

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 time rolls, time cards, payroll checks and related matters.

APPROVAL:

*Myra Hirsch, Executive Director*  
Retirement Board

*3/17/2014*  
Date Approved