

1 [Records Retention and Destruction Schedule]

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3 **Motion approving the Board of Supervisors revised Records Retention Schedule and**
4 **Records Retention and Destruction Policy retroactive to July 1, 2001 and authorizing**
5 **the Clerk of the Board to adjust the schedule to increase retention periods and**
6 **requiring Board approval for additions and/or reduction in retention periods.**

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

10 WHEREAS, The City Attorney has been consulted regarding the retention schedule; on
11 file with the Clerk of the Board of Supervisors in File No. 011607, which is hereby declared to
12 be a part of this motion as if set forth fully herein; now, therefore, be it

13 MOVED, That the Board approves the Board of Supervisors revised Records Retention
14 Schedule and Records Retention and Destruction Policy retroactive to July 1, 2001 and
15 directs the Clerk of the Board of Supervisors to carry out the implementation of the schedule;
16 and, be it

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

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

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