**PROCEDURE 02-01-05
RECORDS RETENTION AND STORAGE POLICY**

1. **PURPOSE**

​​​​​To establish guidelines for retaining and storing hard copy documents and electronic files generated by the various bureaus in the department during their normal course of business.

1. **POLICY**

San Francisco Public Works shall retain records for the period of their immediate or current use, unless a longer retention period is necessary for historical reference, to comply with contractual or legal requirements or for other purposes consistent with the guidelines set forth below.

1. **DISCUSSION**In the performance of its normal business transactions, the department generates a number of hard copy documents in the form of letters, drawings, specifications, charts, reports and other documents.  With the advent of computers and internet technology, much of the departmental business transactions are done through emails and transmittal of digital files.

Chapter 8 of the San Francisco Administrative Code requires each department head to maintain records and create a records retention and destruction schedule.

The term "records" is defined in Section 8.1 of the Administrative Code.  Documents and other materials that do not constitute "records" under that section may be destroyed when no longer needed.

Each bureau shall follow the general guidelines established in this procedure.  When needed, a bureau may adopt a bureau-specific procedure to better address its unique situation.  However the bureau-specific procedure shall be consistent with this departmental procedure.

A good system of records retention is important in order to facilitate retrieval of documents.  Chapter 67 of the San Francisco Administrative Code, also known as the San Francisco Sunshine Ordinance of 1999, requires departments to provide public information and public records, upon request, in a timely manner. Public Works Procedure 02-01-03 describes how to comply with providing documents pursuant to Sunshine Ordinance requests.​

**D. PROCEDURE

1. ​Categories of records**

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

* Permanent Records – Permanent records are required by law to be retained permanently and are ineligible for destruction unless they are microfilmed or placed in an optical imaging system and special measures are followed, as defined in Administrative Code Section 8.4.  Once these measures are followed, the original paper records may be destroyed.  Duplicate copies of permanent records may be destroyed whenever they are no longer necessary for the efficient operation of San Francisco Public Works.  Examples of permanent records include annual reports, departmental orders, and certain plans and specifications.
* Essential Records – Essential records are necessary for the continuity of government and the protection of the rights and interests of individuals, as defined in Administrative Code Section 8.9.  Examples of essential records include operation bureau's director's letters, certain plans and certain permits.

b. Category 2 – Current Records – These are records which for convenience, ready reference or other reasons are retained in the office space and equipment of the department.  Current records shall be retained as follows:

* Where retention period is specified by law.  Where federal, state, or local law prescribes a definite period of time for retaining certain records, the department will retain the records for the period specified by law.  Examples are debris box permits, employee's Statements of Economic Interest Form 700 and Accident Injury Reports.
* Where no retention period is specified by law.  Where no specific retention period is specified by law, the retention period for records that the department is required to retain shall be as specified in the attached record retention schedule.  Records shall be retained for a minimum of two years, although such records may be treated as "storage records" and placed in storage at any time during the applicable retention period.  Examples include inventories, budgets, estimates and work orders.

c. Category 3 – Storage Records – Storage records are records that are retained offsite.  Storage records are subject to the same retention requirements as current records.  Examples include calendars, permits and project files.

d. Category 4 – No Retention Required – Documents and other materials that are not "records" as defined by Administrative Code Section 8.1 need not be retained unless retention is otherwise required by local law or by the attached record retention schedule.  Documents and other materials (including originals and duplicates) that are not necessary to the functioning or continuity of the department and have no legal significance may be destroyed when no longer needed.  Examples include materials and documents generated for the convenience of the person generating them, draft documents (other than 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, emails that do not contain information required to be retained under this policy and chronological files.  For these documents, it is up to the originator or recipient to determine when the document's business utility has ended.

**2. Records not addressed in the record retention schedule**

Records and other documents or materials that are not expressly addressed by the attached record retention schedule may be destroyed at any time provided that they have been retained for the periods prescribed for substantially similar records.

**3. Storage of records**

Records may be stored in the department's office space or equipment if the records are in active use or are maintained in the office for convenience or ready reference.  Examples of active files appropriately maintained in departmental office space or equipment include active chronological files, research and reference files, legislative drafting files, pending complaint files, administrative files, personnel files and calendars.  Inactive records, for which use or reference has diminished sufficiently to permit removal form departmental office space or equipment, may be sent to an off-site storage facility.  The off-site storage facility may be a City-owned facility or a leased facility.

**4. Historical records**

Historical records are those which are no longer of use to the department but which, because of their age or research value, may be of historical interest or significance.  Historical records may not be destroyed except in accordance with the procedures set forth in Administrative Code Section 8.7.

**5. Legal records**

The retention periods set forth in the attached record retention 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 department becomes aware of the existence of a claim or litigation, the department should retain all documents and other materials related to the claim or litigation until the claim or litigation has been resolved.  When the department has reason to believe that one or more other departments also have records relating to the claim or litigation, those departments shall also be notified of the need to retain those documents.

The City Attorney's Office must approve all records containing legal significance proposed for destruction before the department destroys them, according to Admininistrative Code Section 8.3. The City Attorney's Office must review and approve any changes to the department's schedule.  Departments may destroy documents consistent with the schedule. The department must obtain approval from the City Attorney's Office to destroy documents that contain legal significance that do not fall within the schedule.

**6. Electronic and digital data**

All electronic or digital data must adhere to the retention period as specified in this chapter.
The department, as an option, may also convert paper information into electronic or digital data, unless such conversion is prohibited by law.

**7. Records relating to emergencies/disasters and cost recovery**

The department must retain all records relating to emergencies/disasters and cost recovery for the Federal Emergency Management Agency (FEMA) and California Governor's Office of Emergency Services (CAL OES) programs and activities that are governed by 44 CFR §13.42. Title 44.  Section 13.42 of the Code of Federal Regulations requires the department to retain any records documenting the costs it incurs in responding to an emergency or disaster for three years.  The California Code of Regulations requires the department to retain all financial and program records related to cost or expenditures eligible for state financial assistance for three years (19 CCR § 2980(e)).  The three-year retention period starts on the date the project worksheet file is officially closed by receipt of a closure letter from the state of California.  Because state and federal regulations change from time to time, the Controller's Office will issue specific rules for file retention on any given disaster that will reflect the most up to date retention requirements.

**8. Records relating to financial matters**

The Controller's Office must approve all records pertaining to financial matters proposed for destruction before the department destroys them, according to Administrative Code Section 8.3. The Controller's Office must review and approve any changes to the department's schedule.  Departments may destroy documents consistent with the schedule.  The department must obtain approval from the Controller's Office to destroy documents pertaining to financial matters that do not fall within the schedule.

**9. Records relating to payroll**

The Retirement Board must approve all records pertaining to payroll checks, time cards, and related documents proposed for destruction before the department destroys them, according to Administrative Code Section 8.3. The Retirement Board must review and approve any changes to the department's schedule. Departments may destroy documents consistent with the schedule unless the Retirement Board requests the documents be sent to them.  The department must obtain approval from the Retirement Board to destroy documents pertaining to payroll checks, time cards and related documents that do not fall within the schedule.

**10. Updating records retention policy**

As set forth in Administrative Code Section 8.3, changes to the department's records retention schedule must be approved by the mayor or his/her designee.

**RECORD RETENTON SCHEDULE**

**Department Name: Public Works**

### Department Contact: David Steinberg Contact Phone Number: (415) 554-6950 Date: November 2017

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Division** | Record Category | **TYPE OF RECORD** | **RETENTION CATEGORY** | **RETENTION PERIOD** | **REMARKS** |
|  |  |  |   | **Total** | **On Site** | **Off Site** |  |
| Director's Office: Admin/Public Affairs/News Rack Program | Financial | Accounting Documents; Purchase Orders, etc. | 2 | Destroyed after 4th year | 4 years | N/A | Departmental Policy |
| Director's Office: Admin/Public Affairs/News Rack Program | Reports/Records | Annual Reports | 2 | Permanent | Permanent | N/A | Departmental Policy |
| Director's Office: Admin/Public Affairs/News Rack Program | Meeting Records | Audio Recordings of Meetings | 2 | Erased after 2nd year | 2 years | N/A | Departmental Policy |
| Director's Office: Admin/Public Affairs/News Rack Program | Administration | Calendar (Director's) | 2 | After 2nd year. | 2 years | N/A | Departmental Policy |
| Director's Office: Admin/Public Affairs/News Rack Program | Reports/Records | Departmental Digest/Orders | 2 | Permanent | Permanent | N/A | Departmental Policy |
| Director's Office: Admin/Public Affairs/News Rack Program | Administration | Emails | 2 | When no longer needed unless they contain info required to be maintained. | N/A | N/A | Departmental Policy |
| Director's Office: Admin/Public Affairs/News Rack Program | Administration | Forms | 2 | Until superceded or no longer in use | Until superceded or no longer in use | N/A | Departmental Policy |
| Director's Office: Admin/Public Affairs/News Rack Program | Administration | General Correspondence: Letters, Memos, etc. | 2 | Destroyed after 4th year | 4 years | N/A | Departmental Policy |
| Director's Office: Admin/Public Affairs/News Rack Program | Meeting Records | Meeting Agendas, Minutes | 2 | Destroyed after 4th year | 4 years | N/A | Departmental Policy |
| Director's Office: Admin/Public Affairs/News Rack Program | Administration | Miscellaneous: Brochures, Newsletters, Catalogues, Magazines | 2 | Until superceded | Until superceded | N/A | Departmental Policy |
| Director's Office: Admin/Public Affairs/News Rack Program | Permits | News Rack Certificates | 2 | Permanent | Permanent | N/A | Departmental Policy |
| Director's Office: Admin/Public Affairs/News Rack Program | Reports/Records | News Rack Violation Log | 2 | Permanent | Permanent | N/A | Departmental Policy |
| Director's Office: Admin/Public Affairs/News Rack Program | Administration | Telephone Messages, Notes | 2 | When no longer needed | N/A | N/A | Departmental Policy |
| Director's Office: Claims | Reports/Records | Claims Files | 2 | Destroyed after 7 years from accident date | 7 years | N/A | Departmental Policy |
| Director's Office: Claims | Rules & Regulations | Code Books & Permanent Library | 2 | Permanent | Permanent  | N/A | Departmental Policy |
| Director's Office: Claims | Claims | Possible Claim Files | 2 | Destroyed after 5 years | 1 year | 4 years | Departmental Policy |
| Director's Office: Claims | Claims | Subject Files for City Attorney | 2 | Permanent | Permanent | N/A | Departmental Policy |
| Financial Management & Admin.: Accounting | Financial | Certified Accounting Docs: Grant | 2 | Destroyed after 5 years | Until final audit | 5 years | Departmental Policy |
| Financial Management & Admin.: Accounting | Financial | Certified Accounting Docs: Nongrant annual | 2 | Destroyed after 5 years | 3 years | 2 years | Departmental Policy |
| Financial Management & Admin.: Accounting | Financial | Certified Accounting Docs: Nongrant continuing | 2 | Destroyed after 5 years | 3 years after project completion | 2 years | Departmental Policy |
| Financial Management & Admin.: Accounting | Financial | Project Files: Grant | 2 | Destroyed after 5 years | Until final audit | 5 years | Departmental Policy |
| Financial Management & Admin.: Accounting | Financial | Project Files: NonGrant | 2 | Destroyed after 5 years | 3 years after project completion | 2 years  | Departmental Policy |
| Financial Management & Admin.: Accounting | Financial | Job Orders | 2 | Destroyed after 5 years | 3 years after J.O. is closed | 2 years | Departmental Policy |
| Financial Management & Admin.: Accounting | Financial | FAMIS Reports | 2 | Destroyed after 6 years | 3 years | 3 years | Departmental Policy |
| Financial Management & Admin.: Accounting | Financial | FPS Reports | 2 | Destroyed after 6 years | 3 years | 3 years | Departmental Policy |
| Financial Management & Admin.: Accounting | Agreements | AsNeeded Master Agreements | 2 | Destroyed after 5 years | 3 years after expiration date | 2 years | Departmental Policy |
| Financial Management & Admin.: Accounting | Financial | Receipts Processing Forms | 2 | Destroyed after 5 years | 3 years | 2 years | Departmental Policy |
| Financial Management & Admin.: Accounting | Financial | Revolving Fund Cancelled Checks | 2 | Destroyed after 5 years | 3 years | 2 years | Departmental Policy |
| Financial Management & Admin.: Accounting | Financial | Work Orders | 2 | Destroyed after 5 years | 3 years | 2 years | Departmental Policy |
| Financial Management & Admin.: Accounting | Financial | Delivery Orders | 2 | Destroyed after 5 years | 3 years | 2 years | Departmental Policy |
| Financial Management & Admin.: Accounting | Financial | Foreman's Requisitions | 2 | Destroyed after 5 years | 3 years | 2 years | Departmental Policy |
| Financial Management & Admin.: Accounting | Financial | Asphalt Plant Production Costs | 2 | Destroyed after 5 years | 3 years | 2 years | Departmental Policy |
| Financial Management & Admin.: Accounting | Personnel | Accident Reports | 2 | Destroyed after 5 years | 3 years | 2 years | Departmental Policy |
| Financial Management & Admin.: Accounting | Equipment | Reports of Damage to City Property | 2 | Destroyed after 5 years | 3 years | 2 years | Departmental Policy |
| Financial Management & Admin.: Accounting | Equipment | Store Withdrawal Tags | 2 | Destroyed after 5 years | 3 years | 2 years | Departmental Policy |
| Financial Management & Admin.: Accounting | Equipment | Gas, Oil Repts/Auto Equip Repair Repts | 2 | Destroyed after 5 years | 3 years | 2 years | Departmental Policy |
| Financial Management & Admin.: Accounting | Financial | Account Receivable | 2 | Retain 1 year after scanning | Continuous | 2 years | Departmental Policy |
| Financial Management & Admin.: Contract Admin. | Contracts | Contract Specification | 2 | After NTP (Construction Management IDC/BDC Contract Prep maintains archives) | Up to NTP | At Least 20 Years (Construction Management IDC/BDC Contract Prep Maintains Archives) | Departmental Policy |
| Financial Management & Admin.: Contract Admin. | Contracts | Contract Plans | 2 | After NTP (Construction Management IDC/BDC Contract Prep maintains archives) | Up to NTP | At Least 20 Years (Construction Management IDC/BDC Contract Prep Maintains Archives) | Departmental Policy |
| Financial Management & Admin.: Contract Admin. | Contracts | Standard Specification | 2 | Until superseded | Until superseded | Store 20 years | Departmental Policy |
| Financial Management & Admin.: Contract Admin. | Contracts | General Provisions | 2 | Until superseded | Until superseded | Store 20 years | Departmental Policy |
| Financial Management & Admin.: Contract Admin. | Contracts | Contract Folders(Construction) | 2 | 5 years | Up to final acceptance | 5 years | Departmental Policy |
| Financial Management & Admin.: Contract Admin. | Contracts | Contract Folders(Professional Services) | 2 | 5 years | Up to final acceptance | 5 years | Departmental Policy |
| Financial Management & Admin.: Contract Admin. | Reports | Weekly Reports | 2 | 2 years, 3 months | 3 months | 2 years | Departmental Policy |
| Financial Management & Admin.: Contract Admin. | Reports | Quarterly MBE Reports | 2 | 4 years | 2 years | 2 years | Departmental Policy |
| Financial Management & Admin.: Contract Admin. | Reports | Annual Reports | 2 | 6 years | 1 year | 5 years | Departmental Policy |
| Financial Management & Admin.: Contract Admin. | Administration | General Correspondence File | 2 | 7 years | 2 years | 5 years | Departmental Policy |
| Financial Management & Admin.: Contract Admin. | Contracts | Contract Insurance Manual | 2 | Until superseded | Until superseded | N/A | Departmental Policy |
| Financial Management & Admin.: Contract Admin. | Administration | HRC M/WBE Directory | 2 | Until superseded  | Until superseded | N/A | Departmental Policy |
| Financial Management & Admin.: Contract Admin. | Contracts | Unsuccessful Bids | 2 | 2 Years after bid | Until award | 2 Years after Bid | Departmental Policy |
| Financial Management & Admin.: Contract Admin. | Administration | Delivery Shipping Lists | 2 | 10 years (Included in Contract Files) | 5 years (Included in Contract Files) | 5 years (Included in Contract Files) | Departmental Policy |
| Financial Management & Admin.: Contract Admin. | Financial | Cash Receipts | 2 | 2 years, 6 months | 6 months | 2 years | Departmental Policy |
| Financial Management & Admin.: Contract Admin. | Contracts | AsNeeded Contract Files | 2 | 5 years. | Up to Notice of Agreement | 5 years | Departmental Policy |
| Financial Management & Admin.: Environmental Health & Safety | Personnel | OSHA 200/300 Log and supporting documentation | 2 | Destroy after 5th year | 5 years | N/A | Departmental Policy |
| Financial Management & Admin.: Environmental Health & Safety | Personnel | Industrial Hygiene Reports and Lab Results | 2 | Destroy after 75th year | 5+ years | 70 years | Departmental Policy |
| Financial Management & Admin.: Environmental Health & Safety | Personnel | Health Education: Attendance Sheets and Curriculums | 2 | Destroy after 3rd year | 3 years | N/A | Departmental Policy |
| Financial Management & Admin.: Environmental Health & Safety | Personnel | DMV Pin pull Reports | 2 | Destroy after 6 months | 6 months | N/A | Departmental Policy |
| Financial Management & Admin.: Environmental Health & Safety | Personnel | Suspended License Reports | 2 | Destroy after 6 months | 6 months | N/A | Departmental Policy |
| Financial Management & Admin.: Finance & Budget | Financial | Indirect Cost Plans | 1 | Indefinitely | Indefinitely – store electronically |  | Departmental Policy – same as Controller’s Cowcap Retention |
| Financial Management & Admin.: Finance & Budget | Budget | Indirect Cost Plan Supporting Documents - Caltrans Audited | 2 | 5 years | 5 years |  | Departmental Policy – same as Controller’s Cowcap Supporting Document Retention |
| Financial Management & Admin.: Finance & Budget | Budget | Indirect Cost Plan Supporting Documents - unaudited | 1 | Indefinitely | 10 years | Indefinitely | Departmental Policy  |
| Financial Management & Admin.: Finance & Budget | Budget | Overhead Rate Adjustments - Supporting Documents | 1 | Indefinitely | 10 years | Indefinitely | Departmental Policy |
| Financial Management & Admin.: Finance & Budget | Budget | Final Approved Budgets – Turnaround Reports | 1 | Indefinitely | Indefinitely – store electronically |  | Departmental Policy |
| Financial Management & Admin.: Finance & Budget | Budget | Department Budget Submission Documents – Line Items, Spreadsheets and Org Charts | 2 | 10 years | 10 years |  | Departmental Policy – Controller’s Dept. Budget Submission Documents Retention plus 5 yrs |
| Financial Management & Admin.: Finance & Budget | Budget | Department Budget Backup Support | 2 | 2 years | 2 years |  | Departmental Policy – Controller’s Budget Documents/ Work Papers Retention |
| Financial Management & Admin.: Finance & Budget | Financial | Supplemental Appropriation Request  | 1 | Keep indefinitely | 5 years | Indefinitely | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Employee Personnel Folders | 2 | 5 years after final separation if there is no litigation or review by regulatory agency pending | Until separated | 5 years | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Employee information | 2 | 5 years after final separation if there is no litigation or review by regulatory agency pending | Until separated | 5 years | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Performance & training docs. | 2 | 5 years after final separation if there is no litigation or review by regulatory agency pending | Until separated | 5 years | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | General employment history records | 2 | 5 years after final separation if there is no litigation or review by regulatory agency pending | Until separated | 5 years | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Records of corrective action | 2 | 5 years after final separation if there is no litigation or review by regulatory agency pending | Until separated | 5 years | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Payroll records | 2 | 5 years after final separation if there is no litigation or review by regulatory agency pending | Until separated | 5 years | Departmental Policy |
| Financial Management & Admin.: Personnel | Administration | Administration Files | 2 | Destroyed after 5 years if there is no litigation or review by regulatory agency pending | 5 years | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Discrimination & harassment complaints, investigations & resolutions | 2 | 5 years after final separation if there is no litigation or review by regulatory agency pending | 5 years | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Grievances | 2 | 5 years after final separation if there is no litigation or review by regulatory agency pending | 5 years | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Background investigation reports, results of polygraph exams | 2 | 5 years after final separation if there is no litigation or review by regulatory agency pending | 5 years | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Criminal records | 2 | 5 years after final separation if there is no litigation or review by regulatory agency pending | 5 years | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Medical records | 2 | 5 years after final separation if there is no litigation or review by regulatory agency pending | 5 years | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Recruitment files, including applications & resumes | 2 | 5 years after final separation if there is no litigation or review by regulatory agency pending | 5 years | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Conflict of interest statements | 2 | Destroyed after 7 years if there is no litigation or review by regulatory agency pending | 7 years | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Unfair labor practice complaints or contract disputes | 2 | Destroyed after 5 years if there is no litigation or review by regulatory agency pending | 5 years | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Sealed documents | 2 | 5 years after final separation if there is no litigation or review by regulatory agency pending | 5 years | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Worker's compensation records | 2 |  "" "" | 5 years | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Employment History | 2 | N/A | Until separated | Permanent | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | PARS | 2 | 15 months after separation date | Until separated | 15 months | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | OEPF Transmittal Receipts | 2 | Destroyed w/employee's personnel file | Until separated | 5 years | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Ins Form I9 File | 2 | 3 years or 1 year after the separation whichever is longer | N/A | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Oath of Allegiance | 2 | 5 years after final separation if no litigation or review by regulatory agency pending | Until separated | 5 years | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Driver License Survey | 2 | Destroyed w/employee personnel file | Until separated | 5 years | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Job Folders | 2 | N/A | N/A | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Job Announcements | 2 | N/A | N/A | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Eligible Lists | 2 | N/A | N/A | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Notices of Certifications | 2 | N/A | N/A | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel |  CSC Copies | 2 | N/A | N/A | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel |  Bureau Copies | 2 | N/A | N/A | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Class Specifications | 2 | Until superceded | Until superceded | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Personnel Requisitions | 2 | Until canceled or expired | Until canceled/ expired | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Rules, Policies & Procedures | 2 | Until superceded | Until superceded | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | CSC Rules | 2 | Until superceded | Until superceded | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Personnel Policies & Procedures | 2 | Until superceded | Until superceded | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Payroll/Personnel Procedures Manual | 2 | Until superceded | Until superceded | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Personnel | Department Policy Book | 2 | Until superceded | Until superceded | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Reports | Reports | 2 | When no longer needed | N/A | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Reports | CSC Weekly Report | 2 | When no longer needed | N/A | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Reports | CSC Seniority Roster | 2 | When no longer needed | N/A | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Reports | FPS BiWeekly Reports | 2 | When no longer needed | N/A | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Administration | Forms | 2 | Until superceded | Until superceded | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Administration | Brochures | 2 | When superceded | Until superceded | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Administration | Duplicates of memo, letter, computer printout & etc. | 2 | When no longer needed | N/A | N/A | Departmental Policy |
| Financial Management & Admin.: Personnel | Administration | Phone messages & slips | 2 | When no longer needed | N/A | N/A | Departmental Policy |
| Buildings Design & Construction Division (BDC) | Project Management | Project Funding; Grants, Appropriations, Budgets | 2 | 10 years after project close-out | After project close-out | 10 years after project close-out | FEMA/State & Federal grant funded projects must be retained min 3 yrs after final audit |
| Buildings Design & Construction Division (BDC) | Project Management | Project Schedules & Status Reports | 2 | 10 years after project close-out | 1 year or after project close-out | 10 years after project close-out | FEMA/State & Federal grant funded projects must be retained min 3 yrs after final audit |
| Buildings Design & Construction Division (BDC) | Project Management | Consultant & Contractor Selection Process; RFQ's/Bids | 2 | 10 years after project close-out | 1 year or after project close-out | 10 years after project close-out | FEMA/State & Federal grant funded projects must be retained min 3 yrs after final audit |
| Buildings Design & Construction Division (BDC) | Project Management | Consultant Contract Management | 2 | 10 years after project close-out | After project close-out | 10 years after project close-out | FEMA/State & Federal grant funded projects must be retained min 3 yrs after final audit |
| Buildings Design & Construction Division (BDC) | Architectural Services | General Programming & Planning | 2 | Offer drawing of value to Public Library before destroying | After project close-out | 10 years after project close-out | FEMA/State & Federal grant funded projects must be retained min 3 yrs after final audit |
| Buildings Design & Construction Division (BDC) | Architectural Services | General Design | 2 | Offer drawing of value to Public Library before destroying | After project close-out | 10 years after project close-out | FEMA/State & Federal grant funded projects must be retained min 3 yrs after final audit |
| Buildings Design & Construction Division (BDC) | Architectural Services | Construction Drawings, Specifications | 2 | Offer to Public Library History Room before destroying | 1 year or after project close-out | Until building or project area is demolished | Departmental Policy |
| Buildings Design & Construction Division (BDC) | Architectural Services | Addenda, Change Orders, As-built Drawings | 2 | Offer to Public Library History Room before destroying | 1 year or after project close-out | Until building or project area is demolished | Departmental Policy |
| Buildings Design & Construction Division (BDC) | Architectural Services | Permits and Approvals | 2 | 10 years after project close-out | After project-close-out | 10 years after project close-out | FEMA/State & Federal grant funded projects must be retained min 3 yrs after final audit |
| Buildings Design & Construction Division (BDC) | Construction Management | Construction ContractorContract Management | 2 | 10 years after project close-out | 1 year or after project close-out | 10 years after project close-out | FEMA/State & Federal grant funded projects must be retained min 3 yrs after final audit |
| Buildings Design & Construction Division (BDC) | Construction Management | Modification and Payments | 2 | 10 years after project close-out | 1 year or after project close-out | 10 years after project close-out | FEMA/State & Federal grant funded projects must be retained min 3 yrs after final audit |
| Buildings Design & Construction Division (BDC) | Construction Management | Inspection and Testing Reports | 2 | 10 years after project close-out | 1 year or after project close-out | 10 years after project close-out | FEMA/State & Federal grant funded projects must be retained min 3 yrs after final audit |
| Buildings Design & Construction Division (BDC) | Construction Management | Close-out Documents/Warranties | 2 | 10 years after project close-out | 1 year or after project close-out | 10 years after project close-out | FEMA/State & Federal grant funded projects must be retained min 3 yrs after final audit |
| Buildings Design & Construction Division (BDC) | Facilities Management | Facility Inventory and Facility Condition Reports | 2 | Until superseded | Until superseded | N/A | Departmental Policy |
| Buildings Design & Construction Division (BDC) | Facilities Management | Capital Improvement Program requests and appropriations | 2 | Permanent | 5 years | Microfilm for Inactive Storage | Departmental Policy |
| Buildings Design & Construction Division (BDC) | Facilities Management | Facility Planning Reports, Master Plans, Bond Program Proposals | 2 | Offer to Public Library History Room prior to destroying | 5 years or, if actively under way, after implementation is completed | 20 years | Departmental Policy |
| Buildings Design & Construction Division (BDC) | Budget | Annual Bureau Budget | 2 | Destroy after 7 years | 2 years | 5 years | Departmental Policy |
| Buildings Design & Construction Division (BDC) | Administration | BDC Integrated Project Database | 2 | Permanent | 5 years after each project close-out | Electronically archive for Inactive Storage | Departmental Policy |
| Buildings Design & Construction Division (BDC) | Administration | Forecasts; Advertising Schedule, Workload and Staffing Forecast | 2 | Electronically archive for inactive storage | 2 years | 5 years | Departmental Policy |
| Buildings Design & Construction Division (BDC) | Administration | Annual, Quarterly, Monthly Status and Performance Reports | 2 | Destroy after 7 years | 2 years | 5 years | Departmental Policy |
| Buildings Design & Construction Division (BDC) | Administration | Senior Staff Meeting Notes | 2 | Destroy after 7 years | 2 years | 5 years | Departmental Policy |
| Buildings Design & Construction Division (BDC) | Administration | Policies & Procedures | 2 | Destroy after 1 year after superseded | Until superseded | 1 year after superseded | Departmental Policy |
| Buildings Design & Construction Division (BDC) | Administration | General Bureau Correspondence | 2 | Destroy after 7 years | 2 years | 5 years | Departmental Policy |
| Buildings Design & Construction Division (BDC) | Administration | Architectural Product Literature | 2 | Until superseded | Until superseded | N/A | Individual project files are to contain the relevant product literature for the project for archive purposes |
| Buildings Design & Construction Division (BDC) | Administration | Build Codes and Regulations | 2 | Verify BBI retains a copy before destroying. | Until superseded | 10 years after superseded, 1 copy | Departmental Policy |
| Construction Management (BDC/IDC) | Contracts | As-Built Plans and Warranties | 2 | Permanent Record | 1 year after project close-out | Permanent Record | Departmental Policy |
| Construction Management(BDC/IDC) | Contracts | Change Orders, Addenda, etc. | 2 | Destroy after 10th year | 1 year after project close-out | 10 years | Departmental Policy |
| Construction Management(BDC/IDC) | Contracts | Cost Estimating Books and Updates | 2 | Until superseded | Until superseded | N/A | Departmental Policy |
| Construction Management(BDC/IDC) | Equipment | Facility, Furniture & Vehicle Inventory | 2 | Until superseded | Until superseded | N/A | Departmental Policy |
| Construction Management(BDC/IDC) | Administration | Field Notes and Survey Records | 2 | Permanent Record | 1 year after project close-out | Permanent Record | Departmental Policy |
| Construction Management(BDC/IDC) | Financial | Financing Documents (Payment Records) | 2 | Destroy after 10th year | 1 year after project close-out | 10 years | Departmental Policy |
| Construction Management(BDC/IDC) | Administration | Memos/Correspondence/Inspections/Testing Reports | 2 | After 2 years | 1 year after project close-out | 2 years | Departmental Policy |
| Construction Management(BDC/IDC) | Contracts | Plans | 2 | Permanent Record | 1 year after project close-out | Permanent Record | Departmental Policy |
| Construction Management(BDC/IDC) | Administration | Product Literature and Catalogs | 2 | Until superseded | Until superseded | N/A | Departmental Policy |
| Construction Management(BDC/IDC) | Contracts | Project File | 2 | Destroy after 10th year | 1 year after project close-out | 10 years | Departmental Policy |
| Construction Management(BDC/IDC) | Contracts | Shop Drawings, Approvals, Permits | 2 | Destroy after 10th year | 1 year after project close-out | 10 years | Departmental Policy |
| Construction Management(BDC/IDC) | Contracts | Specifications | 2 | After microfilming | 1 year after project close-out | 10 years | Departmental Policy |
| Construction Management(BDC/IDC) | Surveys and Mapping | Survey and Other Maps | 2 | Permanent Record | 1 year after project close-out | Permanent Record | Departmental Policy |
| Construction Management(BDC/IDC) | Personnel | Training Records | 2 | Until superseded | Until superseded | N/A | Departmental Policy |
| Infrastructure Design &Construction Division (IDC) | Administration | Procedures: Manual of IDC Procedures | 2 | Until superseded | Until superseded |  | Departmental Policy |
| Infrastructure Design &Construction Division (IDC) | Administration | Policies & Directives: City, Public Works, IDC, Division, Section Policies & Directives | 2 | Until superseded | Until superseded |  | Departmental Policy |
| Infrastructure Design &Construction Division (IDC) | Administration | Organization: Organization Charts | 2 | Until superseded | Until superseded |  | Departmental Policy |
| Infrastructure Design &Construction Division (IDC) | Budget | Annual Budget: Requested & Approved Budgets | 2 | 3 years | 3 years |  | Departmental Policy |
| Infrastructure Design &Construction Division (IDC) | Administration | Capital Improvements: Requested and approved gas tax and general fund CIP project lists and data sheets | 2 | 5 years | 5 years |  | Departmental Policy |
| Infrastructure Design &Construction Division (IDC) | Personnel | Personnel: Memos and requests for personnel actions | 2 | 2 years | 2 years |  | Departmental Policy |
| Infrastructure Design &Construction Division (IDC) | Personnel | Training: Training programs, requests, etc. | 2 | 2 years | 2 years |  | Departmental Policy |
| Infrastructure Design &Construction Division (IDC) | Administration | Incoming Correspondence: All correspondence received by Section and filed in chronological order | 2 | 2 years | 2 years |  | Departmental Policy |
| Infrastructure Design &Construction Division (IDC) | Administration | Outgoing Correspondence: All correspondence originated in Section and filed in chronological order | 2 | 2 years | 2 years |  | Departmental Policy |
| Infrastructure Design &Construction Division (IDC) | Administration | Suspense (Tickler): Copies of all correspondence requiring actions by Sections, or where action is requested by Section | 2 | Discarded when action is complete | Discarded when action is complete |  | Departmental Policy |
| Infrastructure Design &Construction Division (IDC) | Administration | Others As Needed: Use additional file numbers for any other administrative files needed by Section | 2 | Section's discretion | Section's discretion |  | Departmental Policy |
| Infrastructure Design &Construction Division (IDC) | Administration | Contract Plan Index: Master index catalog of files electronically archived for the Bureau | 2 | Permanent | Permanent |  | Departmental Policy |
| Infrastructure Design &Construction Division (IDC) | Projects | Milestone: Milestone Reports; other data related to milestone | 2 | Until superseded by most current report | Until superseded by most current report |  | Departmental Policy |
| Infrastructure Design &Construction Division (IDC) | Projects | Cost Control Reports: IDC Project Cost Control Reports and related data | 2 | Until superseded by most current report | Until superseded by most current report |  | Departmental Policy |
| Infrastructure Design &Construction Division (IDC) | Projects | Job Order File: Project file for each job order, including job order and modifications, correspondence, MOU, etc. | 2 | Transfer to inactive when JO closed; discard five years after JO closed | Transfer to inactive when JO closed. |  | Departmental Policy |
| Infrastructure Design &Construction Division (IDC) | Projects | Personal Service Contracts: RFP; Agreement; Appointment; progress payments; modifications, etc. | 2 | 20 years after termination of contract | Five years after termination of contract |  | Departmental Policy |
| Infrastructure Design &Construction Division (IDC) | Central Archives | Contract Plans: Tracings; As-Build drawings. | 2 | Permanent | Permanent |  | Departmental Policy |
| Infrastructure Design &Construction Division (IDC) | Central Archives | Contract Documents: Specifications; Special provisions; Addenda. | 2 | Permanent | Permanent |  | Departmental Policy |
| Infrastructure Design &Construction Division (IDC) | Central Archives | Standards: Standard Plans. | 2 | Permanent | Permanent |  | Departmental Policy |
| Infrastructure Design &Construction Division (IDC) | Infrastructure | Road Structures: Bridges, tunnels, retaining walls, stairways, and other City-owned road structures. | 2 | Permanent | Permanent |  | Departmental Policy |
| Infrastructure Design &Construction Division (IDC) | Infrastructure | AWSS: AWSS pipes; cisterns; etc. | 2 | Permanent | Permanent |  | Departmental Policy |
| Infrastructure Design &Construction Division (IDC) | Infrastructure | Soil: Soil reports; boring records, subsidence; slope protection. | 2 | Permanent | Permanent |  | Departmental Policy |
| Infrastructure Design &Construction Division (IDC) | Infrastructure | City Trees: Tree management; tree inventory; other related documents and records. | 2 | Permanent | Permanent |  | Departmental Policy |
| Infrastructure Design &Construction Division (IDC) | Technical References | Structural: Structural studies, analyses, design calculations. | 2 | Discard when no longer useful for reference | Discard when no longer useful for reference |  | Departmental Policy |
| Infrastructure Design &Construction Division (IDC) | Technical References | Electrical: Electrical engineering studies, analyses, design calculations. | 2 | Discard when no longer useful for reference | Discard when no longer useful for reference |  | Departmental Policy |
| Infrastructure Design &Construction Division (IDC) | Technical References | Mechanical: Mechanical engineering studies, analyses, design calculations. | 2 | Discard when no longer useful for reference | Discard when no longer useful for reference |  | Departmental Policy |
| Bureau of Street-Use & Mapping | Permits | Transit Shelter Permits | 2 | Retain one copy at BSM's office | Until contract ends | N/A | Departmental Policy |
| Bureau of Street-Use & Mapping | Permits | Payphone Permits | 2 | Retain one copy at BSM's office | Until superceded | N/A | Departmental Policy |
| Bureau of Street-Use & Mapping | Permits | Additional Street Space | 1 | 5 years after expiration | Until expired | 5 years | Departmental Policy |
| Bureau of Street-Use & Mapping | Permits | Newsracks | 1 | Once scanned, destroy | Indefinitely | N/A | Departmental Policy |
| Bureau of Street-Use & Mapping | Permits | Noise | 3 | 2 years after expiration | Until expired | 2 years | Departmental Policy |
| Bureau of Street-Use & Mapping | Codes & Regulations | Public Works Code | 1 | Retain copy in bureau library | Until superceded | N/A | Departmental Policy |
| Bureau of Street-Use & Mapping | Codes & Regulations | Public Works Orders/Regulations | 1 | Retain copy in bureau  | Until superceded | N/A | Departmental Policy |
| Bureau of Street-Use & Mapping | Agreements | Memorandum of Understanding | 1 | Retain copy in bureau  | Until superceded | N/A | Departmental Policy |
| Bureau of Street-Use & Mapping | Permits | Utility Excavation Permits | 3 | 10 years after issuance | 2 years | 8 years | Departmental Policy |
| Bureau of Street-Use & Mapping | Permits | Encroachment Permits | 1 | Retain recorded permits and approved plans in street files | Indefinitely | N/A | Departmental Policy |
| Bureau of Street-Use & Mapping | Permits | Street Excavation Permits | 3 | 5 years after issuance | 3 years | 2 years | Departmental Policy |
| Bureau of Street-Use & Mapping | Permits | Street Improvement Permits | 1 | Retain recorded permits and approved plans in street files | Indefinitely | N/A | Departmental Policy |
| Bureau of Street-Use & Mapping | Permits | Temporary Occupancy Permits | 3 | 5 years after issuance | As long as use is active | 2 years | Departmental Policy |
| Bureau of Street-Use & Mapping | Permits | Tank Abandonment, Install/Removal | 1 | Retain recorded permit | Indefinite | N/A | Departmental Policy |
| Bureau of Street-Use & Mapping | Inspections | Inspection Reports | 2 | 5 years  | Until completed | 5 years | Departmental Policy |
| Bureau of Street-Use & Mapping | Citations | Notice of Violation | 3 | 3 years after abated | Until abated | 3 years | Departmental Policy |
| Bureau of Street-Use & Mapping | Citations | Warning of Violation | 3 | 3 years after issuance | 1 year | 2 years | Departmental Policy |
| Bureau of Street-Use & Mapping | Contracts | Sidewalk Abatement Contract | 3 | 1 year after completed (Original contract documents kept by Public Works Contract Admin) | Until completed | 1 year | Departmental Policy |
| Bureau of Street-Use & Mapping | Liens | Intent to Lien | 3 | 1 year after recorded | Until abated | 1 year | Departmental Policy |
| Bureau of Street-Use & Mapping | Liens | Release of Lien | 2 | 2 years after recorded | Until abated | 1 year | Departmental Policy |
| Bureau of Street-Use & Mapping | Liens | Lien-Ordinance | 3 | 1 year after recorded | Until abated | 1 year | Departmental Policy |
| Bureau of Street-Use & Mapping | Mapping | Maps Records | 1 | 50% can be electronically stored and paper maps can be stored off site | Indefinitely | N/A | Departmental Policy |
| Bureau of Street-Use & Mapping | Subdivisions | Subdivision Application Files | 1 | Consult attorney for disposition | Indefinitely |  | Departmental Policy |
| Bureau of Street-Use & Mapping | Undergrounding | Underground Petitions(no assessment) Rule 20A | 2 | Completion of construction | Completion of construction | N/A | Departmental Policy |
| Bureau of Street-Use & Mapping | Assessments | Assessment Petitions | 2 | Approximately 5 years following construction | Completion of assessment | N/A | Departmental Policy |
| Bureau of Street-Use & Mapping | Undergrounding | Underground Legislation | 1 | Retain one copy | Retain one copy | N/A | Departmental Policy |
| Bureau of Street-Use & Mapping | Assessment | Assessment Legislation | 1 | Retain one copy | Retain one copy | N/A | Departmental Policy |
| Bureau of Street-Use & Mapping | Reports | Engineer's Report | 2 | Approx. 5 years following construction | Completion of assessment | N/A | Departmental Policy |
| Bureau of Street-Use & Mapping | Budget | Bureau Annual Budget | 2 | Until superseded | 1 year | N/A | Departmental Policy |
| Bureau of Street-Use & Mapping | Administration | Policies & Procedures | 2 | Until superseded | Until superseded | N/A | Departmental Policy |
| Bureau of Street-Use & Mapping | Financial | Purchase Orders, Payment Requests, etc. | 2 | 1 year | 1 year | N/A | Departmental Policy |
| Bureau of Street-Use & Mapping | Financial | Financial Documents | 2 | Copies from controller | 1 years | N/A | Departmental Policy |
| Bureau of Street-Use & Mapping | Administration | General Correspondence | 2 | 1 year | 1 years | N/A | Departmental Policy |
| Bureau of Street-Use & Mapping | Administration | Complaint Related Correspondence | 3 | To be filed in Complaint file | 2 years | 3 years | Departmental Policy |
| Bureau of Street-Use & Mapping | Permits | Permit Related Correspondence | 3 | To be filed in Permit file | See specific type of permit | See specific type of permit | Departmental Policy |
| Bureau of Street-Use & Mapping | Administration | Mapping Action Related Correspondence | 3 | To be filed in Mapping Action file | See specific type of mapping action | See specific type of mapping action | Departmental Policy |
| Bureau of Street-Use & Mapping | Permits | Automatic Public Toilet Permit | 1 | Retain one copy at BSM  | Until contract ends | N/A | Departmental Policy |
| Bureau of Street-Use & Mapping | Permits | Public Service Kiosk Permit | 1 | Retain one copy at BSM  | Until contract ends | N/A | Departmental Policy |
| Bureau of Street-Use & Mapping | Permits | Debris Box Permits | 2 | 1 year | 1 year | 1 year | Departmental Policy |
| Bureau of Street-Use & Mapping | Meeting Records | CULCOP Minutes & Agenda | 2 | Destroy after 2nd year | 2 yrs |  | Departmental Policy |
| Bureau of Street-Use & Mapping | Meeting Records | SCCC General Meeting Minutes/Agenda | 2 | Destroy after 2nd year | 2 yrs |  | Departmental Policy |
| Bureau of Street-Use & Mapping | Reports | Utility Excavation Five Year Plans | 2 | Destroy after 2nd year | 2 yrs |  | Departmental Policy |
| Bureau of Street-Use & Mapping | Administration | NOI/LOT | 2 | Destroy after 2nd year | 2 yrs |  | Departmental Policy |
| Bureau of Street-Use & Mapping | Permits | Utility Condition Permits | 2 | Destroy after 2nd year | 2 yrs |  | Departmental Policy |
| Bureau of Street-Use & Mapping | Reports | Division Quarterly and Annual Reports | 2 | Destroy after 2nd year | 2 yrs |  | Departmental Policy |
| Bureau of Building Repair | Personnel | Personnel Records | 1 | All official personnel records kept by GSA-HR | Permanent |  | Departmental Policy |
| Bureau of Building Repair | Personnel | Requisitions, Justifications | 1 | Copies available from GSA-HR | Permanent |  | Departmental Policy |
| Bureau of Building Repair | Personnel | Certifications, Temp Exempt Lists | 2 | Until superseded or expired | 1 year |  | Departmental Policy |
| Bureau of Building Repair | Personnel | OSHA Logs | 2 | 5 years | 5 years |  | Departmental Policy |
| Bureau of Building Repair | Personnel | Safety Records | 2 | 3 years | 3 years |  | Departmental Policy |
| Bureau of Building Repair | ID Work Activity | Estimates | 2 | 5 years | 5 years |  | Departmental Policy |
| Bureau of Building Repair | ID Work Activity | Service Requests | 2 | 2 years | 2 years |  | Departmental Policy |
| Bureau of Building Repair | ID Work Activity | Work Orders | 2 | 5 years | 5 years |  | Departmental Policy |
| Bureau of Building Repair | ID Work Activity | Emergency Call-In Log | 2 | 2 years | 2 years |  | Departmental Policy |
| Bureau of Building Repair | Equipment | Equipment Sign-out Sheets | 2 | 1 year | 1 year |  | Departmental Policy |
| Bureau of Building Repair | Purchasing | Purchase Orders, Contracts, Blanket PO's, Requisitions. | 2 | Copies available from the controller | 1year |  | Departmental Policy |
| Bureau of Building Repair | Purchasing | Directives | 1 | Until superseded | Permanent |  | Departmental Policy |
| Bureau of Building Repair | Purchasing | Instructions | 1 | Until superseded | Permanent |  | Departmental Policy |
| Bureau of Building Repair | Budget | Baseline | 2 | 5 years | 5 years |  | Departmental Policy |
| Bureau of Building Repair | Budget | Instructions | 2 | Until superseded | 1 year |  | Departmental Policy |
| Bureau of Building Repair | Budget | Completed Budgets | 2 | Copies available | 5 years |  | Departmental Policy |
| Bureau of Building Repair | Correspondence | General | 2 | 5 years | 2 years | 3 years | Departmental Policy |
| Bureau of Building Repair | Correspondence | Director's Numbered Letters | 1 | Permanent | Permanent |  | Departmental Policy |
| Bureau of Building Repair | Correspondence | Legal (lawsuits, etc.) | 1 | Permanent | Permanent |  | Departmental Policy |
| Bureau of Building Repair | Correspondence | Directives | 1 | Until superseded | Permanent |  | Departmental Policy |
| Bureau of Building Repair | Correspondence | Instructions | 2 | Until not applicable |  |  | Departmental Policy |
| Bureau of Building Repair | Timeroll Hardcopy | Work Report | 2 | 6 years | 2 years | 4 years | Departmental Policy |
| Bureau of Building Repair | Timeroll Hardcopy | Monthly Timeroll Amendments | 2 | 6 years | 2 years | 4 years | Departmental Policy |
| Bureau of Building Repair | Timeroll Hardcopy | Daily Overtime Report | 2 | 6 years | 2 years | 4 years | Departmental Policy |
| Bureau of Street & Sewer Repair | Personnel | Personnel Records | 1 | All official personnel records kept by GSA-HR | Permanent |  | Departmental Policy |
| Bureau of Street & Sewer Repair | Personnel | Requisitions, Justifications | 1 | Copies available from GSA-HR | Permanent |  | Departmental Policy |
| Bureau of Street & Sewer Repair | Personnel | Certifications, Temp Exempt Lists | 2 | Until superseded or expired | 1 year |  | Departmental Policy |
| Bureau of Street & Sewer Repair | Personnel | OSHA Logs | 2 | 5 years | 5 years |  | Departmental Policy |
| Bureau of Street & Sewer Repair | Personnel | Safety Records | 2 | 3 years | 3 years |  | Departmental Policy |
| Bureau of Street & Sewer Repair | ID Work Activity | Estimates | 2 | 5 years | 5 years |  | Departmental Policy |
| Bureau of Street & Sewer Repair | ID Work Activity | Service Requests | 2 | 2 years | 2 years |  | Departmental Policy |
| Bureau of Street & Sewer Repair | ID Work Activity | Work Orders | 2 | 5 years | 5 years |  | Departmental Policy |
| Bureau of Street & Sewer Repair | ID Work Activity | Emergency Call-In Log | 2 | 2 years | 2 years |  | Departmental Policy |
| Bureau of Street & Sewer Repair | Equipment | Equipment Sign-Out Sheets | 2 | 1 year | 1 year |  | Departmental Policy |
| Bureau of Street & Sewer Repair | Purchasing | Purchase Orders, Contracts, Blanket PO's, Requisitions. | 2 | Copies available from the controller | 1year |  | Departmental Policy |
| Bureau of Street & Sewer Repair | Purchasing | Directives | 1 | Until superseded | Permanent |  | Departmental Policy |
| Bureau of Street & Sewer Repair | Purchasing | Instructions | 1 | Until superseded | Permanent |  | Departmental Policy |
| Bureau of Street & Sewer Repair | Budget | Baseline | 2 | 5 years | 5 years |  | Departmental Policy |
| Bureau of Street & Sewer Repair | Budget | Instructions | 2 | Until superseded | 1 year |  | Departmental Policy |
| Bureau of Street & Sewer Repair | Budget | Completed Budgets | 2 | Copies available | 5 years |  | Departmental Policy |
| Bureau of Street & Sewer Repair | Correspondence | General | 2 | 5 years | 2 years | 3 years | Departmental Policy |
| Bureau of Street & Sewer Repair | Correspondence | Director's Numbered Letters | 1 | Permanent | Permanent |  | Departmental Policy |
| Bureau of Street & Sewer Repair | Correspondence | Legal (lawsuits, etc.) | 1 | Permanent | Permanent |  | Departmental Policy |
| Bureau of Street & Sewer Repair | Correspondence | Directives | 1 | Until superseded | Permanent |  | Departmental Policy |
| Bureau of Street & Sewer Repair | Correspondence | Instructions | 2 | Until not applicable |  |  | Departmental Policy |
| Bureau of Street & Sewer Repair | Timeroll Hardcopy | Work Report | 2 | 6 years | 2 years | 4 years | Departmental Policy |
| Bureau of Street & Sewer Repair | Timeroll Hardcopy | Monthly Timeroll Amendments | 2 | 6 years | 2 years | 4 years | Departmental Policy |
| Bureau of Street & Sewer Repair | Timeroll Hardcopy | Daily Overtime Report | 2 | 6 years | 2 years | 4 years | Departmental Policy |
| Bureau of Street Environmental Services | Reports | Cites and Warnings | 2 | After 5th year | 2 years | 3 years | Departmental Policy |
| Bureau of Street Environmental Services | Reports | Billings | 3 | After 5th year | 2 years | 3 years | Departmental Policy |
| Bureau of Street Environmental Services | Reports | Litter Receptacles | 3 | After 5th year | 2 years | 3 years | Departmental Policy |
| Bureau of Street Environmental Services | Reports | Political Signs | 3 | After 5th year; may be kept longer if payment is pending | 2 years | 3 years | Departmental Policy |
| Bureau of Street Environmental Services | Correspondence | General | 3 | After 5th year | 2 years | 3 years | Departmental Policy |
| Bureau of Street Environmental Services | Correspondence | Legal Action (lawsuits, etc.) | 3 | After 5th year; storage time may be extended due to court action | 2 years | 3 years | Departmental Policy |
| Bureau of Street Environmental Services | Correspondence | Directives/Instructions | 2 | Until superceded or no longer applicable | - | - | Departmental Policy |
| Bureau of Street Environmental Services | Timeroll Hardcopy | Supervisor's Daily Sheets | 3 | After 5th year | 1 year | 4 years | Departmental Policy |
| Bureau of Street Environmental Services | Timeroll Hardcopy | Weekly Timesheet reports | 3 | After 5th year | 1 year | 4 years | Departmental Policy |
| Bureau of Street Environmental Services | Timeroll Hardcopy | Timeroll Amendments | 3 | After 5th year | 1 year | 4 years | Departmental Policy |
| Bureau of Street Environmental Services | Timeroll Hardcopy | Daily Timesheets, Overtime Sheets, Time-off Requests | 3 | After 5th year | 1 year | 4 years | Departmental Policy |
| Bureau of Street Environmental Services | Timeroll Hardcopy | Laborer/Truck Driver Sign-In Sheets | 3 | After 5th year | 1 year | 4 years | Departmental Policy |
| Bureau of Street Environmental Services | Codes & Ordinances | Street Cleaning | 2 | Until superceded or no longer applicable | - | - | Departmental Policy |
| Bureau of Street Environmental Services | Purchasing | PO's, Requisitions, TPAs, Contracts, etc. | 3 | After 2nd year | 2 years | - | Departmental Policy |
| Bureau of Street Environmental Services | Purchasing | Directives, Instructions | 2 | Until superceded or no longer applicable | - | - | Departmental Policy |
| Bureau of Street Environmental Services | Purchasing | Job Order and TPA Logs | 3 | After 2nd year | 2 years | - | Departmental Policy |
| Bureau of Street Environmental Services | Budget | Work Sheets, etc. | 2 | Until superceded or no longer applicable | - | - | Departmental Policy |
| Bureau of Street Environmental Services | Budget | Instructions | 2 | Until superceded or no longer applicable | - | - | Departmental Policy |
| Bureau of Street Environmental Services | Budget | Completed Budgets | 3 | Copies available | 2 years | 3 years | Departmental Policy |
| Bureau of Street Environmental Services | Personnel | OSHA Logs | 2 | 5 years | 5 years |  | Departmental Policy |
| Bureau of Street Environmental Services | Personnel | Safety Records | 2 | 3 years | 3 years |  | Departmental Policy |
| Bureau of Street Environmental Services | Personnel | OSHA Logs | 2 | 5 years | 5 years |  | Departmental Policy |
| Bureau of Street Environmental Services | Personnel | Safety Records | 2 | 3 years | 3 years |  | Departmental Policy |
| Bureau of Street Environmental Services | Personnel | Personnel Records | 1 | All official personnel records kept by GSA-HR | - | - | Departmental Policy |
| Bureau of Street Environmental Services | Personnel | Requisitions, Justifications, etc. | 3 | After 2nd year; copies available from GSA-HR | 2 years | - | Departmental Policy |
| Bureau of Street Environmental Services | Personnel | Certifications, As-Needed Lists, etc. | 2 | Until superceded or no longer applicable | - | - | Departmental Policy |
| Bureau of Street Environmental Services | Personnel | Interviews, Test Results, etc. | 2 | Until no longer needed | - | - | Departmental Policy |
| Bureau of Street Environmental Services | Supporting Documents | Notices for Cites and Warnings | 3 | After 5th year | 1 year | 4 years | Departmental Policy |
| Bureau of Street Environmental Services | Supporting Documents | Citations for Cites and Warnings | 3 | Storage time may be extended due to court action | 1 year | 4 years | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Personnel | Personnel Records | 1 | All official personnel records kept by GSA-HR | Permanent |  | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Personnel | Requisitions, Justifications | 1 | Copies available from GSA-HR | Permanent |  | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Personnel | Certifications, Temp Exempt Lists | 2 | Until superseded or expired | 1 year |  | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Personnel | OSHA Logs | 2 | 5 years | 5 years |  | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Personnel | Safety Records | 2 | 3 years | 3 years |  | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | ID Work Activity | Estimates | 2 | 5 years | 5 years |  | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | ID Work Activity | Service Requests | 2 | 2 years | 2 years |  | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | ID Work Activity | Work Orders | 2 | 5 years | 5 years |  | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | ID Work Activity | Emergency Call-In Log | 2 | 2 years | 2 years |  | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Equipment | Equipment Sign-Out Sheets | 2 | 1 year | 1 year |  | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Purchasing | Purchase Orders, Contracts, Blanket PO's, Requisitions. | 2 | Copies available from the controller | 1year |  | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Purchasing | Directives | 1 | Until superseded | Permanent |  | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Purchasing | Instructions | 1 | Until superseded | Permanent |  | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Budget | Baseline | 2 | 5 years | 5 years |  | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Budget | Instructions | 2 | Until superseded | 1 year |  | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Budget | Completed Budgets | 2 | Copies available | 5 years |  | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Budget | Job Order and TPA Logs | 3 | After 2nd year | 2 years | - | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Correspondence | General | 2 | 5 years | 2 years | 3 years | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Correspondence | Director's Numbered Letters | 1 | Permanent | Permanent |  | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Correspondence | Legal (lawsuits, etc.) | 1 | Permanent | Permanent |  | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Correspondence | Directives | 1 | Until superseded | Permanent |  | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Correspondence | Instructions | 2 | Until not applicable |  |  | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Timeroll Hardcopy | Work Report | 2 | 6 years | 2 years | 4 years | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Timeroll Hardcopy | Monthly Timeroll Amendments | 2 | 6 years | 2 years | 4 years | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Timeroll Hardcopy | Daily Overtime Report | 2 | 6 years | 2 years | 4 years | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Timeroll Hardcopy | Laborer/Truck Driver Sign-In Sheets | 3 | After 5th year | 1 year | 4 years | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Permits and Applications | Tree Installation | 1 | Permanent | Permanent |  | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Permits and Applications | Tree Removal |  | Permanent | Permanent |  | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Permits and Applications | Complaint Related Correspondence | 3 | To be filed in Complaint file | 2 years | 3 years | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Permits and Applications | Permit Related Correspondence | 3 | To be filed in Permit file | See specific type of permit | See specific type of permit | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Reports | Cites and Warnings | 2 | After 5th year | 2 years | 3 years | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Reports | Billings | 3 | After 5th year | 2 years | 3 years | Departmental Policy |
| Bureau of Street Environmental Services/Urban Forestry | Reports | Telephone Usage | 2 | After 1st year | 1 year | - | Departmental Policy |
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