) (attachment)*

14. **Approval of Minutes from the July 9, 2013 Special Meeting.**

**Member Knee, seconded by Member Pilpel, moved to CONTINUE Items 10 through 18, to the February 5, 2013 meeting.**

**Speaker:** Peter Warfield expressed concern in regard to the term of the Sunshine Ordinance Administrator.

**The motion PASSED without objection.**

15. **Approval of Minutes from the August 7, 2013 Regular Meeting.**

**Member Knee, seconded by Member Pilpel, moved to CONTINUE Items 10 through 18, to the February 5, 2013 meeting.**

**Speaker:** Peter Warfield expressed concern in regard to the term of the Sunshine Ordinance Administrator.

**The motion PASSED without objection.**

16. **Approval of Minutes from the September 4, 2013 Regular Meeting.**

**Member Knee, seconded by Member Pilpel, moved to CONTINUE Items 10 through 18, to the February 5, 2013 meeting.**

**Speaker:** Peter Warfield expressed concern in regard to the term of the Sunshine Ordinance Administrator.

**The motion PASSED without objection.**

17. **Approval of Minutes from the October 2, 2013 Regular Meeting.**

**Member Knee, seconded by Member Pilpel, moved to CONTINUE Items 10 through 18, to the February 5, 2013 meeting.**

**Speaker:** Peter Warfield expressed concern in regard to the term of the Sunshine Ordinance Administrator.

**The motion PASSED without objection.**

**18. Approval of Minutes from the November 6, 2013 Regular Meeting.**

**Member Knee, seconded by Member Pilpel, moved to CONTINUE Items 10 through 18, to the February 5, 2013 meeting.**

**Speaker:** Peter Warfield expressed concern in regard to the term of the Sunshine Ordinance Administrator.

**The motion PASSED without objection.**

**19. Administrator's Report.**

Report was given by Victor Young, Sunshine Ordinance Task Force Administrator.

**20. Announcements, Comments, Questions, and Future Agenda Items.**

Member Pilpel provided an update on the Education, Outreach and Training Committee.

**21. ADJOURNMENT**

There being no further business, the Task Force adjourned at 7:50 p.m.

Print Form

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO

# Introduction Form

By a Member of the Board of Supervisors or the Mayor

2014 APR 22 PM 4:08

Time stamp  
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Amendment)
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor [ ] inquires"
- 5. City Attorney request.
- 6. Call File No. [ ] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. [ ]
- 9. Reactivate File No. [ ]
- 10. Question(s) submitted for Mayoral Appearance before the BOS on [ ]

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission     Youth Commission     Ethics Commission
- Planning Commission     Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative Form.**

Sponsor(s):

Clerk of the Board

Subject:

Records Retention and Destruction Schedule

The text is listed below or attached:

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.

Signature of Sponsor: Agnes Cavilla

For Clerk's Use Only:

140431

