

## **Port of San Francisco Records Retention & Destruction Policy**

### **A. Retention Policy**

This Record Retention and Destruction Policy has been adopted by the Port of San Francisco pursuant to Chapter 8 of the San Francisco Administrative Code, which requires each department head to develop a written policy which sets forth a written schedule for the systematic retention and destruction of the departments records. This policy supercedes all previous records retention and destruction policies issued by the Port of San Francisco (hereinafter "Port"). This policy covers all records and documents, regardless of physical form or characteristics, which have been made or received by the Port in connection with the transaction of public business.

### **B. Records Defined**

The Port shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference, or to comply with contractual or legal requirements, or for other purposes as set forth below.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 purposes of record retention and destruction, the term "record" is defined as set forth in Section 8.1 of the San Francisco Administrative Code, and includes any paper, book, photograph, film, sound recording, map drawing or other document, or any copy thereof, made or received by the department in connection with the transaction of public business and retained by the department as: 1) evidence of the department's activities, 2) for the information contained in it, or 3) to protect the legal or financial rights of the City or of persons directly by the activities of the City.

### **C. Classification of Records**

The records of the Port 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 or placed on an optical imaging system and special measures are followed. (S.F. Administrative Code Section 8.4.) Once these measures are followed, the original paper records and duplicate copies may be destroyed when they are no longer necessary for the efficient operation of the Port.
- **Essential Records:** Essential records are records essential to the continuity of government and the protection of rights and interests of individuals. (S.F. Administrative Code Section 8.9.) Examples of essential records include

building permits and property ownership maps. Essential Records must be preserved against possible destruction by fire, earthquake, etc. Essential records shall be treated and stored in the same manner as "permanent records." (S.F. Administrative Code Section 8.9.)

- **Historical Records:** Historical records are records which are no longer of use to the Port but which because of their age and/or research value may be of historical interest or significance. These records should be maintained indefinitely or should be disposed of in accordance with the procedures set forth in S.F. Administrative Code Section 8.7.

**Category 2: Current Records.** Current records which for convenience, ready reference or other reason are retained in office space and equipment. 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 Port will retain the records for the period specified by law. Examples include, Conflict of Interest Form 700 retained 7 years pursuant to Gov. Code §81009(e); Accident-Injury reports retained 5 years pursuant to 29 CFR 1904.6.
- **Where no retention period specified by law.** Where no specific retention period is specified by law, the retention period for records that the Port is required to maintain shall be specified in the attached Records Retention and Destruction Schedule. Records shall be retained for a minimum of 2 years, although such records may be treated as "storage records" and placed in storage at any time during the applicable retention period.

**Category 3: Storage Records.** Storage records are those which need not be retained in the office space and equipment of the department, but which are retained offsite. These records are subject to the same retention requirements as current records.

**Category 4: No Retention Required.** Documents and other materials that do not fall within the definition of "records" under Administrative Code Section 8.1 need not be retained unless retention is otherwise required by local law or by the attached Record Retention and Destruction Schedule. They include phone message slips, e-mails that do not contain information that is required to be retained under this policy, miscellaneous correspondence not requiring action, notepads, and chronological files. Similarly, periodicals or publications received by a department that are not of historical significance may be destroyed. Duplicate copies of documents may be destroyed provided that the appropriate City department has retained the original. With one exception, drafts of documents that have been superseded by later drafts or a final version need not be retained. Drafts of agreements which Port staff are negotiating with another party must be retained for public review prior to approval by the Commission.

#### **D. Retention and Destruction of Records**

The Port shall prepare a schedule for the systematic retention and destruction of its records consistent with this policy.

##### Current and Storage Records More Than Two, But Less Than Five Years Old:

These records may be destroyed or otherwise disposed of under the following conditions:

1. if their destruction will not be detrimental to the Port or City or defeat any public purpose; and
2. if a definitive description of such records and the retention period applicable to them are set forth in a records retention schedule that is approved by the Port Director, the Port Commission and approved by the City Attorney for records of legal significance, by the Controller for records relating to financial matters, by the Retirement Board for time rolls, time cards, payroll checks and retirement-related matters.

##### Current and Storage Records More Than Five Years Old

These records may be destroyed if they have served their purpose and are no longer required for any public business or other public purpose. However, 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 retirement-related documents only after approval by the Retirement Board.

##### Permanent and Essential Records

These records shall not be destroyed. Paper records may be destroyed if the permanent or essential records have been microfilmed or placed on optical imaging storage system in accordance with S.F. Administrative Code Section 8.4.

#### **E. Pending Claims and Litigation**

The retention periods set forth herein and in the attached schedule shall not apply to materials that are otherwise eligible for destruction, but which may be relevant to a pending claim or litigation against the City. Once the Port becomes aware of the existence of a claim or litigation against the City, the Port should retain all documents and other materials related to the claim or litigation until such time as the claim or litigation has been resolved. Where the Port has reason to believe that one or more departments also have records relating to the claim or litigation, those departments should also be notified of the need to retain such records.

#### **F. Materials of Historic Significance**

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

1. It shall be offered by the Port to the San Francisco History Room of the San Francisco Library.
2. Items not accepted by the Library may be sold by the office of the Mayor under provision of Section 8.12-2 of the Administrative Code.
3. Any items not accepted by the Library and remain unsold may be offered to any historical society.
4. After all steps outlined 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.

#### **G. Records Storage**

The use of storage areas listed below is limited to Port records and under no circumstances may include personal belongings of any sort.

##### Location

The Port will contract with a vendor for storage and destruction of other than Current Records, which are retained in the Port offices.

##### Record Retention and Destruction Schedule

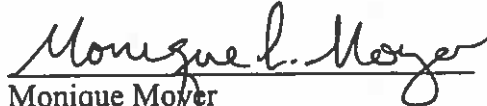
All Port records that are to be retained must be listed on this schedule by the responsible Port department. The Business Services Section of the Port will utilize this schedule as the basis for destruction of stored records.

##### Organizing Records Storage

All records within the same box destined for storage should have the same destruction date.

**APPROVALS:**

**Approved by San Francisco Port Commission**

  
\_\_\_\_\_  
Monique Moyer  
Executive Director

4/26/05  
\_\_\_\_\_  
Date Approved  
(by Port Commission)

**Approved as to Records Relating to Financial Matters**

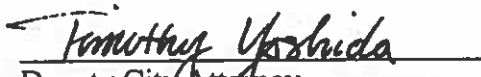
Ed Harrington  
Controller

\_\_\_\_\_  
Controller Staff

\_\_\_\_\_  
Date Approved

**Approved as to Records of Legal Significance**

Dennis J. Herrera  
City Attorney

  
\_\_\_\_\_  
Deputy City Attorney

8/10/2006  
\_\_\_\_\_  
Date Approved

**Approved as to Records Relating to Payroll Matters**

\_\_\_\_\_  
Clare M. Murphy  
Executive Director  
Retirement System

\_\_\_\_\_  
Date Approved

# ENGINEERING

## RECORD RETENTION AND DESTRUCTION SCHEDULE

**Current** – Retained in Office  
**Storage** – Retained Off-Site  
**Historical** – Permanently Retained unless Destroyed through Special Procedures  
**Permanent** – Permanently Retained  
**Essential** – Permanently Retained in Disaster-Proof Containers

| TYPE OF RECORD  | RETENTION CATEGORY<br>[e.g., current, permanent] | RETENTION PERIOD  |                                    |          | REMARKS/<br>DISPOSITION<br>INSTRUCTION OR<br>TRIGGER                                  |
|---|--|---|------------------------------------|----------|---|
|   |  | Total   | Current                            | Storage  |   |
| <b>CONTRACT RECORDS</b>   |  |   |                                    |          |   |
| RFPs/Proposals  | Current  | 5 years   | Retained as long as being utilized | Varies   | 5 years after completion  |
| Bid Documents & Bid Submittals<br>(1) Construction<br>(2) Professional Services | Storage  | 5 years   | Retained as long as being utilized | Varies   | 5 years after completion  |
| Contract Specifications   | Permanent  | Infinite  | 1 year                             | Infinite | Once microfilmed and in electronic format, discard per Port Policy                    |
| Contract Drawings   | Permanent  | Infinite  | 1 year                             | Infinite | Once microfilmed and in electronic format, discard per Port Policy                    |
| As-Built Drawings   | Permanent  | Infinite  | 1 year                             | Infinite | Once microfilmed and in electronic format, discard per Port Policy                    |
| Project Information:<br>Meeting notes, schedules & misc. project info.          | Current  | 20 years  | Retained as long as being utilized | Varies   | 20 years after completion; when no longer required                                    |
| Contract Files/Folders:<br>(1) Construction<br>(2) Professional Services        | Current  | 20 years after completion or 20 years after contract expiration; whichever is greater | Retained as long as being utilized | Varies   | 20 years after completion or 20 years after contract expiration; whichever is greater |

|                                 |         |   |                                    |        |   |
|---------------------------------|---------|---|------------------------------------|--------|---|
| Personal Service Contract Files | Current | 20 years after completion or 20 years after contract expiration; whichever is greater | Retained as long as being utilized | Varies | 20 years after completion or 20 years after contract expiration; whichever is greater |
|---------------------------------|---------|---|------------------------------------|--------|---|

**PERMIT RECORDS**

|  |           |          |                                    |        |   |
|--|-----------|----------|------------------------------------|--------|---|
| Permit Applications  | Permanent | Infinite | Retained as long as being utilized | Varies | Upon cancellation, expiration or final approval – microfilm, scan & destroy |
| Permit Calculations  | Permanent | Infinite | Retained as long as being utilized | Varies | Upon cancellation, expiration or final approval – microfilm, scan & destroy |
| Job Record Cards   | Permanent | Infinite | Retained as long as being utilized | Varies | Upon cancellation, expiration or final approval – microfilm, scan & destroy |
| Approved Drawings<br>Certificate of Final Completion (CFC) | Permanent | Infinite | Retained as long as being utilized | Varies | Upon cancellation, expiration or final approval – microfilm, scan & destroy |

**REFERENCE MATERIAL RECORDS**

|  |                      |          |                                    |          |  |
|--|----------------------|----------|------------------------------------|----------|--|
| Port Original Drawings created before 1995       | Permanent (Historic) | Infinite | Retained as long as being utilized | Infinite | Permanent (Historic)   |
| Soils Report/Studies                             | Permanent            | Infinite | Retained as long as being utilized | Infinite | Once microfilmed and in electronic format, discard per Port Policy |
| Facility Condition Surveys                       | Permanent            | Infinite | Retained as long as being utilized | Infinite | Once microfilmed and in electronic format, discard per Port Policy |
| MOU's & Agreements w/ other Public Agencies.     | Permanent            | Infinite | Retained as long as being utilized | Infinite | Once microfilmed and in electronic format, discard per Port Policy |
| CODE BOOKS:<br>Uniform Building Code, Fire Code, | Permanent            | Infinite | Retained as long as being utilized | Infinite | Permanent  |

|  |           |                                   |  |                                    |                                    |  |  |  |  |
|--|-----------|-----------------------------------|--|------------------------------------|------------------------------------|--|--|--|--|
| Municipal Code, Calif. Building Code....   |           |                                   |  |                                    |                                    |  |  |  |  |
| Contact Data:<br>Address, telephone numbers, mailing lists.                                    | Current   |                                   |  | Retained as long as being utilized |                                    |  |  |  | When superceded or no longer utilized.                             |
| FEMA/OES documents:<br>DSRs, reports, correspondence files.                                    | Storage   | 10 years after project completion |  | Retained as long as being utilized | 10 years after project completion  |  |  |  | 10 years after project completion                                  |
| Lease Maps, Utility Maps, Property Ownership Maps, Facility Maps, Waterfront Maps, Strip Maps. | Current   | Infinite                          |  | Continuously in-use                | Retain one copy per year, infinite |  |  |  | Once microfilmed and in electronic format, discard per Port Policy |
| OUTSIDE AGENCIES (non Port):<br>Plans  | Permanent |                                   |  | Retain as long as being utilized   | Infinite                           |  |  |  | Once microfilmed and in electronic format, destroy                 |
| REFERENCE MATERIALS:<br>Catalogs, Product binders, Reference samples, Handbooks, Manuals.      | Current   |                                   |  | Retain as long as being utilized   |                                    |  |  |  | When superceded or no longer utilized                              |



# ENVIRONMENTAL HEALTH AND SAFETY SECTION

## RECORD RETENTION AND DESTRUCTION SCHEDULE

| TYPE OF RECORD  | RETENTION CATEGORY<br>(e.g., current, permanent) | RETENTION PERIOD  |  |  | REMARKS/<br>DISPOSITION<br>INSTRUCTION<br>OR TRIGGER             |
|---|--|---|--|--|--|
|   |  | Total   | Current                                | Storage  |  |
| Employee exposure monitoring (air, noise, etc.), Medical clearance, Personal Protective Equipment, etc. | Current  | Duration of employment plus 30 years, 50 years, or life of employee; whichever is greater | Duration of employment                 | 30 years after employment, 50 years, or life of employee, whichever is greater | 8 CCR 3204   |
| Health and Safety Inspection  | Current  | 3 years   | 3 years                                |  | Port Safety Program (IIPP)                                       |
| Training/Safety Meeting Records   | Current  | 5 years   | 5 years                                |  | Port Safety Program (IIPP)                                       |
| Hazardous Materials Inventories   | Current  | 32 years  | While current (no longer than 2 years) | 30 years   | 8 CCR 3204   |
| Shop Operations Data  | Current  | Until superceded  | Until superceded                       |  |  |
| Equipment calibration and maintenance records   | Current  |   |  |  | Destroy when equipment is permanently taken out of service       |
| Chronological Correspondence  | Current  | 2 Years   | 2 Years                                |  |  |
| Occupational Injury & Illness Records   | Current  | 5 Years   | 5 Years                                |  | 5 years from end of calendar year in which case becomes inactive |
| Health & Safety Policies  | Current  |   |  |  | Destroy when superceded or policy and related documentation no   |

| TYPE OF RECORD   | RETENTION CATEGORY<br>[e.g., current, permanent] | RETENTION PERIOD |          |           | REMARKS/<br>DISPOSITION<br>INSTRUCTION<br>OR TRIGGER                              |
|--|--|------------------|----------|-----------|---|
|  |  | Total            | Current  | Storage   |   |
|  |  |                  |          |           | longer relates to current operations.   |
| Hazardous Materials Unified Program Agency Permits   | Current  | 2 years          | 2 years  |           |   |
| Hazardous Waste Manifests/Bills of Lading  | Permanent  | Permanent        | 10 years | Permanent |   |
| Stormwater Records   | Current  | 10 years         | 5 years  | 5 years   |   |
| Property Information (Inspections, Lease Issues, Hazardous Materials, Permits, Asbestos & Lead, Tanks, etc.) | Permanent  | Permanent        |          |           | To offsite storage when property is demolished or is no longer under Port control |
| Dredging sampling & analysis   | Permanent  | Permanent        | 10 years | Permanent |   |
| Dredging permits, approvals, completion reports  | Permanent  | Permanent        | 10 years | Permanent |   |
| Site characterization, remediation, monitoring reports   | Permanent  | Permanent        |          |           | To off-site storage when property is no longer under Port control.                |

# EXECUTIVE OFFICE & PORT COMMISSION

## RECORD RETENTION AND DESTRUCTION SCHEDULE

| TYPE OF RECORD   | RETENTION CATEGORY<br>(e.g., current, permanent) | RETENTION PERIOD |          |           | REMARKS/<br>DISPOSITION<br>INSTRUCTION<br>OR TRIGGER |
|--|--|------------------|----------|-----------|--|
|  |  | Total            | Current  | Storage   |  |
| <b>EXECUTIVE DIRECTOR</b>                                      |  |                  |          |           |  |
| Correspondence/ Chronological Files                            | Current  | 10 years         | 5 years  | 5 years   |  |
| Calendar Prop G  | Current  | 2 years          | 2 years  | -         | As required by Prop G                                |
| <b>PORT COMMISSION</b>   |  |                  |          |           |  |
| Meeting Minutes  | Permanent  | Permanent        | 10 years | Permanent |  |
| Motions & Resolutions (under 5 years old)                      | Permanent  | Permanent        | 10 years | Permanent |  |
| Motions & Resolutions (over 5 years)                           | Permanent (Historical)                           | Permanent        | 10 years | Permanent |  |
| Audio/Video Recordings of Meetings                             | Permanent  | Permanent        | 10 year  | Permanent | As required by Administrative Code                   |
| Meeting Agendas & Notices                                      | Permanent  | Permanent        | 10 years | Permanent |  |
| Commission Packets (e.g. agenda, staff reports, & resolutions) | Permanent  | Permanent        | 10 years | Permanent |  |
| Commissioner/Communication Files                               | Permanent  | Permanent        | 10 years | Permanent |  |
|  |  |                  |          |           |  |
|  |  |                  |          |           |  |

**FINANCE & ADMINISTRATION**  
**RECORD RETENTION AND DESTRUCTION SCHEDULE**

| TYPE OF RECORD  | RETENTION CATEGORY<br>[e.g., current, permanent] | RETENTION PERIOD                                |           |           | REMARKS/<br>DISPOSITION OR<br>INSTRUCTION OR<br>TRIGGER  |
|---|--|---|-----------|-----------|--|
|   |  | Total   | Current   | Storage   |  |
| <b>HUMAN RESOURCES DIVISION</b>                                 |  |   |           |           |  |
| AA/EEO Files  | Storage  | 8   | 3         | 5         | Advice of DHR staff  |
| Class Specifications  | Permanent  | Permanent                                       | 3         | Permanent |  |
| Classification Files  | Permanent  | Permanent                                       | Permanent | Permanent |  |
| Collective Bargaining Agreements and Memoranda of Understanding | Essential  | Indefinite                                      | 1         | Varies    |  |
| Complaint Files   | Current  | 3   | 3         | N/a       | After resolution   |
| Correspondence Files  | Current  | 8   | 3         | 5         |  |
| Discrimination and Harassment Complaints                        | Current  | 50 years or life of employee, whichever is less | Varies    | Varies    | 50 years or life of employee, whichever is less; unless related to pending claim or litigation |
| DMV Pull Notice Administrative Files (Confidential)             | Current  | Varies  | Varies    | Varies    | Until replaced by new record   |
| Drug Testing Administrative Files (Confidential)                | Current  | 5 years   | 3         | 2         | Federal Register, Vol 59, No 31, Section 382.401   |
| Employee Identifications  | Current  | Varies  | Varies    | N/a       | 5 years after separation   |

| TYPE OF RECORD   | RETENTION CATEGORY<br>(e.g., current, permanent) | RETENTION PERIOD                                |           |   | REMARKS/<br>DISPOSITION OR<br>INSTRUCTION OR<br>TRIGGER   |
|--|--|---|-----------|---|---|
|  |  | Total   | Current   | Storage   |   |
| Employment History Cards   | Permanent  | Permanent                                       | Permanent | N/a   |   |
| Employment History Summaries for Employees Transferred to Other City Agencies or Separated from City Service | Permanent  | Permanent                                       | Permanent | N/a   | Not to be destroyed per Civil Service Commission policy   |
| Examination Announcement /Eligible List Files  | Permanent  | Permanent                                       | 5         | Permanent                                       |   |
| - Port Classes   | Storage  | 5   | 3         | 2   |   |
| - Other Classes  | Current  | Varies  | Varies    | N/a   | Until next exam in same class held  |
| Examination Administrative Files   | Current  | Varies  | Varies    | N/a   |   |
| Family Medical Leave Act Administrative Files (Confidential)   | Current  | 50 years or life of employee, whichever is less | 3         | 47 years or life of employee, whichever is less | Fair Labor Standards Act, Sec 11c and DHR policy (Notification forms with no medical information reside in Personnel Files) |
| Grievances   | Current  | Varies  | Varies    | N/a   | 3 years after resolution  |
| INS I-9 Administrative Files   | Current  | Varies  | Varies    | N/a   | 1 year after separation or 3 years after date of hire, whichever is later   |
| Lists of Announcements Distributed   | Current  | 2   | 2         | N/a   |   |
| Medical Administrative Files (Confidential)  | Storage  | 50 years or life of employee, whichever is less | Varies    | Varies  |   |

| TYPE OF RECORD                                     | RETENTION CATEGORY<br>[e.g., current, permanent] | RETENTION PERIOD                                |           |   | REMARKS/<br>DISPOSITION OR<br>INSTRUCTION OR<br>TRIGGER                             |
|--|--|---|-----------|---|---|
|  |  | Total   | Current   | Storage   |   |
| Miscellaneous employment-related reports           | Current  | 2   | 2         |   |   |
| Monthly Reports                                    | Current  | 2   | 2         | N/a   |   |
| Personnel Files—Current Employees (Confidential)   | Current  | 50 years or life of employee, whichever is less | Varies    | Varies  |   |
| Personnel Files—Separated Employees (Confidential) | Current  | 50 years or life of employee, whichever is less | 5         | 45 years or life of employee, whichever is less |   |
| Personnel Requisitions                             | Current  | Varies  | Varies    | N/a   | No longer receive paper copies. DHR PeopleSoft Program maintains electronic records |
| Position Control Cards                             | Permanent  | Permanent                                       | Permanent | N/a   |   |
| Resumes  | Current  | 2   | 2         | N/a   |   |
| Selection Files (Confidential)                     | Current  | Varies  | Varies    | 3   | When replaced by new selection  |
| Sexual Harassment Complaints                       | Storage  | 50 years or life of employee, whichever is less | 2         | 48 years or life of employee, whichever is less |   |
| Tapes of Examination Interviews                    | Current  | Varies  | Varies    | N/a   | 6 months after list adopted. DHR policy   |

| TYPE OF RECORD  | RETENTION CATEGORY<br>(e.g., current, permanent) | RETENTION PERIOD                                |         |   | REMARKS/<br>DISPOSITION OR<br>INSTRUCTION OR<br>TRIGGER                              |
|---|--|---|---------|---|--|
|   |  | Total   | Current | Storage   |  |
| Workers' Compensation Administrative Files  | Current  | 50 years or life of employee, whichever is less | 3       | 47 years or life of employee, whichever is less | Safety Officer has original files  |
| <b>PAYROLL RECORDS</b>  |  |   |         |   |  |
| Annual Salary Ordinance   | Current  | 2 years   | 2       | 0   | Upon expiration of usefulness  |
| City-wide Compensation Manual   | Current  | 2 years   | 2       |   | Upon expiration of usefulness  |
| Controller-generated Payroll Reports  | Permanent  | Indefinite                                      | 5       | Indefinite                                      | Secure permission from San Francisco Employee Retirement System prior to destruction |
| Decentralized Port payroll records (pre-PPSD), including registers and cancelled checks | Permanent  | Indefinite                                      |         | Indefinite                                      | Secure permission from San Francisco Employee Retirement System prior to destruction |
| Payroll Adjustments and Problem Description Forms                                       | Permanent  | Indefinite                                      | 5       | Indefinite                                      | Secure permission from San Francisco Employee Retirement System prior to destruction |
| PERS Retirement Records   | Permanent  | Indefinite                                      |         | Indefinite                                      | Secure permission from San Francisco Employee Retirement System prior to destruction |
| Personnel Action Requests (PARs)  | Permanent  | Indefinite                                      | Varies  | Indefinite                                      | Upon separation from employment, moves to the  |

| TYPE OF RECORD  | RETENTION CATEGORY<br>[e.g., current, permanent] | RETENTION PERIOD |         |         | REMARKS/<br>DISPOSITION OR<br>INSTRUCTION OR<br>TRIGGER  |
|---|--|------------------|---------|---------|--|
|   |  | Total            | Current | Storage |  |
|   |  |                  |         |         | Personnel File   |
| PPSD-generated reports (Anacomp)                                | Permanent  | Indefinite       |         |         | Stored on microfiche thru late 90's; stored on CD thru 1/28/05; electronically by PPSD thereafter.<br><br>Secure permission from San Francisco Employee Retirement System prior to destruction |
| Problem Description Forms, Lump Sum Settlements and Adjustments | Permanent  | Indefinite       | 5       |         | Secure permission from San Francisco Employee Retirement System prior to destruction   |
| State Belt Railroad Retirement Reports                          | Permanent  | Indefinite       |         |         | Secure permission from San Francisco Employee Retirement System prior to destruction   |
| State time rolls and registers (1969 and prior)                 | Permanent  | Indefinite       |         |         | Secure permission from San Francisco Employee Retirement System prior to destruction   |
| Time Rosters and time roll report (Oracle)                      | Permanent  | Indefinite       | 5       |         | Secure permission from San Francisco Employee Retirement System prior to destruction   |
| Weekly Time Sheets  | Permanent  | Indefinite       | 5       |         | Secure permission from San Francisco Employee Retirement System prior to destruction   |
|   |  |                  |         |         |  |



| TYPE OF RECORD                    | RETENTION CATEGORY<br>(e.g., current, permanent) | RETENTION PERIOD                   |         |            | REMARKS/<br>DISPOSITION OR<br>INSTRUCTION OR<br>TRIGGER |
|-----------------------------------|--|------------------------------------|---------|------------|---|
|                                   |  | Total                              | Current | Storage    |   |
| <b>GENERAL ADMINISTRATIVE</b>     |  |                                    |         |            |   |
| Budget Prep & Expenditure Records | Current  | 3                                  | 3       | N/a        |   |
| Expenditure Approvals             | Current  | 2                                  | 2       | N/a        |   |
| Mou's With City Departments       | Permanent  | Indefinite                         | Varies  | Indefinite |   |
| Port Newsletter                   | Storage  | 7                                  | 2       | 5          |   |
| Strategic Plan                    | Permanent  | Indefinite                         | 5       | Indefinite |   |
| Organization Chart                | Current  | Varies                             | Varies  | N/a        | Maintained in budget document.                          |
| Emergency Response Reports        | Current  | 2                                  | 2       | N/a        |   |
| Insurance Schedules and Policies  | Essential  | Indefinite                         | 5       | Indefinite |   |
| Insurance Claims                  | Storage  | 8                                  | 3       | 5          |   |
| Status Reports                    | Current  | 2                                  | 2       | N/a        |   |
| Correspondence                    | Current  | 2                                  | 2       | N/a        |   |
| Contact Information               | Current  | 2                                  | 2       | N/a        | Continually updated                                     |
| MBE/WBE Files                     | Storage  | 5                                  | 3       | 2          |   |
| Personal Service Contract Files   | Storage  | 20 years after contract expiration | 3       | 17         |   |

| TYPE OF RECORD                                | RETENTION CATEGORY<br>[e.g., current, permanent] | RETENTION PERIOD                   |         |           | REMARKS/<br>DISPOSITION OR<br>INSTRUCTION OR<br>TRIGGER |
|---|--|------------------------------------|---------|-----------|---|
|   |  | Total                              | Current | Storage   |   |
| RFP's<br>- RFP<br>- Analysis                  | Storage<br>Current                               | 5<br>3                             | 2<br>3  | 3<br>N/a  |   |
| Conflict of Interest Statements<br>(Form 700) | Storage  | 7                                  | 2       | 5         | Government Code § 81009(e)                              |
| Injury & Accident Reports                     | Current  | 5                                  | 5       |           |   |
|   |  |                                    |         |           |   |
| <b>FINANCE &amp; ACCOUNTING<br/>RECORDS</b>   |  |                                    |         |           |   |
| Forecast                                      | Storage  | 4                                  | 1       | 3         |   |
| Budget  |  |                                    |         |           |   |
| - Books                                       | Storage  | 25                                 | 3       | 22        |   |
| - Backup                                      | Storage  | 10                                 | 3       | 10        |   |
| Capital Plan                                  | Storage  | 25                                 | 5       | 20        |   |
| Project Files                                 | Storage  | Completion of project plus 5 years | Varies  | 5         | Current until completed, then 5 years in storage        |
| Bond/Loan Documents                           | Essential  | Indefinite                         | Varies  | Permanent | Current until debt is paid.                             |
| - Bond Issues and Transcripts                 |  |                                    |         |           |   |
| Economic Impact Report                        | Storage  | 25                                 | 5       | 20        |   |
| Contracts                                     | Storage  | 20 years after contract expiration | Varies  | 4         | 20 years after expiration                               |
| Purchase Orders & Invoices                    | Current  | 5 years                            | 1       | 4         |   |

| TYPE OF RECORD  | RETENTION CATEGORY<br>(e.g., current, permanent) | RETENTION PERIOD  |         |           | REMARKS/<br>DISPOSITION<br>INSTRUCTION OR<br>TRIGGER   |
|---|--|---|---------|-----------|--|
|   |  | Total   | Current | Storage   |  |
| Regulations/Directives  | Current  | 2 years minimum   | Varies  | N/a       | Until Replaced   |
| Supply Requisitions   | Current  | 2   | 1       | 1         |  |
| Audited Financial Statements  | Permanent  | Permanent   | 3       | Permanent |  |
| General Ledger  | Storage  | 5   | 3       | 2         | Upon expiration of total period based on fiscal year end date.   |
| Fixed Asset Records - Land  | Permanent  | Permanent   | Varies  | Permanent |  |
| Fixed Asset Records - Other   | Storage  | 1 year past the life of the asset or 2 year minimum   | Varies  | Varies    | Retained for one year past the life of the asset.  |
| Billing Documents and Reports   | Storage  | 10  | 3       | 7         | Upon expiration of total period based on fiscal year end date.   |
| Security Deposit Instruments  | Current  | 20 years after contract expiration  | Varies  | N/a       | 20 years after contract expiration, until instruments are liquidated or returned to lessee; whichever is greater.                    |
| Contract Payment Files  | Storage  | 20 years after contract expiration  | Active  | Inactive  | 20 years after expiration of contract; and required retention period for audit purposes under grant or other restrictive agreements. |
| Project and Grant Accounting Files  | Storage  | 2 years after completion of project or required retention period for audit purposes, which ever is greater. | Varies  | Varies    | 2 years after completion of project or required retention period for audit purposes, which ever is greater.                          |
| Payables – vendors and interdepartmental work orders (other than contracts) | Storage  | 5   | 2       | 3         |  |

| TYPE OF RECORD   | RETENTION CATEGORY<br>[e.g., current, permanent] | RETENTION PERIOD |         |         | REMARKS/<br>DISPOSITION OR<br>INSTRUCTION OR<br>TRIGGER |
|--|--|------------------|---------|---------|---|
|  |  | Total            | Current | Storage |   |
| <b>INFORMATION SYSTEM RECORDS</b>                          |  |                  |         |         |   |
| Purchase Information                                       | Current  | 5                | 3       | 2       | 5 years from date of purchase                           |
| Project Information  | Storage  | 5                | 2       | 3       | 5 years from completion of project                      |
| User Access/Request Forms                                  | Current  | 2 year minimum   | Varies  | N/a     | As long as employee is active user or 2 years minimum   |
| Manuals, Reference Books, Documentation                    | Current  | 2 year minimum   | Varies  | N/a     | Retained as long as product is used or 2 year minimum   |
| Software: CD/Rom, floppy disks, magnetic tapes, zip drives | Current  | 2 year minimum   | Varies  | Varies  | Retained as long as product is used or 2 year minimum   |
| Business Applications                                      | Current  | 2 year minimum   | Varies  | Varies  | Retained as long as product is used or 2 year minimum   |

**GOVERNMENT AFFAIRS**  
**RECORD RETENTION AND DESTRUCTION SCHEDULE**

| TYPE OF RECORD  | RETENTION CATEGORY<br>(e.g., current, permanent) | RETENTION PERIOD  |         |           | REMARKS/<br>DISPOSITION<br>INSTRUCTION<br>OR TRIGGER         |
|---|--|---|---------|-----------|--|
|   |  | Total   | Current | Storage   |  |
| Board of Supervisors Legislation<br>(leases, mandates, financial) | Storage  | Permanent   | 2 years | Permanent |  |
| Board of Supervisors Inquiries                                    | Storage  | 5 years   | 2 years | 3 years   |  |
| Grant Applications & Agreements                                   | Storage  | 8 years   | 3 years | 5 years   | Store for 5 years<br>after completion of<br>grant.           |
| Grant Funding Sources   | Current  | Minimum 3<br>years after<br>grant funding<br>source expires | 2 years | Varies    | Keep until 3 years<br>after grant funding<br>source expires. |
| State Legislation impacting Port                                  | Current  | 4 years   | 1 year  | 3 years   |  |
| Federal Legislation or Regulation<br>impacting Port               | Current  | 2 years   | 2 years | 2 years   |  |
| Industry Updates/Background Info<br>(AAPA, CAPA, PMA)             | Current  | 2 years   | 2 years | -         |  |
| Federal Cruise Ship Legislation                                   | Permanent  | Permanent   | 1 year  | Permanent |  |
| First Source Hiring   | Current  | 3 years   | 1 year  | 2 years   |  |
| Photos Re: Port activities  | Storage  | Permanent   | 3 years | Permanent |  |
| Chronological/Correspondence Files                                | Storage  | 3 years   | 2 years | 1 year    |  |

**MAINTENANCE DEPARTMENT  
RECORD RETENTION AND DESTRUCTION SCHEDULE  
April 22, 2005**

| TYPE OF RECORD   | RETENTION CATEGORY | RETENTION PERIOD |           |          | REMARKS/DISPOSITION INSTRUCTIONS OR TRIGGER RETENTION  |
|--|--------------------|------------------|-----------|----------|--|
|  |                    | TOTAL            | CURRENT   | STORAGE  |  |
| <b>PERSONNEL</b>                                       |                    |                  |           |          |  |
| Personnel Records                                      | PERMANENT          | Indefinite       | Permanent |          | All official personnel records kept at Pier 1;   |
| Requisitions, Justifications                           | PERMANENT          |                  | Permanent |          | Copies available from Personnel  |
| Certifications, Temp Exempt, As Needed Lists           | CURRENT            |                  | 1 Year    |          | Until superseded or expired  |
| Working Copy Hazardous Materials Inventories & Permits | CURRENT            | 2                | 2         |          | Original on file with the Environmental Health & Safety Department.                          |
| Interviews, Test Results, etc..                        | CURRENT            |                  |           |          |  |
| Working Copy Training/Safety meeting Records           | CURRENT            | 5                | 5         |          | Original on file with the Environmental Health & Safety Department.                          |
| Working Copy Employee Chemical Exposure Records        | PERMANENT          | 30               |           | 30       | Original on file with the Environmental Health & Safety Department.                          |
| Working Copy Employee Administrative Files             | CURRENT            | 5                | 2         | 3        | Destroy after termination of employment or transfer.   |
| Working Copy Policy & Procedures Manuals               | CURRENT            | Infinite         | 1         | Infinite | Original on file with the Human Resources Department.  |
| Working Copy Employee Time Sheets                      | CURRENT            | 2                | 2         |          | Original on file with the Personnel Department. Copy on file with the Maintenance Secretary. |
| <b>EQUIPMENT</b>                                       |                    |                  |           |          |  |
| Equipment Calibration & Maintenance Record             | CURRENT            | 2                | 2         |          | When superceded or when equipment is removed from service.                                   |
| Equipment Sign-Out Sheets                              | CURRENT            |                  |           |          |  |
| <b>ID WORK ACTIVITY</b>                                |                    |                  |           |          |  |
| Estimates  | CURRENT            |                  | 5 Years   |          | 5 Years  |
| Emergency Call-In Log                                  | CURRENT            |                  | 2 Years   |          | 2 Years  |
| <b>REPORTS</b>   |                    |                  |           |          |  |
| Working Copy Hazardous Waste Manifests                 | ESSENTIAL          | 30               | 5         | 25       | Original on file with the Environmental Health & Safety Department.                          |
| Working Copy Stormwater Records                        | CURRENT            | 2                | 2         |          | Original on file with the Environmental Health & Safety Department.                          |
| Working Copy Asbestos & Lead Exposure Documents        | CURRENT            | 2                | 2         |          | Original on file with the Environmental Health & Safety Department.                          |
| Working Copy IIPP & Occupational Injury & Illness      | CURRENT            | 2                | 2         |          | Original on file with the Environmental Health & Safety Department.                          |

**MAINTENANCE DEPARTMENT  
RECORD RETENTION AND DESTRUCTION SCHEDULE  
April 22, 2005**

|  |           |                                      |  |          |          |  |  |   |
|--|-----------|--------------------------------------|--|----------|----------|--|--|---|
| Records (Accident Reports/CALOSHA FORM 200)                |           |                                      |  |          |          |  |  |   |
| OSHA Logs  | CURRENT   |                                      |  | 5 Years  |          |  |  | 5 Years   |
| Safety Records   | CURRENT   |                                      |  | 3 Years  |          |  |  | 3 Years   |
| Citations & Warnings                                       | CURRENT   |                                      |  | 2 Years  |          |  |  |   |
| Billings   | CURRENT   |                                      |  |          | Infinite |  |  |   |
| Telephone Usage  | CURRENT   |                                      |  | 1 Year   |          |  |  | 6 Years   |
| Working Copy Property Inspection, Survey, Condition Report | CURRENT   | 2                                    |  | 2        |          |  |  | Original on file with Property Management or Engineering Departments.   |
| Vehicle Accident Reports                                   | CURRENT   | 5 Years                              |  | 2        | 3        |  |  |   |
| Port Track Inspection & Repair Records                     | ESSENTIAL | Infinite                             |  | 2        | Infinite |  |  | Original on file with the designated Track Superintendent, Copy on file with the Maritime Department.   |
| Union Pacific Track Inspection & Repair Records            | ESSENTIAL | Infinite                             |  | 2        | Infinite |  |  | Original on file with the Maritime Department. Copy on file with the designated Track Superintendent.   |
| Crew Operations Records                                    | CURRENT   | 2                                    |  | 2        |          |  |  | Retain by Supervisor.   |
| Working Copy Project Files                                 | CURRENT   | 2                                    |  | 2        |          |  |  | Retain as long as being utilized.   |
| Working Copy Work Orders & Work Tasks                      | CURRENT   | Infinite                             |  | Infinite |          |  |  | Retained electronically "avantis".  |
| Working Copy Capital Plan                                  | CURRENT   | Infinite                             |  | Infinite |          |  |  | Retain while applicable   |
| Working Copy Budget  | CURRENT   | 2                                    |  | 2        |          |  |  | Retain while applicable   |
| Working Copy Material Safety Data Sheets                   | CURRENT   | 2                                    |  | 2        |          |  |  | Copy of active sheets retained by applicable supervisor. Original active sheets and inactive sheets on file with the Environmental Health & Safety Department |
| Vehicle Maintenance Records                                | CURRENT   | Infinite                             |  | Infinite |          |  |  | Destroy after vehicle is removed from service   |
| <b>PURCHASING</b>  |           |                                      |  |          |          |  |  |   |
| Purchase Orders, Blanket PO's, Requisitions                | CURRENT   | 5 Years                              |  | 1 Year   | 4 Years  |  |  | Destruction by administrative memo  |
| Material Invoices  | CURRENT   | 5 Years after applicable fiscal year |  | 2        | 3        |  |  | Destruction by administrative memo  |

**MAINTENANCE DEPARTMENT  
RECORD RETENTION AND DESTRUCTION SCHEDULE  
April 22, 2005**

|  |           |          |            |            |   |
|--|-----------|----------|------------|------------|---|
| Vendor Data Records                                  | CURRENT   | 2        | 2          |            | Retain while vendor is active.  |
| <b>CORRESPONDENCE</b>                                |           |          |            |            |   |
| General  | CURRENT   | 2        | 2          |            | 2 Years   |
| Director's Numbered Letters                          | PERMANENT | 2        | 2          |            |   |
| Legal  | CURRENT   | 5        | 5          |            |   |
| Directives   | PERMANENT |          |            |            | Until superseded  |
| Instructions   | CURRENT   |          |            |            | Until superseded  |
| Administrative Correspondence (internal)             | CURRENT   | 2        | 2          | 3          | Retain as long as being utilized.   |
| Administrative Correspondence (external)             | CURRENT   | 2        | 2          | 3          | Retain as long as being utilized.   |
| <b>TIMEROLL HARDCOPY</b>                             |           |          |            |            |   |
| Overtime Sheets                                      | STORAGE   |          | 4 Years    |            | After 5 <sup>th</sup> Year  |
| Laborer/Truck Driver Sign                            | STORAGE   |          | 4 Years    |            | After 5 <sup>th</sup> Year  |
| <b>CONTRACTS</b>                                     |           |          |            |            |   |
| Working Copy   | ESSENTIAL | Infinite | 1          | Infinite   | Original on file with the Engineering Department or Port Contracts Administrator. |
| Contract Specifications,                             |           |          |            |            |   |
| Contract Administration Records,                     |           |          |            |            |   |
| Contract Drawings & As-Built Plans                   |           |          |            |            |   |
| <b>CODES &amp; ORDINANCES</b>                        |           |          |            |            |   |
| Street Cleaning                                      | CURRENT   |          |            |            | After 5 <sup>th</sup> Year, May be kept longer if payment is pending              |
| Street Trees   | CURRENT   |          |            |            | After 5 <sup>th</sup> Year. May be kept longer if payment is pending              |
| <b>SUPPORTING DOCUMENTS</b>                          |           |          |            |            |   |
| Notices for Cites and Warnings                       | STORAGE   |          | 1 Year     | 4 Years    | After 2 <sup>nd</sup> Year  |
| Service Requests                                     | STORAGE   |          | 1 Year     | 4 Years    |   |
| Field Report   | STORAGE   |          | 1 Year     | 4 Years    | Until Superseded  |
| Equipment Sign-Out Sheets                            | STORAGE   |          | 1 Year     | 4 Years    | Copies Available  |
| Telephone Usage                                      | STORAGE   |          | 1 Year     | 4 Years    | After 2 <sup>nd</sup> Year, copies avail.   |
| <b>PERMITS &amp; APPLICATIONS</b>                    |           |          |            |            |   |
| Tree Installation                                    | PERMANENT |          | Permanent  |            | 5 Years   |
| Tree Removal   | PERMANENT |          | Infinite   | Permanent  | Permanent   |
| Complaint Related Correspondence                     | STORAGE   |          | 2 Years    | 3 Years    | Permanent   |
| Permit Related Correspondence                        | STORAGE   |          | See permit | See Permit | Until Superseded  |
| <b>MANUALS</b>                                       |           |          |            |            |   |
| Working Copy   | CURRENT   | 2        | 2          |            | Original on file with the Environmental Health & Safety Department.               |
| Emergency Operations Plan & Facility Evacuation Plan |           |          |            |            |   |
| Code Books & Regulations                             | CURRENT   | 2        | 2          |            | When Superseded or updated  |
| Administrative Correspondence (internal)             | CURRENT   | 2        | 2          | 3          | Retain as long as being utilized.   |



**MAINTENANCE DEPARTMENT  
RECORD RETENTION AND DESTRUCTION SCHEDULE  
April 22, 2005**

|  | 2        | 2        | 3        | Retain as long as being utilized.                 |
|--|----------|----------|----------|---|
| Administrative Correspondence (external)   | 2        | 2        | 3        | Original on file with the Engineering Department. |
| Working Copy                               | Infinite | 5        | Infinite | Electronic Format                                 |
| Facility Information, Plans & Drawings     | Infinite | Infinite |          |   |
| Computerized Maintenance Management System |          |          |          |   |

**Retention Category**

Current Records: records which for convenience, ready reference or other reason are retained in office space and equipment.

Storage Records: records which need not be retained in the office space and equipment of the department, but which must be, or should be, prudently preserved for a time or permanently in a storage facility.

Permanent Records: records required by law to be permanently retained.

**In addition to the three classifications noted above, the Port must identify records that are “Essential Records” or “Historical Records”.**

Essential Records: records which are essential to the continuity of government and the protection of rights and interests of individuals in the event of a major disaster. Essential Records must be preserved against possible destruction by fire, earthquake, etc.

Historical Records: records which because of their age and/or historical interest or research value should be maintained indefinitely and/or should be disposed of by offering them to the San Francisco Public Library or a historical society for safekeeping. Examples include annual reports, financial statements, Grand Jury reports, land use plans, and original documents of special development projects.

**MARITIME**  
**RECORD RETENTION AND DESTRUCTION SCHEDULE**

| TYPE OF RECORD   | RETENTION CATEGORY<br>(e.g., current, permanent) | RETENTION PERIOD     |                              |                 | REMARKS/<br>DISPOSITION<br>INSTRUCTION<br>OR TRIGGER |
|--|--|----------------------|------------------------------|-----------------|--|
|  |  | Total                | Current                      | Storage         |  |
| Carrier Contract – Original Files                        | Storage  | Term + 25 yrs        | Term + 5 years               | Varies          |  |
| Carrier Contract – Working Files                         | Current  | Term + 5 yrs         | Term + 5 years               | N/A             | Correspondence/<br>support documents                 |
| Terminal Management Contracts – Original Files           | Essential  | Term + 25 yrs        | Term + 5 years               | Varies          |  |
| Terminal Management Contracts – Working Files            | Current  | Term + 5 yrs         | Term + 5 yrs                 | N/A             | Correspondence /<br>support documents                |
| Cargo Terminal Billing Source Documents                  | Current  | 5 years              | 5 years                      | N/A             | Admin decision                                       |
| Permits/Licenses   | Current  | Term + 20 years      | Term + 4 years               | Term + 16 years | Admin decision                                       |
| General Correspondence Files                             | Current  | 5 years              | 5 years                      | N/A             | Admin decision                                       |
| Maritime Ground Leases (located in Real Estate Division) | Essential  | Permanent            | Duration of tenancy + 1 year | Permanent       |  |
| Draft Lease or Contract Files                            | Current  | Until final approval | Until final approval         | N/A             |  |
| Request for Proposals Bid Documents                      | Current  | 3 years              | 3 years                      | N/A             | Admin decision                                       |
| Budget/Financial Forecast – backup documents             | Current  | 5 years              | 5 years                      | N/A             | Admin decision                                       |
| Annual Port Tonnage Statistics                           | Essential  | Permanent            | 25 yrs                       | Permanent       |  |
| Tariff – Master Copy                                     | Essential  | Permanent            | Permanent                    | N/A             |  |
| Vessel Logs / Schedules                                  | Essential  | Permanent            | Permanent                    | N/A             | Record of most<br>working vessels<br>back to 1937    |

# PLANNING & DEVELOPMENT (P&D)

## RECORD RETENTION AND DESTRUCTION SCHEDULE

Current – Retained in Office  
Storage – Retained Off-Site

Permanent – Permanently Retained  
Essential – Permanently Retained in Disaster-Proof Containers  
Historical – Permanently Retained unless Destroyed through Special Procedures

| TYPE OF RECORD   | RETENTION CATEGORY     | RETENTION PERIOD                  |  | REMARKS/DISPOSITION INSTRUCTION OR TRIGGER   |
|--|------------------------|-----------------------------------|--|--|
|  |                        | Total                             | Current  |  |
| Advisory Groups  | Current/Storage        | Life of Advisory Group + 10 Years | Life of Advisory Group + 2 Years                                   | Review files upon trigger date for possible re-class to Historical status.   |
| BCDC   |                        |                                   |  |  |
| Permits  | Essential              | Permanent                         | Permanent  | Includes Permittee's Copy of permit, application and correspondence.   |
| Special Area Plan:<br>Updated/Current Version<br>Prior Versions  | Permanent<br>Permanent | Permanent<br>Permanent            | Permanent<br>Thru Publication of Updated/Current Version + 5 Years | Files to be reviewed on trigger date for transfer to Storage for any extension of Current retention period.                                  |
| City General Plan<br>(Reference documents for Planning and Development projects)   | Permanent              | Permanent                         | Permanent  | Includes only documents used for reference purposes in context of Planning & Development projects.   |
| Departmental Budget Records  |                        |                                   |  |  |
| Capital Plan Projects (Financial Records only; see Development Projects and Planning Projects below for handling of project files)           | Current/Storage        | Project Completion + 2 Years      | Project Completion   | Includes Capital Project Request Forms, Contracts, Invoices, etc.  |
| Annual Operating Budget<br>(Divisional reference copies only)  | Current/Storage        | 5 Years                           | Current Year + 2 Years   |  |
| Development Projects   |                        |                                   |  |  |
| Background Studies, Reports, Correspondence & Other Information (Specific files based on project-specific needs; see also Property Reports). | Current/Storage        | Project Completion + 5 Years      | Project Completion + 1 Year  | Specific files based on project needs. Review on trigger date (5 years after construction completion) for any extension of retention period. |
| Commission Agenda Packets  | Current/Storage        | Project Completion + 5 Years      | Project Completion + 2 Years                                       | Port Commission Secretary maintains permanent file.  |

**RECORD RETENTION AND DESTRUCTION SCHEDULE – PLANNING & DEVELOPMENT (P&D)**

**Current – Retained in Office**      **Permanent – Permanently Retained**  
**Storage – Retained Off-Site**    **Essential – Permanently Retained in Disaster-Proof Containers**  
**Historical – Permanently Retained unless Destroyed through Special Procedures**

| TYPE OF RECORD  | RETENTION CATEGORY                            | RETENTION PERIOD   |  | REMARKS/DISPOSITION INSTRUCTION OR TRIGGER  |
|---|---|--|--|---|
|   |   | Total  | Current  |   |
| Development Projects ( <i>Continued</i> )<br>Consulting/Contractor Services:<br>Reports ( <i>See Property Reports</i> )<br>RFPs, Proposals, Evaluations,<br>Contracts, & Related<br>Correspondence and/or<br>Background Materials | Current/Storage                               | Project Completion<br>+ 5 Years  | Project Completion<br>+ 1 Year   | 4 Years<br><br>Draft documents that are subject of negotiation (e.g. contracts) retained for public review until final approval by Port Commission (and, if needed, Board of Supervisors). Specific files based on project needs. |
| Developer:<br>RFPs & Proposals from<br>Developers <u>Selected</u> for Project<br>Proposals from Developers <u>Not</u><br>Selected for Project<br>Evaluations of Proposals   | Current/Storage<br><br>Current<br><br>Current | Project Completion<br>+ 25 Years<br>Project Completion<br>+ 2 Years<br>Through Lease<br>Approval + 2 Years | Project Completion<br>+ 2 Years<br>Project Completion<br>Through Lease<br>Approval + 2 Years | 23 Years<br>2 Years<br><br>N/A<br><br>N/A<br><br>Review on trigger date for any extension of retention period.<br><br>Evaluation summaries in Agenda Packets maintained by Port Commission Secretary.                             |
| Draft Development Agreements & Leases   | Current                                       | Final Approval of Documents  | Final Approval of Documents  | Draft docs that are subject of negotiation retained for public review until final approval by Port Commission (and, if needed, Bd. of Supervisors)  |
| Final Development Agreements & Lease Documents  | Permanent                                     | Permanent  | Effective Date of Lease + 2 Years  | Permanent<br><br>Originals of Lease and Development Agreement merged into Real Estate Dept. files upon effective date of lease; any file copies kept in P&D are for reference purposes only.                                      |
| Related Correspondence and/or Background Materials  | Current/Storage                               | Project Completion<br>+ 5 Years  | Project Completion<br>+ 1 Year   | 4 Years<br><br>Specific files based on project needs; review on trigger date for any extension of retention period.   |
| Environmental/CEQA Compliance (EIRs, Notices of Determination, Categorical Exemptions)  | Essential                                     | Permanent  | Project Completion<br>+ 5 Years  | Permanent   |
| State Lands Correspondence  | Essential                                     | Permanent  | Permanent  | N/A<br><br>Relates to Burton Act.   |

**RECORD RETENTION AND DESTRUCTION SCHEDULE – PLANNING & DEVELOPMENT (P&D)**

Current – Retained in Office  
 Storage – Retained Off-Site  
 Permanent – Permanently Retained  
 Essential – Permanently Retained in Disaster-Proof Containers  
 Historical – Permanently Retained unless Destroyed through Special Procedures

| TYPE OF RECORD   | RETENTION CATEGORY | RETENTION PERIOD             |  | REMARKS/DISPOSITION INSTRUCTION OR TRIGGER   |
|--|--------------------|------------------------------|--|--|
|  |                    | Total                        | Current                                |  |
| <b>Draft RFPs</b>  |                    |                              |  |  |
| Draft RFPs (see Development and Planning Projects for final RFPs)  | Current            | Issuance of Final RFP        | Issuance of Final RFP                  | Only most recent draft RFP must be retained through final RFP issuance.  |
| <b>Historic Buildings/Districts</b>  |                    |                              |  |  |
| Applications/Approvals   | Essential          | Permanent                    | Permanent                              | N/A  |
| State Historic Preservation Office Correspondence  | Essential          | Permanent                    | Permanent                              | N/A  |
| Background Studies & Reports (see also Property Reports, if applicable)  | Permanent          | Permanent                    | 2 Years following District Designation | Permanent  |
| <b>Photographs</b>   |                    |                              |  |  |
| General  | Current            | 10 Years                     | 10 Years                               | Includes digital format photos.<br>Photos reviewed on destruction trigger date for possible re-classification to Historical status.  |
| Historical   | Historical         | Permanent                    | Permanent                              | Historic photographs are no longer useful to day-to-day needs but which, because of age and/or historical interest or research value may have historical significance. Special pre-destruction handling required (see records policy). |
| <b>Planning (&amp; Non-Development Capital) Projects</b>   |                    |                              |  |  |
| Background Studies, Reports, Correspondence, & Other Information (Specific files based on project-specific needs; see also Property Reports) | Current/Storage    | Project Completion + 5 Years | Project Completion + 1 Year            | 4 Years  |
| Commission Agenda Packets  | Current/Storage    | Project Completion + 5 Years | Project Completion + 2 Years           | 3 Years  |

**RECORD RETENTION AND DESTRUCTION SCHEDULE -- PLANNING & DEVELOPMENT (P&D)**

**Current** – Retained in Office  
**Storage** – Retained Off-Site  
**Permanent** – Permanently Retained  
**Essential** – Permanently Retained in Disaster-Proof Containers  
**Historical** – Permanently Retained unless Destroyed through Special Procedures

| TYPE OF RECORD   | RETENTION CATEGORY | RETENTION PERIOD             |                              | REMARKS/DISPOSITION INSTRUCTION OR TRIGGER   |
|--|--------------------|------------------------------|------------------------------|--|
|  |                    | Total                        | Current                      |  |
| <b>Planning (&amp; Non-Development Capital) Projects (Continued)</b><br>Consultant/Contractor Services: Reports (See <i>Property Reports</i> ) RFPs, Proposals, Evaluations, Contracts, and Related Correspondence and/or Background Materials | Current/Storage    | Project Completion + 5 Years | Project Completion + 1 Year  | 4 Years<br><br>Draft docs that are subject of negotiation (e.g. contracts) retained for public review until final approval by Port Commission (and, if needed, Board of Supervisors). Specific files based on project needs. |
|  |                    |                              |                              |  |
| Environmental/CEQA Compliance (EIRs, Notices of Determination, Categorical Exemptions)   | Essential          | Permanent                    | Project Completion + 5 Years | Permanent  |
| State Lands Correspondence   | Essential          | Permanent                    | Permanent                    | N/A<br>Relates to Burton Act.  |
| <b>Property Reports</b>  |                    |                              |                              |  |
| Condition surveys, architectural/engineering reports, historic conditions, and hazardous materials reports   | Essential          | Permanent                    | Project Completion + 5 Years | Permanent  |
| <b>Time Sheets</b>   | Current            | 2 Years                      | 2 Years                      | N/A  |
| <b>Waterfront Plan/Design &amp; Access Element</b>   |                    |                              |                              |  |
| Current Version  | Essential          | Permanent                    | Permanent                    | N/A  |
| Amendments   | Essential          | Permanent                    | Permanent                    | N/A  |
| Previous Versions  | Essential          | Permanent                    | Permanent                    | N/A  |
| Related Correspondence & Background Files  | Current/Storage    | 10 Years                     | 5 Years                      | 5 Years<br>Files reviewed on destruction trigger date for any extension of retention period and/or re-classification to Historical status.   |

# PUBLIC RELATIONS

## RECORD RETENTION AND DESTRUCTION SCHEDULE

| TYPE OF RECORD                   | RETENTION CATEGORY<br>(e.g., current, permanent) | RETENTION PERIOD |         |           | REMARKS/<br>DISPOSITION<br>INSTRUCTION<br>OR TRIGGER |
|----------------------------------|--|------------------|---------|-----------|--|
|                                  |  | Total            | Current | Storage   |  |
| Public Records Requests          | Storage  | 5 years          | 2 years | 3 years   |  |
| Citizens Complaints              | Storage  | 5 years          | 2 years | 3 years   |  |
| Annual Reports                   | Permanent  | Permanent        | 5 years | Permanent |  |
| Photo Library                    | Permanent  | Permanent        | 5 years | Permanent |  |
| Articles (under 5 years old)     | Current  | 5 years          | 5 years | -         |  |
| Articles (more than 5 years old) | Permanent (Historical)                           | Permanent        | -       | Permanent |  |
| Press Releases                   | Storage  | 5 years          | 2 years | 3 years   |  |
| Audio/Video Recordings (News)    | Storage  | 5 years          | 2 years | 3 years   |  |
| Request for Proposals (RFPs)     | Current  | 2 years          | 2 years |           |  |
|                                  |  |                  |         |           |  |
|                                  |  |                  |         |           |  |

# REAL ESTATE

## RECORD RETENTION AND DESTRUCTION SCHEDULE

| TYPE OF RECORD  | RETENTION CATEGORY | RETENTION PERIOD               |                              |                               | REMARKS/DISPOSITION INSTRUCTION OR TRIGGER  |
|---|--------------------|--------------------------------|------------------------------|-------------------------------|---|
|   |                    | Total                          | Current                      | Storage                       |   |
| Property Contracts - Original Files   | Essential          | Permanent                      | Duration of tenancy + 1 year | Permanent                     | Original files (includes signed documents only for leases, licenses, MOU's, encroachment permits, operating agreements, amendments) are combined with Insurance Data when sent to storage; archive index includes document reference number, tenant name and posted cancellation date.  |
| Property Contracts - Working Files  | Current/Storage    | Duration of tenancy + 20 years | Duration of tenancy + 1 year | 20 years past term of tenancy | Working files include copy of contracts documents and related correspondence for leases, licenses, MOU's, encroachment permits, operating agreements, amendments; archive index includes document reference number, tenant name and posted cancellation date. These files shall be reviewed for possible historic value before destruction. |
| Pre-Lease Working Files (Drafts) – Leases with less than two-year terms       | Current            | Until final approval           | Until final approval         |                               | Retained for public review until approved by Port Commission and, if applicable, Board of Supervisors   |
| Pre-Lease Working Files (Drafts) – Leases Less with term of two years or more | Current            | 3 years from final approval    | Until final approval         | 3 years after final approval  | Retained for public review until approved by Port Commission and, if applicable, Board of Supervisors   |
| Request For Proposal/Bid Documents  | Current/Storage    | 3 years                        | Through lease completion     | 3 years                       |   |
| Tenant Insurance Certificates and Related Records                             | Essential          | Permanent                      | Duration of tenancy          | Permanent                     | Upon contract cancellation, insurance documents transferred to Property Contract - Original File.   |
| Parking Stall Permits   | Current/Storage    | Duration of tenancy + 3        | Duration of tenancy + 1      | 2 years                       |   |



| TYPE OF RECORD                                       | RETENTION CATEGORY | RETENTION PERIOD              |                              |         | REMARKS/DISPOSITION INSTRUCTION OR TRIGGER   |
|--|--------------------|-------------------------------|------------------------------|---------|--|
|  |                    | Total                         | Current                      | Storage |  |
|  |                    | years                         | year                         |         |  |
| Short-term permits                                   | Current/Storage    | Duration of tenancy + 3 years | Duration of tenancy + 1 year | 2 years | Primarily used for film and event venues and property use less than one month                |
| Tenant Collection Files                              | Current/Storage    | Duration of tenancy + 5 years | Duration of tenancy          | 5 years |  |
| Monthly Receivables Reports                          | Current            | 5 years                       | 5 years                      |         | Aging Summary & Detail; Receivables Status; Collectibility Report                            |
| Monthly Parking Stall Status Reports                 | Current            | 5 years                       | 5 years                      |         |  |
| Monthly Report of New Leases                         | Current            | 3 years                       | 3 years                      |         |  |
| Monthly Rent Roll Listings by Tenant Name & Facility | Essential          | Permanent                     | Permanent                    |         | Available from 1989 (1966 quarterly only)  |
| Lease Log  | Essential          | Permanent                     | Permanent                    |         | Record of most property contracts back to early 70's; not complete, but useful for research. |
| Monthly Rent Roll Reconciliation                     | Current            | 5 years                       | 5 years                      |         |  |
| Budget/Financial Forecast Back-Up Documents          | Current            | 5 years                       | 5 years                      |         |  |
| Chronological Files (Correspondence, Etc.)           | Current/Storage    | 3 years                       | 1 year                       | 2 years |  |