



San Francisco  
**Water Power Sewer**  
Services of the San Francisco Public Utilities Commission

# Record Retention Policy

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## Introduction

The San Francisco Public Utilities Commission has devised a Record Retention Policy 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. The Record Retention Policy (“Policy”) governs the creation, retention and destruction of all business records maintained by the SFPUC and business records maintained by third parties on SFPUC’s behalf.

## Purpose

SFPUC creates and retains records in paper and electronic formats, to meet its business needs, and to comply with legal and regulatory requirements. The purpose of this Policy, and Record Retention Schedule (“Schedule”), is to:

1. Ensure retention of records and information necessary for the efficient transaction of SFPUC’s business.
2. Comply with applicable laws and regulations such as the Sunshine Act.
3. Provide a method of identifying and maintaining records that would otherwise be subject to destruction, when it is known or reasonably anticipated that they will be needed for audit, investigation or litigation proceedings.
4. Provide for the destruction of records that do not need to be maintained under the Schedule or Legal Hold, thereby reducing record storage costs, clutter, and improving SFPUC’s ability to find and make available and accessible relevant records when needed.

## Scope

The Records Retention Policy requires that all SFPUC personnel who create, store, retrieve, manage or dispose of SFPUC business records will conduct those activities in accordance with this Policy, the current Records Retention Schedule and any Legal Holds. The Policy applies to all Business Records, whether those are kept in paper, electronic or other formats or media. A Record is defined broadly in Section 8.1 of the San Francisco Administrative code as any document or object that has been made or received by the department in connection with the transaction of public business and may have been retained by the department as evidence of the department’s activities. The Definitions section of this Policy (See Appendix A) provides a complete definition of “Record” and of other capitalized terms used in this Policy document.

## Record Retention Policy

SFPUC will manage the retention, storage, and destruction of its Business Records, whether they are in paper, electronic or other formats or media, in a manner consistent with applicable laws and regulations. Business Records will be maintained as long as they are needed for legal or business purposes.

SFPUC personnel who create and manage Business Records must retain them for the minimum retention period shown in the applicable portion of the Record

Retention Schedule. Unless there is a Legal Hold Business Records should be destroyed in a reasonably timely manner after the expiration of the applicable retention period.

### **Record Retention Schedule**

The Record Retention Schedule (“Schedule”) shows record-type categories and retention periods by functional area for documents that SFPUC prepares and receives in the regular course of its business.

The Record Retention Schedule will be reviewed and updated annually or more frequently if needed to comply with any relevant changes to Federal, State, or local mandates. This will be done to reflect changing legal and regulatory requirements, and business needs. Enterprises, divisions, or bureaus recognizing a need for changes to the Schedule (Record Categories, Examples, or Retention Periods) should contact the General Manager’s Office for approval of the change and incorporation of the changes into the Schedule.

Because not every Business Record can be listed in the Schedule, SFPUC personnel should use professional judgment in identifying the most appropriate record category for retention of documents. Where multiple record categories may apply to the same document, SFPUC personnel should choose the category with the longest retention period unless that retention period would be prohibited by other laws and regulations such as consumer privacy law.

### **Retention Periods**

Specified retention periods are based on the following criteria:

- a) Business needs for retaining the records; and
- b) Specific provisions in applicable laws and regulations that require SFPUC to maintain certain records (e.g., provisions regarding Commission records as promulgated by city/state authorities, or personnel records that are subject to employment laws).

The retention periods specified in the Schedule are SFPUC’s official minimum retention periods for certain types of Business Records. However, enterprises, divisions, or bureaus may specify longer retention periods provided the longer periods serve essential business purposes and do not violate any applicable laws or regulations. Review and approval of any change to a document retention period must go through the respective function’s Assistant General Manager prior to review and approval by the General Manager’s Office.

For convenience and consistency, unless specified to the contrary in the Schedule, all record retention periods start on the last day of the fiscal year in which the records were completed, finalized, made inactive or the event that triggers the beginning of the retention period begins (i.e. final payment date or closeout for a project).

## Record Security

SFPUC enterprises, divisions, bureaus and personnel must comply with applicable security policies and take all reasonable measures to ensure the integrity, confidentiality and availability of the Business Records they create and retain.

## Record Media

**Electronic record storage is the low cost, accessible media preferred by the SFPUC.** However, for some records the official copy continues to be in the paper format.

When copies of documents exist in multiple media formats, one media version should be designated as the Copy of Record, and the remainder considered as convenience copies. For example, when paper documents have been scanned and validated, and the scanned versions are retained as the Copy of Record, the paper copy typically should be discarded as soon as its value as reference material is fulfilled.

For essential records a duplicate of an official record should be maintained separately from the official record to ensure recoverability in the event of the loss of the official record. This duplicate may be in an alternate media format as well.

- Paper originals: Generally, paper records are required for permanent real estate, construction, engineering related records, contracts and other original documents that may require an original signature (wet signature).
  - For additional guidance on what paper records must be retained consult the City Attorney's Office.
- Digital records – general requirements:
  - Typically there is no requirement to retain paper copies when electronic or scanned versions exist and the integrity and quality of the records have been assured. These electronic records must be stored redundantly, i.e., retained locally and automatically backed up and retained on remote media in off-site storage.
  - Electronic files are to be stored in a simple, ubiquitous file format. Historically, for permanent records the Tag Image File Format (TIFF) with lossless Lempel–Ziv–Welch (LZW) compression has been the standard. For non-permanent records the original file format or PDF/A file is the standard. Although these are the files formats that make sense today, the file format standard must be reviewed by the SFPUC Records Retention Manager regularly, at a minimum every 5 years, to determine if a better file format is available. If a new file format is chosen, a decision will need to be made as to convert or not documents in the Retention archive to the newly chosen format.
- Scanned copies: Paper documents may be scanned to create an electronic Convenience Copy or a backup copy for essential record protection and business continuance. For some paper records, SFPUC may designate an electronic (scanned) copy as the official Copy of Record.

- Scanned documents must be tagged / indexed to include data such as location, project and SFPUC enterprise, division or bureau.
- It is preferred that scanned documents be processed for automatic character recognition to support full text search.
- Electronic originals: Non-permanent records such as electronic office documents, spreadsheets, databases and e-mail messages may be retained in their original record formats, or in other formats that can be readily accessed using the original applications and/or other well-supported access tools.

## **Data Privacy**

With the exception of confidential personnel files, SFPUC employees, contractors and consultants should not have any expectation of privacy with respect to information transmitted over, received by, or stored in any electronic communications device owned, leased or operated in whole or in part by or on behalf of the SFPUC. The SFPUC reserves the right to access and monitor any electronic information received by, transmitted by, or stored on SFPUC resources with or without the individual's or third party's knowledge, consent or approval. Any such information may be subject to discovery proceedings and legal actions, including Sunshine Ordinance requests. For security and network maintenance purposes, only authorized SFPUC IT system administrators may monitor equipment, systems and network traffic at any time.

## **Off-Site Record Storage – Paper Originals**

Most records need to be retained in shared work areas for part or all of their required retention period. Hard copy records should be reviewed at least annually to determine whether they are active or inactive. Inactive records are those for which use or the need for reference has diminished sufficiently to permit removal from the immediate area of responsibility without impairing normal operations. Inactive records should be reviewed for storage migration to a low-cost, designated off-site storage facility or migrated to electronic media for the remainder of the required retention period. Official records should not be retained in individuals' desks or offices. SFPUC personnel should ensure that records sent to storage are classified, packed and labeled in a way that will facilitate their identification, retrieval and eventual destruction consistent with the SFPUC Records Retention Policy. Enterprises, divisions, or bureaus should maintain an inventory of records sent to off-site storage. As an addendum to this policy, the SFPUC Records Retention Manager will develop standards for records stored off-site.

## **Legal Hold**

In the event of a pending, threatened or reasonably foreseeable lawsuit, investigation, or audit, the SFPUC must preserve – and prevent destruction of – all relevant records. This should be done even if the records otherwise would not be needed for any other reason and could be destroyed pursuant to the SFPUC Records Retention Schedule.

If SFPUC is involved in any pending or threatened litigation, investigation, or audit, managers and/or City Attorney staff will notify the appropriate SFPUC employees of

the types of Business Records that should be retained until the matter is resolved. If an employee becomes aware of a reasonable probability that SFPUC will be involved in a lawsuit, investigation, or audit, he or she must immediately advise management and must cause to preserve any relevant records.

### **Drafts, Duplicates and Convenience Copies**

Draft versions of documents should not be retained after they are superseded by later drafts or final documents, unless there is an on-going business reason for maintaining a record of the development of the document (such as draft legislation) or they are subject to a Legal Hold.

Duplicate records or convenience copies may be maintained by SFPUC personnel in their own offices or on department-owned computers subject to appropriate security controls, while needed for valid business reasons. They should be destroyed in a reasonably timely manner when no longer needed, as part of normal maintenance practices.

Unless needed to record the development of a final document or subject to a Legal Hold, hard copy drafts, duplicates and convenience copies should not be sent to off-site record storage. Instead they should be destroyed when no longer useful.

### **Record Categories**

Consistent with Chapter 8 of the San Francisco Administrative Code, the records of the SFPUC 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. It is the practice of the SFPUC to retain the paper originals (if a paper original exists) even after proper electronic storage. Duplicate copies of permanent records may be destroyed whenever they are no longer necessary for the efficient operation of the SFPUC. Examples of permanent records include **official records of Commission action, and annual budget reports.**
- Essential records: Essential records are records necessary for the continuity of government and the protection of the rights and interests of individuals (see Administrative Code Section 8.9). Examples of essential records include **advice letters and opinions, directives, and interpretive materials.**

**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 SFPUC. 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 SFPUC will retain the records for the period specified by law. Examples of records required to be maintained for a specific period are Conflict of Interest Forms 700 which



must be retained seven (7) years pursuant to Government Code 81009(e); Accident-Injury reports must be retained 5 years pursuant to 29 CFR 1404.6.

- Where no retention period specified by law. Where no specific retention period is specified by law, the SFPUC must specify the retention period for those records. Records shall be retained for a minimum of two (2) 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 departmental **memoranda, budget documents, claims files and personnel files.**

**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: Records Requiring No Retention:** Documents and other materials that are not “records” as defined by Administrative Code section 8.1, are not otherwise required by law, are not necessary to the functioning or continuity of the SFPUC, and which have no legal significance may be destroyed when no longer needed. With limited exceptions, no specific retention requirements are assigned to documents in this category. Instead, it is up to the originator or recipient to determine when the document’s business utility has ended.

- Examples include materials and documents generated for the convenience of the person generating them, draft documents (other than some contracts) 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 **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.**

### Historical Records

Historical records are records which are no longer of use to the SFPUC, but 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 and with the approval of the Assistant GM.

### Record Destruction

Records must be destroyed using appropriate procedures and methods. For example, documents classified as public information may be discarded via normal recycling procedures. But sensitive documents must be disposed of in such a manner as to ensure confidentiality or security, e.g. shredding or other methods that prevent reconstruction of the record contents. Similarly, for expired electronic documents, security procedures may require technical methods that ensure complete erasure of the information including erasure of all backup copies. In some cases disposition may require proof of destruction for legal purposes.

## **Exceptions, Changes and Violations**

Requests for exceptions or changes to the SFPUC Record Retention Policy should be submitted to the General Manager's Office for review of legal requirements and risks.

### **Violations**

Managers must ensure that the SFPUC Record Retention Policy is implemented and enforced. Compliance with the Record Retention Policy is subject to review and audit by the SFPUC Records Management Organization. Willful or negligent destruction of documents, in violation of the requirements in the Schedule or of active Legal Hold requirements, may result in disciplinary action up to and including termination of employment and possible criminal prosecution.

## **Roles and Responsibilities**

### **Managers**

Managers are responsible for ensuring that they, their staff, and hired consultants and contractors properly identify and manage Business Records in accordance with the Records Retention Policy, and the applicable Schedule.

### **SFPUC Personnel, Contractors and Consultants**

All SFPUC employees, contractors and consultants who create and/or use Business Records are responsible for ensuring proper classification and retention of Business Records according to the Record Retention Policy, and for compliance with Legal Hold requirements when applicable.

The General Manager's Office, in coordination with the Controller's Office, City Attorney and SFPUC Records Management Organization, is responsible for reviewing and updating the Record Retention Policy and Schedule annually or as needed, in response to changing legal and regulatory requirements or business needs.

## Records Retention Policy Revision History

Rev #	Issue Date	Author	Changes
A	12 8 2010	Paul Simonoff	Initial Version
B	10 25 2011	Leslie Fisher	Revisions for Approval
C	11 28 2011	Leslie Fisher	Formatting, tense corrections, culling redundancy

Versions – “A” and later are considered released and under document control after sign-off. The on-line copy is the controlling document: Printed copies are uncontrolled and valid only on date printed. Once approved, this document will be available on Currents > Resources > Policies & Procedures. An interactive web-based version will also be available.

## The Records Retention Policy and Records Retention Schedule Review Cycle

3 months	6 months	12 months	Other
		X	

## **Appendix A. Definitions**

### **Active**

A record that is current: For example, a contract which is still in effect and is referred to periodically.

### **Business Record**

Shall mean such paper, book, photograph, film, sound recording, map, drawing or other document, that has been made or received by the department in connection with the transaction of public business and may have been retained by the department as evidence of the department's activities, for the information contained therein, or to protect the legal or financial rights of the SFPUC or of persons directly affected by the activities of the SFPUC.

### **Convenience Copy**

Convenience Copies are documents needed for valid business reasons that may be maintained by SFPUC employees in their physical work spaces or on department-owned computers. Because the official business records are already retained pursuant to the Records Retention Schedule, these documents do not need to be retained and should be promptly destroyed once they are no longer needed. Destruction occurs as part of normal housekeeping and maintenance practices.

### **Copy of Record**

The Copy of Record is the instance of a document that is retained for SFPUC's record retention purposes and to which the retention schedule applies. Other copies of the document are considered Convenience Copies and can be destroyed when they have lost their business usage value.

### **Record Retention Schedule (“Schedule”)**

The list of record categories and their required retention periods is referenced in Appendix B of this Policy.

### **Retention Period**

The period of time (typically days, months or years) that the record is to be retained by SFPUC, as specified in the Schedule.

### **Unofficial / Non-Record Material**

Informational material that is not covered by any of the other record categories. Examples include reference materials and notes, out-of-office replies, routine system messages and log files, correspondence and emails with no ongoing business value (when not otherwise covered by the Schedule). Unofficial / Non-Record Material should be retained only as long as it is needed for operational purposes unless subject to legal hold.

## **Essential Records**

Records identified as essential for the business continuation or survival of the department if a disaster strikes (for example, fire, flood, theft, etc.). Essential Records are necessary to establish SFPUC's legal and financial status and to determine the rights and obligations of employees, customers, or other stakeholders.

## **Appendix B. Record Retention Schedule**

The Schedule provides a list of record categories and retention periods, and is considered an integral part of this Policy.

The current file name is: SFPUC RRS Proposed 15Nov – by FA.pdf  
The latest revision date is: 11 15 2011  
The current location (once approved) will be: SFPUC Intranet: “Currents”

## **Appendix C. San Francisco Administrative Code Chapter 8, Section 8.1-8.9 (Noted Sections)**

### **CHAPTER 8: - DOCUMENTS, RECORDS AND PUBLICATIONS**

SEC. 8.1. - "RECORDS" DEFINED.

SEC. 8.2. - RESPONSIBILITY FOR PRESERVATION AND FILING OF RECORDS.

SEC. 8.3. - RETENTION AND DESTRUCTION OF RECORDS GENERALLY.

SEC. 8.3-1. - SOUND RECORDINGS.

SEC. 8.4. - RECORDS CLASSIFICATIONS.

SEC. 8.5. - ESTABLISHMENT, USE, ETC., OF RECORDS CENTER.

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

SEC. 8.8. - DISPOSAL OF OBSOLETE LAW BOOKS.

SEC. 8.9. - PRESERVATION OF ESSENTIAL RECORDS.

#### **SEC. 8.1. - "RECORDS" DEFINED.**

"Records," as used in this Chapter, shall mean such paper, book, photograph, film, sound recording, map, drawing or other document, or any copy thereof, as has been made or received by the department in connection with the transaction of public business and may have been retained by the department as evidence of the department's activities, for the information contained therein, or to protect the legal or financial rights of the City and County or of persons directly affected by the activities of the City and County.

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

#### **SEC. 8.2. - RESPONSIBILITY FOR PRESERVATION AND FILING OF RECORDS.**

The head of every department shall be responsible for the preservation and proper filing of papers, film or other records of the department and the ultimate disposition of the same in accordance with the applicable law.

*(Ord. No. 7070(1939), Sec. 1; amended by Ord. 530-88, App. 12/16/88)*

#### **SEC. 8.3. - RETENTION AND DESTRUCTION OF RECORDS GENERALLY.**

It shall be the duty of each department head to classify the department's records, using the classifications set forth in Section 8.4 of this Code, and to prepare a schedule for the systematic retention and destruction of such records, which schedule shall comply with the provisions of this Section and of Sections 8.4 and 8.9 of this Code and will be effective only upon approval by the officers and boards specified below.

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.

If requested by the Retirement Board, payroll checks, time cards and related documents shall be delivered to the Retirement Board instead of being destroyed. 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.

Permanent records, as defined in Section 8.4 of this Code, and essential records, as defined in Section 8.9 of this Code, shall not be destroyed or otherwise disposed of except as set forth in those sections.

The provisions of this Section do not apply to sound recordings of radio or telephone communications as described in Section 8.3-1.

Nothing in this Section shall be deemed to apply to or authorize the destruction of any records that are required to be retained by local, State or federal law.

*(Amended by Ord. 583-81, App. 12/10/81; Ord. 530-88, App. 12/16/88; Ord. 278-96, App. 7/3/96)*

**SEC. 8.3-1. - SOUND RECORDINGS.**

**(a)**

The words "sound recordings," as used in this Section, mean the routine daily taping and recording of telephone communications to and from a department of the City and County of San Francisco and all radio communications relating to the operations of that department.

**(b)**

The San Francisco Municipal Railway shall retain sound recordings relating to its operations for at least one year. The San Francisco Police Department and Fire Department shall retain sound recordings relating to their respective operations for at least six months.

**(c)**

Any department not mentioned in Section 8.3-1(b) shall retain sound recordings relating to its operations for at least 100 days.

**(d)**

Sound recordings of any department may be destroyed or otherwise disposed of at any time upon authorization of the department head and the written consent of the City Attorney; provided, that the minimum time limits for retention set forth in this section are complied with and provided further that in the event that sound recordings maintained by a department



are evidence in any claim filed or any pending litigation, such recordings shall be preserved until pending litigation is resolved.

*(Added by Ord. 583-81, App. 12/10/81)*

**SEC. 8.4. - RECORDS CLASSIFICATIONS.**

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

"Current records" are records which for convenience, ready reference or other reason are retained in office space and equipment of the department involved.

"Storage records" are records which need not be retained in office space and equipment of the department involved, but which must be, or should be, prudently preserved for a time or permanently in the facilities of a records center, as specified in the following section.

"Permanent records" are records required by law to be permanently retained. Unless otherwise required by law or regulation, permanent records shall be stored by microfilming the paper records or placing them on an optical imaging storage system, placing the original film or tape in a State-approved storage vault and delivering a copy to the department. The paper records may then be destroyed.

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

**SEC. 8.5. - ESTABLISHMENT, USE, ETC., OF RECORDS CENTER.**

The Director of Administrative Services shall provide for the establishment, maintenance and operation of a records center for the orderly storage, care, management and safeguarding of storage records of the departments and offices of the City and County and of the San Francisco Unified School District and for the destruction of storage records pursuant to retention and destruction schedules prepared and approved as provided in Section 8.3 of this Code. The Director of Administrative Services may establish, maintain and operate such a records center as a function of one of the departments under the Director of Administrative Services' jurisdiction or, in lieu thereof may contract with a reputable and experienced archival firm to establish, maintain and operate such a records center and to provide retrieval and accession services.

A representative of the Director of Administrative Services may also be available as a consultant to departments in the formulation of paper records storage alternatives such as microfilming and optical imaging records storage systems.

Within two years from the effective date of such contract, and at three-year intervals thereafter, the Director of Administrative Services shall have prepared for public hearing at the Board of Supervisors a report on the merits and demerits of the contract as compared with a municipal records center. Any of the departments or offices of the City and County and the San Francisco Unified School District may elect to use the facilities of the records center for its storage records provided that: (a) copies of an approved schedule for systematic retention and destruction of records shall first be delivered to the Director of Administrative Services and to the records center; and (b) the cost for the use of the records center facilities shall be the obligation of, and be paid by, the department or office using the facilities or by the San Francisco Unified School District if it shall use the facilities.

*(Amended by Ord. 111-76, App. 4/1/76; Ord. 530-88, App. 12/16/88; Ord. 278-96, App. 7/3/96)*

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

**(a)**

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

**(1)**

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

**(2)**

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

**(3)**

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

**(b)**

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

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

**SEC. 8.8. - DISPOSAL OF OBSOLETE LAW BOOKS.**

The City Attorney is authorized to destroy or otherwise dispose of any and all obsolete law books or other published legal materials in his or her possession or control which have been a part of the library of the office of the City Attorney once such materials have been superseded or are otherwise determined to be obsolete.

*(Ord. No. 3646(1939), Sec. 1; amended by Ord. 330-00, File No. 001964, App. 12/28/2000)*

**SEC. 8.9. - PRESERVATION OF ESSENTIAL RECORDS.**

It is hereby declared that the public interest demands that various City and County records which would be essential to the continuity of government and the protection of rights and interests of individuals in event of a major disaster (hereinafter referred to as "essential records") be preserved against possible destruction by fire, earthquake, flood, enemy attack or other cause. It shall be the duty of each department head to develop a program for the selection and preservation of the essential records of the department and to arrange for safe storage of those essential records and duplicates thereof in the same manner as is provided for the storage of permanent records under Section 8.4 of this Code.

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

**San Francisco Public Utilities Commission (SFPUC)  
Document Execution Signature Page**

**San Francisco Public Utilities Commission  
Record Retention Policy  
Signature Approval Page**

Please complete this page and return the executed document to the SFPUC Records Retention Manager

**SFPUC General Manager**

NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

**CCSF City Attorney**

NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

**CCSF Controller**

NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

**CCSF Executive Director, Retirement Board**

NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

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