

**PUBLIC WORKS COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

RESOLUTION NO. 2026-0026

WHEREAS, The San Francisco Administrative Code Section 8.3 requires the approval of the record retention and destruction schedule by the Department's officers and board; and

WHEREAS, The San Francisco Public Works Commission is empowered by Charter section 4.102(1) to set policies consistent with the overall objectives of the City and County of San Francisco; and,

WHEREAS, San Francisco Public Works has updated its record retention and destruction schedule to align with federal, state and local regulations, and best practices; and

WHEREAS, The amendments to the schedule, shown in the attachment, reflect the updated schedule, and be it

RESOLVED, The San Francisco Public Works Commission adopts the Public Works Record Retention and Destruction Schedule.

I hereby certify that the foregoing resolution was adopted by the Public Works Commission at its meeting of Apr 19, 2026.



Commission Affairs Manager
Public Works Commission