

RECREATION AND PARK DEPARTMENT Record Retention and Destruction Policy

The Recreation and Park Department Record Retention and Destruction Policy is adopted pursuant to Chapter 8 of the San Francisco Administrative Code, which requires each department head to maintain records and create a records retention and destruction schedule.

This policy covers all records and documents, regardless of physical form or characteristics, which have been made or received by the Recreation and Park Department in connection with the transaction of public business.

PART I: POLICY AND PROCEDURES

A. RETENTION POLICY

The Recreation and Park Department shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference, or to comply with contractual or legal requirements, or for other purposes as set forth below. For record retention and destruction purposes, the term "record" is defined as set forth in Section 8.1 of the San Francisco Administrative Code. Documents and other materials that do not constitute "records" under that section, including those described below in Category 4, may be destroyed when no longer needed, unless otherwise specified in Part II. The records of the Recreation and Park Department shall be classified for purposes of retention and destruction as follows:

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

- **Permanent records.** Permanent records are records required by law to be permanently retained and which are ineligible for destruction unless they are microfilmed and special measures are followed. Under Administrative Code Section 8.4, once microfilmed, or may be placed on an optical imagery system, the original paper records may be destroyed. Duplicate copies of permanent records may be destroyed whenever they are no longer necessary for the efficient operation of this Department. An example of permanent records includes but is not limited to official records of commission action.
- **Essential records.** Essential records are records necessary for the continuity of government and the protection of the rights and interests of individuals. Administrative Code Section 8.9. An example of essential records includes, but is not limited to, the Department Employee Handbook.

Category 2: Current Records. Current records are records which for convenience, ready reference or other reasons are retained in the office space and equipment of the Department. Examples of current records include lease files and personnel files. Current records shall be retained as follows:

- Where retention period specified by law. Where federal, state, or local law prescribes a definite period of time for retaining certain records, the Recreation and Park Department will retain the records for the period specified by law. Examples of records required to be maintained for a specific period are Family Medical Leave Act Records and Workers' Compensation Records.
- Where no retention period specified by law. Where no specific retention period is specified by law, the department must specify the retention period for those records that the department is required to retain. Records shall be retained for a minimum of two years, although such records may be treated as "storage records" and placed in storage at any time during the applicable retention period. Examples of current records include but are not limited to invoices for purchases of supplies and budget documents.

Category 3: Storage Records. Storage records are records that are retained offsite. Storage records are subject to the same retention requirements as current records.

Category 4: No Retention Required. Documents and other materials that are not "records" as defined by Administrative Code section 8.1 need not be retained unless otherwise specified by local law. Documents and other materials (including originals and duplicates) that are not otherwise required to be retained, are not necessary to the functioning or continuity of the Department and which have no legal significance may be destroyed when no longer needed. Examples include materials and documents generated for the convenience of the person generating them, draft documents (other than draft of agreements subject to disclosure pursuant to Administrative Code Section 67.24(a)) which have been superseded by subsequent versions, or rendered moot by departmental action, and duplicate copies of records that are no longer needed. Specific examples include calendars, telephone message slips, miscellaneous correspondence not requiring follow-up or departmental action, notepads, e-mails that do not contain information required to be retained under this policy, and chronological files. With limited exceptions, no specific retention requirements are assigned to documents within this category. Instead, it is up to the originator or recipient to determine when the documents business utility has ended.

B. RECORDS NOT ADDRESSED IN THE RECORD RETENTION SCHEDULE

Records and other documents or materials that are not expressly addressed by the attached schedule may be destroyed at any time provided that they have been retained for

the periods prescribed for substantially similar records. Current or storage records 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 public purpose, and destruction of the record has been approved by the Controller (for records pertaining to financial matters), the City Attorney (for records have legal significance) and the Retirement Board (for payroll checks, time cards and relate documents).

C. STORAGE OF RECORDS

Records may be stored in the Recreation and Park Department's office space or equipment if the records are in active use or are maintained in the office for convenience or ready reference. Examples of active files appropriately maintained in the Recreation and Park Department's office space or equipment include active chronological files, research and reference files, legislative drafting files, administrative files and personnel files. Inactive records, for which use or reference has diminished sufficiently to permit removal from the Recreation and Park Department's office space or equipment, may be sent to the City's off-site storage facility or maintained in the Department's storage facility.

D. HISTORICAL RECORDS

Historical records are records which are no longer of use to the Recreation and Park Department but which because of their age or research value may be of historical interest or significance. Historical records may not be destroyed except in accordance with the procedures set forth in Administrative Code section 8.7.



**PART II
RECORD RETENTION AND DESTRUCTION SCHEDULE**

TYPE OF RECORD	RETENTION CATEGORY [e.g., current, permanent]	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		Total	Current *	Storage **	
GENERAL AND ADMINISTRATIVE RECORDS					
Administrative records, miscellaneous	2	2 years	X		
Advice Letters	2	Later of 2 years or until superceded	X		
Annual Reports	1	Permanent	3 years	After 3 years	
Audio/Video recordings not specified	2	2 years	X		
Audit Reports	1	Permanent	3 years	After 3 years	
Budget Files	2	2 years	X		
Calendars [other than department head]	4	None			
Calendar [department head]	4	2 years	X		
Chronological files	4	None			
Claims Files	2	Later of 2 years or until claim is disposed.	X		
Code Interpretations	2	Later of 2 years or until superceded	X		
Correspondence, miscellaneous	2	2 years	X		
* files located in house					
** files located in storage in house or off site					

Correspondence not requiring follow-up	4	None			
Correspondence, draft	4	None			
Emergency Response Plan	2	Later of 2 years or until superceded	X		
Employee Handbook	1	Until superceded	X		
Fax Transmittal Sheets	4	None			
Financial Records, miscellaneous	4	None	X		
General Manager Reports	2	5 years	X		
Incident Reports	4	None			
Journals/Magazines/Catalogs	2	Until superceded	X		
Legal Advice	4	None			
Legislative Drafts	4	None			
Memoranda, miscellaneous	2	5 years or until superceded	X		
Memoranda, policy/decisional	2	Later of 2 years after applicable fiscal year	X		
Payables (Invoices)	2	2 years	X		
Publications, reports created by department	2	For life of permit, minimum of 2 years	Located at Log Cabin – permits and reservations office		
Permit Application and Issuance Records	2	3 years	X		
Revolving Funds Records	1	Permanent	For 3 years	After 3 years	
Settlement Agreements	2	2 years	X		
Telephone Logs	2	Later of 2 years after applicable fiscal year	X		
Work Orders and Payments	2	2 years	X		

COMMISSION RECORDS					
Agendas, Notices and Minutes of Commission Meetings	1	Permanent	X		
Audio/Video recording of meetings of policy bodies	1	Permanent	For 2 years	After 2 years	Required by Admin. Code §67.14
Commission Correspondence	2	2 years	X		
Commission Files	2	10 years	X		
Motions and Resolutions	1	Permanent	X		
CONTRACT/GRANT RECORDS					
Bond Documents	2	Duration of Bond	X		
Contracts/Agreements/MOUs	2	2 years after life of agreement ¹	X		
Contract correspondence	2	2 years after life of the agreement	X		
Construction Plans	2	Later of 2 years or until superceded	X		Admin. Code §67.24(a)
Exchanged Drafts of Agreements	2	2 years	X		
Lease Files	2	3 years after expiration	X		
Professional Services Contracts	2	2 years after life of agreement	X		
Purchase Orders	2	2 years	X		
Regulations	1	Current until superceded	X		
Requests for Proposals (RFPs)and Request for Qualifications (RFQs);	2	2 years	X		Admin. Code §67.24(e)

¹ Unless longer retention period required by state or federal law, in which case the type of agreement and applicable retention period should be listed.

Responses to RFPs and RFQs					
RFP Scoring Records	2	2 years	X		
PERSONNEL/HR RECORDS					
ADA Request for Reasonable Accommodation Report	2	5 years	X		
Affirmative Action Plan	2	5 years	X		
Discrimination Complaints	2	5 years	X		
Employee Accident/Incident Reports	2	7 years	X		Title 8, Cal. Code of Regulations, Section 10102
Employment Applications/Resumes	2	2 years	X		
Ergonomic Records	2	2 years	X		Required by Fair Labor Standards Act §11(c)
Family Medical Leave Act Records	2	5 years	X		
Payroll Records	2	5 years	X		
Personnel Files	2	5 years after date of separation	X		
Sexual Harassment Complaints	2	5 years	X		
Time Rosters*	2	5 years	X		
Time Sheets	2	5 years	X		29 CFR 1904.6
Workers' Compensation Records	2	5 years	X		

*These are no longer generated. Prior records will be retained for 5 years.