

THIS PRINT COVERS CALENDAR ITEM NO.: 10.10

**SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY**

DIVISION: Director of Transportation

BRIEF DESCRIPTION:

Adopting a Records Retention and Destruction Policy and Schedule of Records dated April 20, 2021 that classifies departmental records and establishes a schedule for retention and destruction of records.


SUMMARY:

- The San Francisco Administrative Code requires each department to have a written policy classifying departmental records and establishing a schedule for the systematic retention and destruction of records.
- The existing policy and schedule was approved in 2002 and is out of date.
- These policies must be consistent with federal, state and local laws governing record retention requirements.
- The SFMTA is updating its policy to reflect the current organizational structure of the Agency, including the addition of the former Taxi Commission as part of the SFMTA.
- The policy meets the guidelines issued by the Controller's office, and revised local, state and federal requirements for records retention.

ENCLOSURES:

1. SFMTAB Resolution
2. Records Retention and Destruction Policy
3. Record Retention and Destruction Schedule

APPROVALS:

	DATE
DIRECTOR 	April 13, 2021
SECRETARY 	April 13, 2021

ASSIGNED SFMTAB CALENDAR DATE: April 20, 2021

PAGE 2.

PURPOSE

This calendar item requests that the SFMTA Board of Directors adopt the Records Retention and Destruction Policy and Schedule of Records dated April 20, 2021 that classifies departmental records and establishes a schedule for retention and destruction of records.

STRATEGIC PLAN GOALS AND TRANSIT FIRST POLICY PRINCIPLES

This project will assist in the fulfillment of the implementation of the following goals, objectives, and initiatives in the SFMTA Strategic Plan:

Goal 4: Create a workplace that delivers outstanding service.

Objective 4.2: Improve the safety, security, and functionality of SFMTA work environments.

Objective 4.3: Enhance customer service, public outreach, and engagement.

The Record Retention Policy and Schedule does not address any of the Transit First Policy Principles.

HISTORY

On August 1, 2000, the SFMTA Board of Directors adopted Resolution #00-077 which established a Record Retention and Destruction Policy and Schedule of Records for the San Francisco Municipal Transportation Agency. On April 16, 2002, the SFMTA Board of Directors adopted Resolution #02-028 which revised the policy to reflect the addition of the Department of Parking and Traffic to the SFMTA.

DESCRIPTION

The San Francisco Administrative Code (Admin Code) requires each department to have a written policy classifying departmental records as well as a schedule for the systematic retention and destruction of records.

For purposes of record retention, the term “record” is defined in Section 8.1 of the Admin Code as any paper, book, photograph, film, sound recording, map, drawing or other document (or copy) 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 persons directly affected by the activities of the City and County. Under state law, such records must be maintained for at least two years.

Documents that do not fall within above definition need only be retained until they are no longer of use. Examples include phone message slips, meeting notes, or notes made for the personal use of the employee. E-mail messages may or may not be subject to retention depending on the nature and content of the message.

PAGE 3.

Under the Policy, documents are divided into one of four categories:

- 1) Current Records which, for convenience, are retained in the office of the department involved.
- 2) Storage Records are records that may be preserved for a time in a records center offsite.
- 3) Permanent Records are those required by law to be retained permanently. They may be microfilmed or otherwise retained.
- 4) Documents Not Required to be Retained. As discussed above, certain types of documents are not required to be retained and may be destroyed when no longer needed.

Section 8.9 of the Admin Code also requires each department to identify and preserve its essential records, meaning those records that are essential to the continuity of government and to the protection of rights and interests of individuals. These must be protected against possible destruction by natural disasters or warfare.

Since the SFMTA last approved this policy, the Board of Supervisors merged the former Taxi Commission with the SFMTA. In addition, there has been tremendous growth in the use of electronic media. Therefore, the SFMTA has added language to the policy to address the issue of back-up tapes and emails.

As with the original policy, this revised policy (see Enclosures 2 and 3) consists of two parts, a narrative discussion and a schedule listing specific types of records and the applicable retention periods. The proposed changes reflect the current organizational structure of the SFMTA. This schedule reflects changes to the established schedule to reflect the new organization structure, including taxis.

In addition, since the SFMTA's policy was approved, the City's Department of Human Resources has requested that departments maintain employee records for a minimum of 50 years or for the life of the employee, whichever is less.

With respect to contracts, agreements, leases, memoranda of understanding or modifications of these contract instruments, the Controller's office has requested that such records be maintained for not less than the term of the agreement plus four years for non-construction contracts and not less than the term of the agreement and ten years for construction contracts. This includes Request for Proposals (RFP), Requests for Qualifications (RFQ) or Invitations to Bid (ITB). If the RFP, RFQ or ITB did not result in a contract, those materials will be kept for not less than two years.

This policy is consistent with federal, state and local laws governing the retention of records.

PAGE 4.

STAKEHOLDER ENGAGEMENT

Each division director participated in the establishment of the record retention periods for records for their division.

ALTERNATIVES CONSIDERED

The SFMTA considered not updating the policy although doing so would leave the agency with an outdated policy that does not reflect the organizational structure of the agency nor the records of the former Taxi Commission.

FUNDING IMPACT

There is no anticipated impact on the budget.

ENVIRONMENTAL REVIEW

On March 3, 2021, the SFMTA, under authority delegated by the Planning Department, determined that the adoption of a Record Retention and Destruction Policy and Schedule is not defined as a “project” under the California Environmental Quality Act (CEQA) pursuant to Title 14 of the California Code of Regulations Sections 15060(c) and 15378(b).

A copy of the CEQA determination is on file with the Secretary to the SFMTA Board of Directors and is incorporated herein by reference.

OTHER APPROVALS RECEIVED OR STILL REQUIRED

The City Attorney’s Office has reviewed this report.

The Administrative Code requires that records of legal significance may only be destroyed with the approval of the City Attorney, records of financial significance may only be destroyed after approval by the Controller, and time cards, time rolls, payroll checks and related matters may only be destroyed following approval by the San Francisco Employees’ Retirement System. The City Controller’s Office and the Director of the San Francisco Employees’ Retirement System have reviewed and approved the SFMTA’s draft policy and schedule.

RECOMMENDATION

Staff recommends that the SFMTA Board of Directors adopt the Records Retention and Destruction Policy and Schedule of Records dated April 20, 2021 that classifies departmental records and establishes a schedule for retention and destruction of records.

SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS

RESOLUTION No. _____

WHEREAS, Chapter 8 of the San Francisco Administrative Code requires each City department to have a written policy classifying departmental records and establishing a schedule for the retention and destruction of departmental records; and,

WHEREAS, On August 1, 2000, the SFMTA Board of Directors adopted Resolution #00-077 which established a Record Retention and Destruction Policy and Schedule of Records for the San Francisco Municipal Transportation Agency (Policy); and,

WHEREAS, On April 16, 2002, the SFMTA Board of Directors adopted Resolution #02-028 which revised the Policy and schedule to reflect the addition of the Department of Parking and Traffic to the SFMTA; and,

WHEREAS, Since the SFMTA last approved this Policy, the Board of Supervisors merged the former Taxi Commission with the SFMTA, and there has been tremendous growth in the use of electronic media, which warrants adding language to the Policy to address the issue of back-up tapes and emails; and,

WHEREAS, The proposed changes to the Policy reflect the current organizational structure of the SFMTA, and the proposed changes to the established schedule reflect the new organization structure, including taxis; and,

WHEREAS, The Office of the Controller and the Executive Director of the Retirement System have reviewed and approved the SFMTA's Record Retention Policy and Schedule; and,

WHEREAS, On March 3, 2021, the SFMTA, under authority delegated by the Planning Department, determined that the adoption of a Record Retention and Destruction Policy and Schedule is not defined as a "project" under the California Environmental Quality Act (CEQA) pursuant Title 14 of the California Code of Regulations Sections 15060(c) and 15378(b); and,

WHEREAS, A copy of the CEQA determination is on file with the Secretary to the SFMTA Board of Directors, and is incorporated herein by reference; now, therefore, be it

RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors does hereby adopt the Records Retention and Destruction Policy and Schedule of Records dated April 20, 2021 that classifies departmental records and establishes a schedule for retention and destruction of records; and be it further

RESOLVED, That the Secretary to the SFMTA Board of Directors is authorized to make administrative or clerical corrections to the Schedule of Records.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of April 20, 2021.

Secretary to the Board of Directors
San Francisco Municipal Transportation Agency

SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY

Record Retention and Destruction Policy

The San Francisco Municipal Transportation Agency Record Retention and Destruction Policy is adopted pursuant to Chapter 8 of the San Francisco Administrative Code, which requires each department head to maintain records and create a records retention and destruction schedule. This policy supersedes all previous record retention and destruction policies issued by the San Francisco Municipal Transportation Agency (SFMTA).

This policy covers all records and documents, regardless of physical form or characteristics, which have been made or received by the San Francisco Municipal Transportation Agency in connection with the transaction of public business. The Record Retention and Destruction Schedule is attached and is incorporated by reference.

PART I: POLICY AND PROCEDURES

A. RETENTION POLICY

The San Francisco Municipal Transportation Agency shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference, or to comply with contractual or legal requirements, or for other purposes as set forth below. For record retention and destruction purposes, the term “record” is defined as set forth in Section 8.1 of the San Francisco Administrative Code. Email and other electronic materials are “records” for purposes of this document retention policy to the extent they otherwise meet the definition of “records” in Section 8.1. Documents and other materials that do not constitute “records” under that section, including those described below in Category 4, may be destroyed when no longer needed, unless otherwise specified in Part II. The records of the San Francisco Municipal Transportation Agency 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 storage system, and special measures are followed. Admin. 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 the San Francisco Municipal Transportation Agency. Examples of permanent records include project files, SFMTA Board files, internal and external audits. Not every department will have permanent records.
- **Essential records.** Essential records are records necessary for the continuity of government and the protection of the rights and interests of individuals. Admin. Code Section 8.9. Examples of essential records are: Fleet Engineering Records, Accident Records and Grant Awards and Modifications.

Category 2: Current Records. Current records are records that 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 specified by law. Where federal, state, or local law prescribes a definite period of time for retaining certain records, the San Francisco Municipal Transportation Agency will retain the records for the period specified by law. Examples of records required to be maintained for a specific period are the department head's calendar (required by Administrative Code Sec. 29.5); Statement of Economic Interest Form 700 (required by Gov. Code § 81009(e)); and Accident-Injury reports (required by 29 CFR § 1904.33.)
- Where no retention period 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 specified in the attached Record Retention and Destruction 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 of current records include: invoices for the purchase of supplies, departmental memoranda, correspondence, schedules and other administrative records.

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

Category 4: No Retention Required. Documents and other materials that are not "records" as defined by Admin. 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. Documents and other materials (including originals and duplicates) that are not otherwise required to be retained, are not necessary to the functioning or continuity of the Department and which have no legal significance may be destroyed when no longer needed. Examples include materials and documents generated for the convenience of the person generating them, draft documents (other than some contracts) which have been superseded by subsequent versions, or rendered moot by departmental action, and duplicate copies of records that are no longer needed. Specific examples include telephone message slips, miscellaneous correspondence not requiring follow-up or departmental action, notepads, e-mails that do not contain information required to be retained under this policy, and chronological files.

With limited exceptions, no specific retention requirements are assigned to documents in this category. Instead, it is up to the originator or recipient to determine when the document's business utility has ended.

B. RECORDS NOT ADDRESSED IN THE RECORD RETENTION SCHEDULE

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

C. STORAGE OF RECORDS

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

D. HISTORICAL RECORDS

Historical records are records which are no longer of use to the SFMTA 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.

E. PENDING CLAIMS AND LITIGATION

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 SFMTA becomes aware of the existence of a claim against the SFMTA, the SFMTA should retain all documents and other materials related to the claim until such time as the claim or subsequent litigation has been resolved. When the SFMTA has reason to believe that one or more other city departments have records relating to the claim or litigation, those departments will also be notified by the SFMTA of the need to retain such records.

F. BACK UP TAPES

Back up tapes serve the limited purpose of providing a means of document recovery in cases of disaster, departmental system failure or unauthorized deletion. Documents that City officers and employees properly delete may appear on back-up tapes, but those documents will be considered as trash no different from paper records that the City lawfully places in the trash. Back up tapes are not available for departmental use except in the limited situations described above. Neither the Public Records Act nor the Sunshine Ordinance requires the City to search the trash for such records, whether paper or electronic. City officers and employees may not rely on back up tapes to comply with City and State record retention laws.

G. EMAIL SYSTEM

The email system does not fulfill the department's record retention obligations. SFMTA provides an email system to its employees as a convenient and efficient medium of communication. Email is intended and designed to be a tool of communication but the SFMTA's email system is not a medium for storage of information of any SFMTA's record.

With regard to each email, SFMTA staff must determine whether the SFMTA's Record Retention and Destruction Schedule (Schedule) set forth in Part II of this Policy requires the retention of a particular record. If the Schedule requires retention of the email, staff must retain it in accordance with the schedule and delete it from the email system. If the Schedule does not require retention of the email the staff must delete it as soon as it is no longer necessary for the discharge of official duties.

H. RECORDS RELATING TO FEDERAL AWARDS: EMERGENCY/DISASTER AND COST RECOVERY

Records relating to federal awards, including public assistance following an emergency or disaster, are governed by 2 C.F.R. § 200.333. This regulation requires retention of any and all records relating to a federal award for three years after the State has closed the claim by the City. The City shall retain all records relating to the federal award for three (3) years from the date the State has closed the claim by the City (i.e., the date of the final Financial Status Report (FSR) (FEMA Form 112-0-1), unless certain exceptions apply (see 2 C.F.R. § 200.333). California law also requires the City retain all financial and program records related to cost or expenditures eligible for state financial assistance for three (3) years. 19 CCR § 2980(e).

The records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later. Final closeout (receipt of FSR) is when all Project Worksheets associated with a disaster/emergency are closed. All records related to any and all Project Worksheets associated with an event must be retained for three years after the close of the final associated Project Worksheet. Note: state and federal regulations change from time to time; the Controller's Office will issue specific rules for file retention on any given disaster, should there be a change.

I. FINANCIAL RECORDS

The Controller's Office must approve the destruction of all records pertaining to financial matters before the department destroys them. Admin. Code Section 8.3. The Controller's Office reviews and approves each 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.

J. PAYROLL

The Retirement Board must approve the destruction of all records pertaining to payroll checks, timecards, and related documents proposed for destruction before the department destroys them. Admin. Code Section 8.3. The Retirement Board reviews and approves each department's Schedule. Department's 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, timecards, and related documents that do not fall within the Schedule.

K. DOCUMENTS OF LEGAL SIGNIFICANCE

The City Attorney's Office must approve the destruction of all records having legal significance proposed for destruction before the department destroys them. (Admin. Code Section 8.3). The City Attorney's Office reviews and approves each 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.

Enc. – SFMTA Records Retention and Destruction Schedule

APPROVALS:

Approved by the San Francisco Municipal Transportation Agency Board of Directors

San Francisco Municipal Transportation Agency
Board of Directors

Resolution No. _____

Adopted: _____

Attest:

Secretary, SFMTA Board of Directors

Approved as to Records Relating to Financial Matters:

Ben Rosenfield
Controller

Controller Staff

Date Approved

Approved as to Records of Legal Significance:

Dennis J. Herrera
City Attorney

Deputy City Attorney

Date Approved

Approved as to Records Relating to Payroll Matters:

Jay Huish
Executive Director,
Retirement System

Date Approved
by the Retirement Board

PRIVILEGED ATTORNEY WORK PRODUCT/ATTORNEY CLIENT COMMUNICATION

**RECORD RETENTION AND DESTRUCTION SCHEDULE
SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY
MUNICIPAL TRANSPORTATION AGENCY BOARD OF DIRECTORS
CONTACT: Christine Silva**

Division	Division Contact	Category/Unit	Title	Link	Retention Category	On-Site	Off-Site	Total
Board of Directors	Christine Silva	administrative	Agendas, Notices, and Minutes of Meetings	https://www.sfmta.com/sfmta-board-directors	1	indefinitely	n/a	permanent
Board of Directors	Keka Robinson-Luqman	administrative	Agendas, Notices, and Minutes of Citizens' Advisory Council Meetings	https://www.sfmta.com/past-meetings-and-events/2631	1	indefinitely	n/a	permanent
Board of Directors	Christine Silva	administrative	Audio/Video Recording of Meetings of Policy and Advisory Bodies	https://sanfrancisco.granicus.com/ViewPublisher.php?view_id=55	1	indefinitely	n/a	permanent
Board of Directors	Christine Silva	administrative	Board Correspondence		2	Two years	n/a	Two years
Board of Directors	Keka Robinson-Luqman	administrative	Citizens' Advisory Council Correspondence		2	Two years	n/a	Two Years
Board of Directors	Christine Silva	administrative	Chronological Files		2	Two years	n/a	Two years
Board of Directors	Christine Silva	administrative	Motions and Resolutions	https://www.sfmta.com/reports-documents?text=board%20resolution%20log&search_api_views_fulltext_1=	1	indefinitely	n/a	permanent
Board of Directors	Keka Robinson-Luqman	administrative	Citizens' Advisory Council Recommendations Matrix	https://www.sfmta.com/search?text=cac+recommendations+matrix&type=All&=Apply	1	indefinitely	n/a	permanent
Board of Directors	Keka Robinson-Luqman	administrative	Citizens' Advisory Council Request for Information & Presentation Matrix	https://www.sfmta.com/search?text=cac+requests+for+information&type=All&=Apply	1	indefinitely	n/a	permanent
Board of Directors	Caroline Celaya	administrative	Public Records Requests		2	Two years	n/a	Two years

DIVISION: COMMUNICATIONS
SECTION: Communications & Marketing
CONTACT: Candace Sue

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
GENERAL ADMINISTRATIVE								
Communications	Candace Sue/ Helen Lau 701-4369	Administrative	Administrative records miscellaneous		2	2 years	N/A	2 years
Communications	Candace Sue/ Helen Lau 701-4369	Administrative	Memoranda- policy /decisional		2	2 years	N/A	2 years
Communications	Candace Sue/ Helen Lau 701-4369	Administrative	Memoranda-miscellaneous		2	2 years	N/A	2 years
Communications	Helen Lau 701-4369	Administrative	Trademarks		2	2 years	N/A	2 years
Communications	Helen Lau 701-4369	Administrative	Annual Reports		1	Permanent	N/A	Permanent
Communications	Cary Dare 701-4686	Administrative	Contracts and procurement records		2	2 years after project closeout	N/A	2 years after project closeout
Communications	Candace Sue/ Helen Lau 701-4369	Administrative	Correspondence, miscellaneous		2	2 years	N/A	2 years
Communications	Jeremy Menzies 701-4616	Administrative	Historical photo archives and metadata		1	Permanent	N/A	Permanent
Communications	Candace Sue/ Helen Lau 701-4369	Administrative	Interdepartmental Correspondence		2	2 years	N/A	2 years
Communications	Helen Lau 701-4369	Administrative	Journals/Magazines/Catalogs		4	No Retention Required	N/A	N/A

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Communications	Kristin Smith 701-4321	Administrative	Marketing and promotional materials, including brochures		2	2 years after campaign ends	N/A	2 years after campaign ends
Communications	Kristin Smith/Chas Below 701-4321	Administrative	Digital and web site content		2	2 years after last completed update	N/A	2 years after last completed update

DIVISION: CAPITAL PROGRAMS AND CONSTRUCTION

SECTION: Contract Administration

CONTACT: Shahnam Farhangi

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL	COMMENT
Capital Programs and Construction	Shahnam Farhangi 701-4284	Contract Records	<p>All procurement records not designated below as having a longer retention period:</p> <ol style="list-style-type: none"> 1. Procurement history including rationale for type of procurement used. 2. Reasons for selection of contract type. 3. Sole source justification documentation, where applicable. 4. Independent Cost Estimates 5. Copies of published notices of proposed contract action. 		2	4 years after project closeout	N/A	4 years after project closeout	

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL	COMMENT
			<p>6. List of all vendors/contractors responding to the procurement.</p> <p>7. Original responses to the procurement, including Buy America Certificate</p> <p>8. Documentation on preproposal or prebid conference and attendee list.</p> <p>9. In the case of bids, documentation supporting public bid opening.</p> <p>10. In the case of bids, determination of responsiveness and responsibility.</p> <p>11. In the case of RFPs, all documentation relating to the selection process,</p>						

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL	COMMENT
			<p>including, but not limited to: evaluation score sheets, bids, rationale for selection and/or rejection of respondents, the costs negotiated by the parties.</p> <p>12. In the case of RFPs, a summary record of negotiations, where applicable</p> <p>13. A cost or price analysis, where applicable.</p> <p>14. Contract Compliance approval on SBE requirements</p> <p>15. Civil Service Commission approval, where applicable.</p> <p>16. Board of Supervisor approval, where applicable</p>						

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL	COMMENT
			17. SFMTA Board of Directors report, if required, and resulting Board resolution. 18. All other correspondence and data in support of relevant contractual actions 19. Notice to proceed.						
Capital Programs and Construction	Shahnam Farhangi 701-4284	Contract Records	The following procurement records: 1. Original procurement document and all addenda. 2. Final contract with all modifications. 3. Purchase Requisition. 4. Notice to Proceed. 5. Proof of insurance.		2	10 years after project closeout	N/A	10 years after project closeout	

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL	COMMENT
			6. Bond documents. 7. Copies of Contract Compliance Office's and Department Head's authorizations to Accept/ Closeout contract.						
Capital Programs and Construction	Shahnam Farhangi 701-4284	Contract Records	All Documentations regarding Contract Modifications		2	10 years for signed modifications; 4 years for supporting documents		10 years for signed modifications; 4 years for supporting documents	

SECTION: Engineering
CONTACT: Fariba Mahmoudi

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL	COMMENT
<i>PROJECT CONTROLS</i>									
Capital Programs and Construction	Bijan Ahmadzadeh, 415.271.0951	Contract Records	Milestone Reports		2	4 years after project closeout	N/A	4 years after project closeout	

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL	COMMENT
Capital Programs and Construction	Shahnam Farhangi 701-4284	Contract Records	Project Progress Payments		2	4 years after project closeout	N/A	4 years after project closeout	
Capital Programs and Construction	Bijan Ahmadzadeh, 415.271.0951	Contract Records	Quarterly Project Reports		2	4 years after project closeout	N/A	4 years after project closeout	
Capital Programs and Construction	Fariba Mahmoudi 701-4308	Contract Records	Work Plan		2	4 years after project closeout	N/A	4 years after project closeout	
<i>PROJECT FILES-DETAIL DESIGN PHASE</i>									
Capital Programs and Construction	Fariba Mahmoudi 701-4308 Engineering	Contract Records	Project Planning and Scheduling <ul style="list-style-type: none"> • Project Plans • Schedules • Work Plans and Manpower Allocation • Progress Report • Open Action Item List 		2	4 years after project closeout	N/A	4 years after project closeout	
Capital Programs and Construction	Fariba Mahmoudi 701-4308 Engineering	Contract Records	General Information <ul style="list-style-type: none"> • Existing Reference Plans • 		1	permanent	N/A	permanent	
Capital Programs and Construction	Fariba Mahmoudi 701-4308	Contract Records	Surveys <ul style="list-style-type: none"> • Survey Information 		2	4 years after project closeout	N/A	4 years after project closeout	

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL	COMMENT
Capital Programs and Construction	Fariba Mahmoudi 701-4308	Contract Records	Utility Information and Correspondence <ul style="list-style-type: none"> • List of Responses to Utility Notice/ Request 		2	4 years after project closeout	N/A	4 years after project closeout	
Capital Programs and Construction	Fariba Mahmoudi 701-4308	Contract Records	Design Components <ul style="list-style-type: none"> • calculation packages • design drawings • specifications 		2	4 years after project closeout	N/A	4 years after project closeout	
Capital Programs and Construction	Fariba Mahmoudi 701-4308	Contract Records	Civil/ All design drawings, specifications including: <ul style="list-style-type: none"> • Horizontal Alignment • Vertical Alignment • Track work • Temporary Crossover • ADA Stops at Various Locations • Existing ADA Stops 		2	4 years after project closeout	N/A	4 years after project closeout	

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL	COMMENT
Capital Programs and Construction	Fariba Mahmoudi 701-4308	Contract Records	Electrical <ul style="list-style-type: none"> • Cross Bonds • ADA Stops Lighting • Talking Signs • conduits, traction power upgrades, signals 		2	10 years after project closeout	N/A	10 years after project closeout	
Capital Programs and Construction	Fariba Mahmoudi 701-4308	Contract Records	Overhead System/ All design drawings and specifications including: <ul style="list-style-type: none"> • Trolley Poles • Special Work • Temporary Crossovers • Muni Ductbank 		2	10 years after project closeout	N/A	10 years after project closeout	
Capital Programs and Construction	Fariba Mahmoudi 701-4308 Engineering	Contract Records	Meeting Notes & Agendas <ul style="list-style-type: none"> • All meeting minutes 		2	4 years after project closeout	N/A	4 years after project closeout	
Capital Programs and Construction	Fariba Mahmoudi 701-4308 Engineering	Contract Records	Correspondence <ul style="list-style-type: none"> • All correspondence • Project changes during CER 		2	4 years after project closeout	N/A	4 years after project closeout	

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL	COMMENT
			or Detail Design						
PROJECT FILES-DETAIL DESIGN PHASE									
Capital Programs and Construction	Fariba Mahmoudi 701-4308	Contract Records	Final Design Documents		1	Permanent	N/A	Permanent	
Capital Programs and Construction	Fariba Mahmoudi 701-4308	Contract Records	Construction Sequencing • General Sequences/ Phasing		2	4 years after project closeout	N/A	4 years after project closeout	

SECTION: Construction Management
CONTACT: Bijan Ahmadzadeh

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL	
Capital Programs and Construction	Bijan Ahmadzadeh, 415.271.0951	Contract Records	Cost Reports		2	30 days after Project Closeout	2 years minimum or project closeout	2 years minimum or project closeout	

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL	
Capital Programs and Construction	Bijan Ahmadzadeh, 415.271.0951	Construction Management records	<ol style="list-style-type: none"> 1. RFIs 2. Submittals 3. All Correspondence 4. Potential Contract Changes (PCC) 5. Field Orders/Task Orders 6. Pay Applications 7. Retention Release 8. Redlined As-Builts 9. Manufacturer Guarantees & Warranties 10. Quality Control Documents 11. Photos 12. Daily/Weekly/Monthly Reports 13. Contract Close-out Documents 14. Construction Schedules and TIA analysis 15. Pre-Construction Survey 		2/3	30 days after Project Closeout	10 years minimum or until resolution or claim or defect suit, whichever is later	10 years minimum or until resolution or claim or defect suit, whichever is later	

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL	
			Surveying Information						
Capital Programs and Construction	Bijan Ahmadzadeh, 415.271.0951	Hazardous Materials Disposal Logs	Hauling / transport Hazmat manifests received from Contractor		2/3	30 days after Project Closeout	30 years after disposal	30 years after disposal	

DIVISION: OFFICE OF THE DIRECTOR OF TRANSPORTATION

CONTACT: Sophia Simpliciano 415-701-4281

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
GENERAL ADMINISTRATIVE								
Office of the Director	Sophia Simpliciano	DOT-signed items	Chronological files	budget expenses finance purchases delegations authorizations chron (dot-signed items contact is parthesized) travel training (also see budget)	2	5 years	N/A	5 years
Office of the Director	Sophia Simpliciano	Calendar	Calendars - Prop G	https://mail.sfmta.com/owa/calendar/5dd61cf10dc64adb8a3c106170af878a@sfmta.com/9a2e1aa3d3b940568094732b627eb6868337243709938923376/calendar.html	2	5 years	N/A	5 years
Office of the Director	Sophia Simpliciano	mail	Correspondence, misc.	inbox (staff ccd are parthesized also see chron) chron (dot-signed items contact is parthesized)\chron-external (outside of CCSF)	2	5 years	N/A	5 years
Office of the Director	Sophia Simpliciano	mail	Correspondence, interdept.	chron (dot-signed items contact is parthesized)\chron-internal (within CCSF) chron (dot-signed items contact is parthesized)\sole source waivers procurements	2	5 years	N/A	5 years

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Office of the Director	Sophia Simpliciano		Journals/ Magazines/ Catalogs		4	N/A	N/A	N/A
Office of the Director	Ed Reiskin		Legal Advice		2	5 years min. /until superseded	N/A	5 years min. /until superseded
Office of the Director	Sophia Simpliciano		Memoranda, miscellaneous	outbox-distribution memo to staff (also see chron)	2	5 years	N/A	5 years
Office of the Director	Sophia Simpliciano		Memoranda, policy/ decisional	chron (dot-signed items contact is paranthesized)\sfmta memo to staff policy guides bulletin	2	5 years /until superseded	N/A	5 years min. /until superseded

SECTION: Performance
CONTACT: Travis Fox

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Travis Fox, 415-579-9715	Performance	SFMTA Strategic Plans and Progress Reports	2	5 years	n/a	5 years

DIVISION: FINANCE AND INFORMATION TECHNOLOGY

SECTION: Budget
CONTACT: Jonathan Rewers

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Aida Corpuz, 415-646-2498	Budget, Financial Planning & Analysis	Annual Adopted Budget Documents	2	10 years	n/a	10 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Budget, Financial Planning & Analysis	Cost Allocation Plan – Final Plan Documents	2	10 years	n/a	10 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Budget, Financial Planning & Analysis	Cost Allocation Plan – Supporting Documents	2	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Budget, Financial Planning & Analysis	Bond official statement, related schedules, secondary disclosure reports, and documents	2	Retained per schedule as provided in tax certificate and official statements related to each issuance. In addition, per IRS guidelines, material records related to tax-exempt bond transactions shall be kept as long as the bonds are outstanding, plus three years after the final redemption date of the bonds.	n/a	Retained per schedule as provided in tax certificate and official statements related to each issuance. In addition, per IRS guidelines, material records related to tax-exempt bond transactions shall be kept as long as the bonds are outstanding, plus three years after the final redemption date of the bonds.
Finance and Information Technology	Aida Corpuz, 415-646-2498	Budget, Financial Planning & Analysis	Fund Programming Working Documents	2/3	7 years	n/a	7 years

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Aida Corpuz, 415-646-2498	Budget, Financial Planning & Analysis	Funding Program Guidance & Regulations/Policies and Procedures	2	Greater of 2 years or until superseded by updates	n/a	Greater of 2 years or until superseded by updates
Finance and Information Technology	Aida Corpuz, 415-646-2498	Budget, Financial Planning & Analysis	Federal, State & Regional Funding Programs <ul style="list-style-type: none"> • Certifications and Assurance • Master Agreements 	2	Term of the agreement + 7 years	n/a	Term of the agreement + 7 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Budget, Financial Planning & Analysis	5 Capital Improvement Program Final Document	2	10 years	n/a	10 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Budget, Financial Planning & Analysis	20 year Capital Plan	2	10 years	n/a	10 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Budget, Financial Planning & Analysis	Grants Files (awarded): Grant Application/ Grant Award Letter/ Modifications/Progress Reports/Closeout Documentation	2	7 years after close of grant	n/a	7 years after close of grant
Finance and Information Technology	Aida Corpuz, 415-646-2498	Budget, Financial Planning & Analysis	Grant Applications (no funds awarded)	2	5 years	n/a	5 years

SECTION: Accounting
CONTACT: Matthew McDonald

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	Annual Audited Financial Statements	2	10 years	n/a	10 years.
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	Annual National Transit Database Reporting to Federal Transit Agency	2	3 years	n/a	3 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	Annual Transit Operator Report to the State Controller	2	3 years	n/a	3 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	City Disaster/Cost Recovery Documentation: Covers all	2	3 years from date of final Financial	n/a	3 years from the date of final closeout. Date of final

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
			documents relating to Federal Emergency Management Agency (FEMA) and California Governor's Office of Emergency Services (CAL OES) Public Assistance and activities, including project worksheet files (applies to all financial and programmatic records, contracts, insurance documents, supporting documents, statistical records, and other records of grantees or subgrantees for FEMA and CAL OES public assistance grants) Code of Federal Regulations 2 CFR §200.333 and California Code of Regulations, Title 19, Division 2, Chapter 6, Article 1, Section 2980 (e) both specify an identical record retention period of 3 years. FEMA Public Assistance Program and Policy Guide published 4/26/2018, Project Document, pg 140.		Status Report (FSR) (FEMA Form 112-0-1).		closeout indicated by receipt of final Financial Status Report (FSR) (FEMA Form 112-0-1). Note that final closeout is when ALL Project Worksheets associated with a disaster/emergency are closed. If there is any litigation, claim, negotiation, audit or other action involving the records that has been started before the expiration of the 3-year period, then the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 3-year period, whichever is later.
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	Breda Invoices and Supporting Documents	2	10 years	n/a	10 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	Bank Reconciliation	2	3 years	n/a	3 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	CBS Contracts & Agreed Upon Procedures	2	Term of agreement + 4 years	n/a	Term of agreement + 4 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	FTA Bi Annual Inventory report	2	7 years	n/a	7 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	Equipment Inventory Decal Form	2	7 years	n/a	7 years

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	Surplus Turn-In Request Form	2	7 years	n/a	7 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	Year CIP Roll Forward Analysis	2	7 years	n/a	7 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	Grant Orders / Modifications	2	Term of the grant+ 3 years	n/a	Term of the grant+ 3 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	Cost Reports	2	3 years	n/a	3 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	Daily Receipts Processing Package	2	3 years	n/a	3 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	Diesel Fuel Purchase Records	2	2 years	n/a	2 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	General Correspondence	2	2 years	n/a	2 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	Grant Financial Records	2	Term of the grant+3 years	n/a	Term of the grant + 3 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	Journal Entries	2	3 years	n/a	3 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	Monthly Accounts Receivable Aging Reports	2	2 years	n/a	2 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	Authorized legal payment document for City Attorney	2	7 years	n/a	7 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	Work Authorization documents or Work Orders to other departments	2	3 years	n/a	3 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	Treasury Office Custody Covenants Documents	2	3 years from closing date	n/a	3 years from closing date
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	Monthly Revolving Fund Reconciliation	2	2 years	n/a	2 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	Payments Files/ FAMIS & ADPICS/PeopleSoft	2	3 years	n/a	3 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	Progress Payment Invoices	2/3	3 years	n/a	3 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	Purchase Orders	2	7 years	n/a	7 years

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	Revolving Fund Canceled Checks	2	3 years	n/a	3 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Accounting	Travel	2/3	3 years	n/a	3 years

SECTION: Revenue

CONTACT: Diana Hammons

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Aida Corpuz, 415-646-2498	Revenue	Internal Audit Reports	2	10 years	n/a	10 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Revenue	Fare Media Contracts	2	Term of agreement plus 4 years after termination	n/a	Term of agreement plus 4 years after termination
Finance and Information Technology	Aida Corpuz, 415-646-2498	Revenue	Vendor Contracts	2	Term of agreement plus 4 years	n/a	Term of agreement plus 4 years after termination
Finance and Information Technology	Aida Corpuz, 415-646-2498	Revenue	Bulletins	2	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Revenue	Procedure Manuals	2	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Revenue	Training Records	2	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Revenue	Ticket Vending Machine Records	2/3	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Revenue	Reports: Cash Fare Collection	2	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Revenue	Token Data	2/3	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Revenue	Change Funds Reports	2/3	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Revenue	Issue and Remittance Forms	2/3	5 years	n/a	5 years

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Aida Corpuz, 415-646-2498	Revenue	Armored Car Receipt Books	2/3	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Revenue	Pass Sellers' "Issue & Balance Form"	2/3	2 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Revenue	Field Supervisors' Reports	2	2 years	n/a	2 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Revenue	Road Call Logs	2	2 years	n/a	2 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Revenue	Equipment Malfunction Report	2	2 years	n/a	2 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Revenue	Facility Maintenance Work Orders	2	2 years	n/a	2 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Revenue	Security Guard Reports	2	2 years	n/a	2 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Revenue	Unusual Occurrence Reports	2	2 years	n/a	2 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Citations/ Customer Service	Administrative Reviews (Citation Protests)	2/3	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Citations/ Customer Service	Approved Refunds	2	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Citations/ Customer Service	Cash Difference Fund Over & Short Cash	2/3	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Citations/ Customer Service	Daily Deposits with original documents	2/3	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Citations/ Customer Service	Debit & Credit Reports	2/3	2 years	n/a	2 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Citations/ Customer Service	Denied Refunds	2/3	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Citations/ Customer Service	DMV Payments Report	2/3	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Citations/ Customer Service	Lockbox Billing	2	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Citations/ Customer Service	Lockbox Report	2	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Citations/ Customer Service	Lockbox Unidentified Payments (Sort IV)	2	5 years	n/a	5 years

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Aida Corpuz, 415-646-2498	Citations/ Customer Service	Office Supplies Log Packing Slip	2	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Citations/ Customer Service	Original Parking Citations	2	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Citations/ Customer Service	Original Receipt Processing form	2/3	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Citations/ Customer Service	Point of Sales Transaction Report	2	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Citations/ Customer Service	Community Service Completion Form	2/3	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Citations/ Customer Service	Community Service Disposition Form	2/3	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Citations/ Customer Service	Purchasing Invoices	2	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Citations/ Customer Service	Returned Check Report & Original canceled check	2/3	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Citations/ Customer Service	Telephone Calls CMS Reports	2	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Citations/ Customer Service	Yellow card File Unidentified Sort IV Payments	2/3	5 years	n/a	5 years

SECTION: Facilities and Real Property Management
 CONTACT: Kerstin Magary

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Aida Corpuz, 415-646-2498	Facilities and Real Property Management	Advice Letters	2	2 years, or until superseded	n/a	2 years or until superseded
Finance and Information Technology	Aida Corpuz, 415-646-2498	Facilities and Real Property Management	Audit Reports	1	Permanent	n/a	Permanent
Finance and Information Technology	Aida Corpuz, 415-646-2498	Facilities and Real Property Management	Audit Work Papers	2	2 years	n/a	2 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Facilities and Real Property Management	Citizen Complaints	2	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Facilities and Real Property Management	Legal Advice	2	2 years or until superseded	n/a	2 years or until superseded
Finance and Information Technology	Aida Corpuz, 415-646-2498	Facilities and Real Property Management	Memoranda, policy/decisional	2	5 years or until superseded	n/a	5 years or until superseded
Finance and Information Technology	Aida Corpuz, 415-646-2498	Facilities and Real Property Management	Settlement Agreements	1	Permanent	n/a	Permanent
Finance and Information Technology	Aida Corpuz, 415-646-2498	Facilities and Real Property Management	Interdepartmental Services (work order) agreements	2	Until the work order is completed or 2 years, whichever is longer	n/a	Until the work order is completed or 2 years, whichever is longer
Finance and Information Technology	Aida Corpuz, 415-646-2498	Facilities and Real Property Management	Contract/Agreements/MO Us/ Leases/Development Agreement/ Sales and Acquisition Contracts/ Deeds and related official correspondence	2/3	Term of agreement plus 4 years	n/a	Term of agreement plus 4 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Facilities and Real Property Management	Exchanged Drafts of Agreements	2	2 Years	n/a	2 years

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Aida Corpuz, 415-646-2498	Facilities and Real Property Management	Lease Files	2/3	Term of agreement plus 4 years	n/a	Term of agreement plus 4 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Facilities and Real Property Management	Requests for Proposals (RFPs) and Request for Qualifications (RFQs); Responses to RFPs and RFQ,	2/3	Term of the agreement plus 4 years, or if no contract, 4 years	n/a	Term of the agreement plus 4 years, or if no contract, 2 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Strategic Real Estate-Contracts	Unsuccessful responses to RFPs/RFQs	4	3 years	n/a	3 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Strategic Real Estate-Contracts	RFP Scoring Records	2	2 years	n/a	2 years

SECTION: Contracts & Procurement
CONTACT: Virginia Harmon

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Aida Corpuz, 415-646-2498	Contracts & Procurement	Contracts, Agreements, MOU's	2	Term of agreement + 4 years	n/a	Term of agreement + 4 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Contracts & Procurement	Requests for Proposals, invitations to bid and successful proposals or responses	2	Term of agreement + 4 years, or if no contract, 2 years	n/a	Term of agreement + 4 years, or if no contract, 2 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Contracts & Procurement	Unsuccessful responses to RFPs/RFQs	4	3 years	n/a	3 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Contracts & Procurement	Contract Correspondence	2	4 years after contract expiration date	n/a	4 years after contract expiration
Finance and Information Technology	Aida Corpuz, 415-646-2498	Contracts & Procurement	Research, Projects pertaining to Contracts	2	5 years after contract expiration date	n/a	5 years after contract expiration date
Finance and Information Technology	Aida Corpuz, 415-646-2498	Contracts & Procurement	Audit Reports	1	Permanent	n/a	Permanent
Finance and Information Technology	Aida Corpuz, 415-646-2498	Contracts & Procurement	Memoranda, policy/decisional	2	5 years or until superseded	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Contracts & Procurement	Attorney/SFMTA correspondence (CAO correspondence or correspondence for vendor attorneys)	2	5 years after contract expiration date	n/a	5 years after contract expiration date
Finance and Information Technology	Aida Corpuz, 415-646-2498	Contracts & Procurement	RFP/Bid evaluation documents (scoring, notes, etc.)	2	5 years after contract expiration date	n/a	5 years after contract expiration date
Finance and Information Technology	Aida Corpuz, 415-646-2498	Contracts & Procurement	Contract drafts between Vendor/Staff	2	2 years after contract expiration date	n/a	2 years after contract expiration date

SECTION: EEO
Contact: Virginia Harmon

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Vita Ogans, 415-646-2875	EEO	Internal Discrimination Complaints, Sexual Harassment Complaints, Investigations and Resolutions Held by SF DHR EEO 2014 to date	2	3 years after separation for misc. employees or 5 years for safety employees	n/a	3 years after separation for misc. employees or 5 years for safety-critical employees per GC 12946; 29 CFR 1602; 29 USC 211 (e); 203 (m); 207 (g)
Finance and Information Technology	Vita Ogans, 415-646-2875	EEO	External Discrimination Complaints, Sexual Harassment Complaints, Investigations and Resolutions and Department Responses (EEOC/DFEH) Held by SF DHR EEO 2014 to date	2/3	7 years	n/a	7 years Pursuant to MOUs with SFMTA EEO and DHR EEO, records related to all complaints filed after July 1, 2014, are maintained by DHR EEO.
Finance and Information Technology	Vita Ogans, 415-646-2875	EEO	Administrative files for employees related to discrimination complaints, discrimination grievances, and SF Civil Service Appeals regarding discrimination complaints Held by SF DHR EEO 2014 to date	2/3	During term of employment	n/a	During term of employment plus 7 years following separation if there is no litigation or review by a regulatory agency pending (minimum of 10 years total)
Finance and Information Technology	Vita Ogans, 415-646-2875	EEO	FTA EEO Programs and related Reports/Audits/Communications	1	Permanent	n/a	Permanent
Finance and Information Technology	Vita Ogans, 415-646-2875	EEO	Correspondence	2	5 years	n/a	5 years
Finance and Information Technology	Vita Ogans, 415-646-2875	EEO	Legal Advice from City Attorney's Office regarding EEO matters provided to SFMTA EEO	1	Permanent, unless or until superseded	n/a	Permanent, unless or until superseded
Finance and Information Technology	Vita Ogans, 415-646-2875	EEO	Memoranda, policy decisions	1	Permanent	n/a	Permanent

Finance and Information Technology	Vita Ogans, 415-646-2875	EEO	Attendance Records of EEO Training Workshop such as AB 1825 or other DHR provided	2/3	10 years	n/a	10 years
------------------------------------	--------------------------	-----	---	-----	----------	-----	----------

SECTION: Information Technology
 CONTACT: Lisa Walton

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Lisa Walton 415-646-2281	Information Technology	Help tickets, new user account request forms, other IT support materials. (note that IT contract documents and personnel records are retained by procurement Section and HR Division)	4	As needed for convenience	n/a	n/a

SECTION: Administrative Hearings
 CONTACT: Aida Corpuz

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Aida Corpuz, 415-646-2498	Administrative Hearings	All final documents related to Administrative Hearings	2	5 years	n/a	5 years

SECTION: Financial Services & Administration
 CONTACT: Aida Corpuz

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Aida Corpuz, 415-646-2498	Financial Services & Administration	Fit Divisional Hiring Documentation	2	7 years	n/a	7 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Financial Services & Administration	Memoranda, policy/decisional	2	5 years or until superseded	n/a	5 years or until superseded

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Aida Corpuz, 415-646-2498	Financial Services & Administration	Attorney/SFMTA correspondence (CAO correspondence or correspondence for vendor attorneys)	2	5 years after contract expiration date	n/a	5 years after contract expiration date
Finance and Information Technology	Aida Corpuz, 415-646-2498	Financial Services & Administration	Tow Contractor Collection w/cashiers initial & Copy of tow contractor's check	2/3	2 years	n/a	2 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	Financial Services & Administration	Tow contractor's Lien Sale	2/3	2 years	n/a	2 years

SECTION: FIT Division Director/CFO's Office
CONTACT: Aida Corpuz

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Aida Corpuz, 415-646-2498	CFO's Office	Correspondence	2	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	CFO's Office	Memos	2	5 years	n/a	5 years
Finance and Information Technology	Aida Corpuz, 415-646-2498	CFO's Office	Performance Reports – Direct Reports	2	7 years	n/a	7 years

**RECORD RETENTION AND DESTRUCTION SCHEDULE
GOVERNMENT AFFAIRS**

DIVISION	CATEGORY	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Government Affairs	General	Correspondence, miscellaneous	2	2 years	N/A	2 years
Government Affairs	General	Memoranda, miscellaneous	2	2 years	N/A	2 years
Government Affairs	General	Memoranda/Correspondence policy/decisional	2	Greater of 5 years or until superseded	N/A	Greater of 5 years or until superseded
Government Affairs	General	Administrative records, miscellaneous	2	2 years	N/A	2 years
Government Affairs	General	Citizen Complaints	2	5 years	N/A	5 years
Government Affairs	General	Travel and reimbursement records	2	2	N/A	2 years
Government Affairs	General	Legal Advice	2	Greater of 5 years or until superseded	N/A	Greater of 5 years or until superseded
Government Affairs	General	Reports to government entities	2	5 years	N/A	5 years

DIVISION: HUMAN RESOURCES

SECTION: Administration

CONTACT: Annie Knight

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
<i>PERSONNEL</i>								
Human Resources	Annie Knight 701-4650	Personnel	Background investigation reports/polygraph examinations		2	Electronic 7 years after separation if no litigation or review by regulatory agency pending	n/a	Electronic 7 years after separation if no litigation or review by regulatory agency pending
Human Resources	Annie Knight 701-4650	General	Criminal Records		2	Electronic	n/a	Electronic
Human Resources	Annie Knight 701-4650	Personnel	Medical records (various; listed in CSC Employee PRG: X.A.3.e.)		2/3	1 year after separation	6 years after separation if litigation or review by regulatory agency is not pending	Destroyed 7 years after separation if litigation or review by regulatory agency is not pending
Human Resources	Annie Knight 701-4650	Gen and Admin Records	Conflict of Interest Statements (Form 700)		2	7 years after separation if litigation or review by	n/a	Destroyed 7 years after separation if litigation or

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
						regulatory agency is not pending		review by regulatory agency is not pending
Human Resources	Annie Knight 701-4650	Maintenance	Sealed documents (e.g., record sealed by MOU)		2/3	1 year	6 years after separation if litigation or review by regulatory agency is not pending	Destroyed 7 years after separation if litigation or review by regulatory agency is not pending
Human Resources	Annie Knight 701-4650	Gen and Admin Records	Employee Applications/Resumes		2	Electronic 7 years after separation	n/a	Electronic 7 years after separation
Human Resources	Annie Knight 701-4650	Personnel	Family Medical Leave Act Records		2/3	1 year after separation	6 years after separation if there is no litigation or review by a regulatory agency pending	Destroyed 7 years after separation if litigation or review by a regulatory agency is not pending
Human Resources	Annie Knight 701-4650	Personnel	Official Personnel Files		2/3	1 year after separation	6 years after	Destroyed 7 years after

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
							separation if there is no litigation or review by a regulatory agency pending	separation if there is no litigation or review by a regulatory agency pending
Human Resources	Annie Knight 701-4650	Gen and Admin Records	Correspondence		2/3	1 year after separation	6 years after separation if there is no litigation or review by a regulatory agency pending	Destroyed 7 years after separation if litigation or review by regulatory agency is not pending
Human Resources	Annie Knight 701-4650	Personnel	Resignations		2/3	1 year after separation	6 years after separation if there is no litigation or review by a regulatory agency pending	Destroyed 7 years after separation if litigation or review by regulatory agency is not pending

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
<i>EMPLOYEE LABOR RELATIONS</i>								
Human Resources	Annie Knight 701-4650	Personnel	Grievances pertaining to specific individual		2	7 years after separation if litigation or review by regulatory agency is not pending	n/a	Destroyed 7 years after separation if litigation or review by regulatory agency not pending
Human Resources	Annie Knight 701-4650	Personnel	Grievances not pertaining to specific individual		2	7 years after final decision on grievance unless litigation or review by regulatory agency is pending	n/a	7 years after final decision on grievance unless litigation or review by regulatory agency is pending
Human Resources	Annie Knight 701-4650	Gen and Admin Records	Chron Files, ELR		2	7 years from date of correspondence or if litigation or review by a regulatory agency is not pending	n/a	Destroyed 7 years from date of correspondence or if litigation or review by a regulatory agency is not pending

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Human Resources	Annie Knight 701-4650	Contract Records	Personal Services Contracts		2	Term of contract + 20 years	n/a	Term of contract + 20 years
Human Resources	Annie Knight 701-4650	Contract Records	Unfair labor Practice Complaints or Contract Disputes		2	Term of contract + 20 years	n/a	Term of contract + 20 years
WORKERS' COMPENSATION								
Human Resources	Annie Knight 701-4650	Administrative	Workers' Compensation Records		1	Records are scanned records and kept permanently	n/a	Records are scanned records and kept permanently
EXAMS								
Human Resources	Annie Knight 701-4650	Personnel	Civil Service Examination Active File		2	7 years	n/a	7 years
Human Resources	Annie Knight 701-4650	Personnel	Civil Service Examination Storage Materials		2	7 years if litigation or review by a regulatory agency is not pending	n/a	7 years if litigation or review by a regulatory agency is not pending
Human Resources	Annie Knight 701-4650	Personnel	Provisional Employment Job Announcements		2	7 years	n/a	7 years
Human Resources	Annie Knight 701-4650	Personnel	Provisional Selection Process Documentation, including applications		2	7 years if litigation or review by a regulatory agency is not pending	n/a	7 years if litigation or review by a regulatory agency is not pending

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
WELLNESS – SAP								
			GENERAL AND ADMINISTRATIVE RECORDS					
Human Resources	Annie Knight 701-4650	Administrative	Audit Reports		1	Permanent	n/a	Indefinitely
Human Resources	Annie Knight 701-4650	Administrative	Audit Work Papers		2	2 years	n/a	2 years
Human Resources	Annie Knight 701-4650	General	Correspondence, miscellaneous		2	7 years after separation unless litigation or regulatory agency review is pending	n/a	7 years after separation unless litigation or regulatory agency review is pending
Human Resources	Annie Knight 701-4650	General	Memoranda, miscellaneous		4	N/A	N/A	N/A
Human Resources	Annie Knight 701-4650	General	Memoranda, policy/decisional		1	Permanent	n/a	Permanent
			CONTRACT/GRANT RECORDS					
Human Resources	Annie Knight 701-4650	General	Regulations		1	Permanent	n/a	Permanent
			FTA DRUG TEST RECORDS					
Human Resources	Annie Knight 701-4650	Personnel	Records of verified negative drug test results					
			➤ Employer's copy of custody and control form		2	2 years	n/a	2 years
Human Resources	Annie Knight 701-4650	Administrative	Records relating to the collection process		2	2 years	n/a	2 years
			➤ Collection logbooks					

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
			<ul style="list-style-type: none"> ➤ Documents relating to the random selection process ➤ Documents generated in connection with decisions to administered reasonable suspicion drug tests ➤ Documents generated in connection with decisions to administer post-accident drug tests ➤ MRO documents showing existence of medical explanation of inability of safety-sensitive employee to provide enough urine 					
Human Resources	Annie Knight 701-4650	Personnel	<p>Education and training records</p> <ul style="list-style-type: none"> ➤ Training materials on drug abuse awareness, including a copy of the employer's policy on prohibited drug use ➤ Names of safety-sensitive employees attending training on prohibited drug use and dates and times of such training ➤ Documentation of training provided to supervisors to qualify them to make reasonable suspicion determinations ➤ Certification that this training complies with the regulatory requirements 		2	2 years Until superseded (2 year minimum)	n/a	Until superseded (2year minimum)
Human Resources	Annie Knight 701-4650	Personnel	<p>Records pertaining to Pre-employment Background Checks</p> <ul style="list-style-type: none"> ➤ Employees' previous employer drug and alcohol test records ➤ Documents showing a good faith effort to obtain employees' previous employer drug and alcohol test records 		2	3 years	n/a	3 years

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Human Resources	Annie Knight 701-4650	Personnel	Records of covered employee verified positive drug test results ➤ Employer's chain-of-custody form ➤ Documents relating to the refusal of any safety-sensitive employee to submit to a drug test required by 49 CFR 653 ➤ Documents presented by a covered employee to dispute the result of a drug test administered under 49 CFR 653 ➤ Procedures to assess those with verified positive tests, providing available services, referral, suspension, and dismissal		2	5 years	n/a	5 years
Human Resources	Annie Knight 701-4650	Personnel	Covered employee referrals to substance abuse professional and return-to-duty and follow up ➤ Records pertaining to a determination by a substance abuse professional concerning a safety-sensitive employee's suitability to return-to-work as a safety-sensitive employee ➤ Records concerning a safety-sensitive employee's entry into and completion of the program of rehabilitation recommended by the substance abuse professional		2	5 years	n/a	5 years
Human Resources	Annie Knight 701-4650	Administrative	Annual MIS reports		2	5 years	n/a	5 years
			FTA ALCOHOL TEST RECORDS					
Human Resources	Annie Knight 701-4650	Personnel	Records of test results less than 0.02					

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
			<ul style="list-style-type: none"> ➤ Employer's copy of the alcohol test form, including results of the test 		2	2 years	n/a	2 years
Human Resources	Annie Knight 701-4650	Administrative	<p>Records related to the collection process except calibration of Evidentiary Breath Testing devices</p> <ul style="list-style-type: none"> ➤ Collection logbooks ➤ Documents relating to the random selection process ➤ Verification of Breath Alcohol Technician training ➤ Documents generated in connection with decisions to administer reasonable suspicion alcohol tests ➤ Documents generated in connection with decisions on post-accident alcohol tests ➤ Documents showing existence of medical explanation of inability of safety-sensitive employee to provide enough breath for test 		2	2 years	n/a	2 years
Human Resources	Annie Knight 701-4650	Personnel	<p>Education and training records</p> <ul style="list-style-type: none"> ➤ Materials on alcohol abuse awareness, including a copy of the employer's policy on alcohol abuse ➤ Documentation of compliance with 49 CFR 654.71 concerning development and dissemination of the employer's policy ➤ Educational materials that explain the regulatory requirements 		2	2 years	n/a	2 years

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
			<ul style="list-style-type: none"> ➤ The employer's policy and procedures with respect to implementing the regulatory requirements ➤ Written notice to every safety-sensitive employee organizations (i.e. collective bargaining units of the availability of the above materials 					
Human Resources	Annie Knight 701-4650	Personnel	<p>Alcohol test record with alcohol reading of 0.02 or greater</p> <ul style="list-style-type: none"> ➤ The employer's copy of the alcohol test form, including the results of the test ➤ Documents related to the refusal of any safety-sensitive employee to submit to an alcohol test required by 49 CFR 654 		2	5 years	n/a	5 years
Human Resources	Annie Knight 701-4650	Personnel	<ul style="list-style-type: none"> ➤ Documents presented by a covered employee to dispute the results of an alcohol test administered under 49 CFR 654 		2	5 years	n/a	5 years
Human Resources	Annie Knight 701-4650	Personnel	<p>Calibration documentation</p> <ul style="list-style-type: none"> ➤ Documents specifying the machine calibrated (e.g. by serial number), the date of calibration, the certified technician calibrating the equipment, and the results of the calibration signed by the calibrating technician ➤ Manufacturer's calibration schedule for the model of equipment used ➤ Certification record for the calibrating technician 		2	5 years	n/a	5 years
		Personnel	Employee evaluation and referrals		2	5 years	n/a	5 years

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Human Resources	Annie Knight 701-4650		<ul style="list-style-type: none"> ➤ Records pertaining to a determination by a substance abuse professional concerning a safety-sensitive employee's need for assistance ➤ Records concerning a safety-sensitive employee's compliance with the recommendations of the substance abuse professional 					
Human Resources	Annie Knight 701-4650	Administrative	Annual MIS report		2,3	5 years	n/a	5 years
ADA								
Human Resources	Annie Knight 701-4650	Current/Storage	ADA Quarterly Reports		2	7 years	n/a	7 years
Human Resources	Annie Knight 701-4650	Current/Storage	ADA Accommodation Requests and related files, records and actions		2	During term of employment	Remainder of retention period	7 yrs following date of separation if there is no pending litigation or review by a regulatory agency
Human Resources	Annie Knight 701-4650	Current/Storage	Exempt Employment of Severely Disabled Persons per Civil Service Rule 115 recruitment, appointment and transition records		2	5 years	n/a	5 years

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
OTHER								
SFMTA EEO in collaboration with DHR EEO and SFMTA HR	Salina Vavia-Johnson 415-646-2331 EEO@@sfmta.com		Workforce Composition Reports		1	Until Superseded,	Indefinitely	Permanent *CCSF historical document under Admin.Code Section 8.16
Human Resources	Annie Knight 415-701-4650	Permanent	Settlement Agreements		1	Permanent	n/a	Permanent
PAYROLL								
Human Resources	Annie Knight 701-4650	Personnel	All payroll records		1	5 years	Indefinitely	Permanent

INDUSTRIAL SAFETY & ENVIRONMENTAL COMPLIANCE								
Industrial Safety	Gerald Williams 701-5689	Transportation	Health & Safety Analytical Reports		1	3 years	Indefinitely	Permanent
Industrial Safety	Gerald Williams 701-5689	Maintenance	Environmental Protection Agency Reports		1	3 years	Indefinitely	Permanent
Industrial Safety	Gerald Williams 701-5689	Transportation	Regulatory Agency Citation		1	3 years	Indefinitely	Permanent
Industrial Safety	Gerald Williams 701-5689	Maintenance	Cal/OSHA Citation Abatement Reports		1	2 years	Indefinitely	Permanent

Industrial Safety	Gerald Williams 701-5689	Maintenance	Reports of Unsafe Working Conditions		1	3 years	Indefinitely	Permanent
Industrial Safety	Gerald Williams 701-5689	Employee	Medical Surveillance Records		2/3	3 years	27 years	30 years
Industrial Safety	Gerald Williams 701-5689	Transportation	Audio/Video Recordings of OSHA, EPA Investigations		1	3 years	Indefinitely	Permanent
Industrial Safety	Gerald Williams 701-5689	Personnel	Ergonomic Records		1	2 years	Indefinitely	Permanent

PRIVILEGED ATTORNEY WORK PRODUCT/ATTORNEY CLIENT COMMUNICATION

DIVISION: SUSTAINABLE STREETS

SECTION: Administration

CONTACT: Leanne Nhan

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL
					<i>FINANCE/ADMINISTRATION</i>			
Sustainable Streets	Leanne Nhan 646-2501	Administrative	Administrative records/misc.		2	2 years	N/A	2 years
Sustainable Streets	Leanne Nhan	General	Calendar – Division Director		4	N/A	N/A	N/A
Sustainable Streets	Leanne Nhan	General and Admin Records	Chronological Files		2	2 years	N/A	2 years
Sustainable Streets	Leanne Nhan	General and Admin Records	Correspondence/miscellaneous		2	2 years	N/A	2 years
Sustainable Streets	Leanne Nhan	General and Admin Records	Interdepartmental correspondence		2	2 years	N/A	2 years
Sustainable Streets	Leanne Nhan	General and Admin Records	Memoranda/miscellaneous		4	N/A	N/A	N/A
Sustainable Streets	Leanne Nhan	General and Admin Records	Memoranda, policy/decisional		2	Greater of 5 years or until superseded	N/A	Greater of 5 years or until superseded
Sustainable Streets	Leanne Nhan	Administration	Citizen complaints		2	5 years	N/A	5 years
Sustainable Streets	Leanne Nhan	General and Admin Reports	Audit Reports		1	2 years	Indefinitely	Indefinitely
Sustainable Streets	Leanne Nhan	Administration	Audit work papers		2	2 years	N/A	2 years
Sustainable Streets	Leanne Nhan	Contract Records	Settlement Agreements		1	2 years	Indefinitely	Indefinitely
Sustainable Streets	Leanne Nhan	Financial	Financial Records		2/3	2 years after applicable fiscal year	2-5 years after applicable fiscal year	4years minimum
Sustainable Streets	Leanne Nhan	General and Admin Records	Correspondence not requiring follow-up		4	N/A	N/A	N/A

PRIVILEGED ATTORNEY WORK PRODUCT/ATTORNEY CLIENT COMMUNICATION

Sustainable Streets	Leanne Nhan	General and Admin Records	Annual Reports		2/3	2 years	3 years	5 years
Sustainable Streets	Leanne Nhan	General and Admin Records	Business Reports		2/3	2 years	3 years	5 years

SECTION: Field Operations

CONTACT: George Reynolds/Darryl Robinson/Noel Laffey/Michael Macario/Gretchen Rude

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL
Sustainable Streets	Noel Laffey 558-7925	General and Admin Records/Maintenance	Sign Shop Repair and Install Records	AS400 (DPW) Shops System	1	Permanent	N/A	Permanent
Sustainable Streets	Michael Macario 558-7925	General and Admin Records/Maintenance	Paint Shop Striping Repair and Install Records	Jdrive SSD network	1	Permanent	N/A	Permanent
Sustainable Streets	Michael Macario	General and Admin Records/Maintenance	Paint Shop Curb Painting Repair and Install Records	Jdrive SSD network	1	Permanent	N/A	Permanent
Sustainable Streets	Daryl Robinson 550-2994	General and Admin Records/Maintenance	Meter Shop Repair and Install Records	SFPM / Data Warehouse (SFMTA servers)	1	Permanent	N/A	Permanent
Sustainable Streets	Gretchen Rude 550-2956	General and Admin Records/Financial	Temporary Sign Shop service requests and posting records	Lagan database; https://311sem-prod.sfgov.org/cas/login?service=https%3A%2F%2F311crm-	1	Permanent	N/A	Permanent

PRIVILEGED ATTORNEY WORK PRODUCT/ATTORNEY CLIENT COMMUNICATION

				prod.ad.sfgov.org %2Flagan%2Fj_spring_cas_security_check%3Bjsessionid%3D421AB495A2F0935B7C9C7AC029128285 (Migrating to SalesForce)				
--	--	--	--	---	--	--	--	--

**SECTION: Livable Streets
CONTACT: Luis Montoya**

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL
Sustainable Streets	Heath Maddox 701-4605	Gen and Admin Records	Bicycle Rack Applications		2	5 years	0	5 years
Sustainable Streets	Heath Maddox	Gen and Admin Records	Bicycle Locker Applications and Receipts		2	5 years	0	5 years
Sustainable Streets	Andrew Lim 646-2732	General	Correspondence		2	10 years	0	10 years
Sustainable Streets	Andrew Lim	General and Admin Records	Traffic Calming Requests		2	5 years	0	5 years
Sustainable Streets	Andrew Lim	General	Citizen Complaints		2	5 years	0	5 years
Sustainable Streets	Andrew Lim	General and Admin Records	Project Files		2	5 years	0	5 years

**SECTION: Parking
CONTACT: Rob Malone**

PRIVILEGED ATTORNEY WORK PRODUCT/ATTORNEY CLIENT COMMUNICATION

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL
Sustainable Streets	Rob Malone 701-2430	Administrative	General Correspondence		2/3	3 years, or until electronically filed	0	3 years
Sustainable Streets	Rob Malone	Administrative	Requests for Proposals (RFPs) Requests for Qualifications (RFQs) and Successful responses to RFPs and RFQs		2	Terms of agreement plus 3 years, or if no contract, 2 years	0	Term of agreement plus 3 years, or if no contract 2 years
Sustainable Streets	Rob Malone	Contract Records	Unsuccessful responses to RFPs/RFQs		4	2 years	0	2 years
Sustainable Streets	Rob Malone	Contract Records	Management Agreements/ Lease Agreements, including all required insurance certificates		2	Term of agreement plus 3 years after expiration	0	Term of agreement plus 3 years
Sustainable Streets	Rob Malone	Financial	Monthly invoices and summary financial reports submitted by contracted parking operators for each managed facility		2	Hard copy until scanned and electronically filed; then permanent	0	Permanent
Sustainable Streets	Rob Malone	Financial	Outside audit reports regarding garage operations and financials, by City Controller and/or outside auditors		2	2 years, or until electronically filed	0	2 years
Sustainable Streets	Rob Malone	Administrative	Parking Regulations		1	Hard copy until scanned and electronically filed; then permanent	0	Permanent
Sustainable Streets	Rob Malone	Administrative	Policy and Procedures		2	2 years or until superseded, whichever is longer	0	2 years or until superseded, whichever is longer

**SECTION: Security & Investigations
CONTACT: Chris Grabarkiewctz**

PRIVILEGED ATTORNEY WORK PRODUCT/ATTORNEY CLIENT COMMUNICATION

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL
<i>GENERAL AND ADMINISTRATIVE</i>								
Sustainable Streets	Chris Grabarkiewctz 701-5440	General and Admin Records	Audit Reports		1	Permanent	N/A	Permanent
Sustainable Streets	Chris Grabarkiewctz	General and Admin Records	Audit Work Papers		2	2 years	N/A	2 years
Sustainable Streets	Chris Grabarkiewctz	General and Admin Records	Security Division Correspondence, misc.		2	2 years	N/A	2 years
Sustainable Streets	Chris Grabarkiewctz	General and Admin Records	Memoranda, miscellaneous		4	N/A	N/A	N/A
Sustainable Streets	Chris Grabarkiewctz	General and Admin Records	Memoranda, Policy/decisional		2	Greater of 5 years or until superseded	N/A	Greater of 5 years or until superseded
Sustainable Streets	Chris Grabarkiewctz	General and Admin Records	Policy and Procedures		2	Until superseded (minimum 3 years)	N/A	Until superseded (minimum 3 years)
Sustainable Streets	Kathleen Zierolf 701-5236	General and Admin Records	Citation records and attendant documentation for the Proof of Payment Unit		2	3 years	N/A	3 years
Sustainable Streets	Kathleen Zierolf	General and Admin Records	All other duty logs and records pertaining to the Proof of Payment Unit		2	3 years	N/A	3 years
Sustainable Streets	Daisy Avalos 646-2131	General and Admin Records	Muni Transit Assistance Program (MTAP) Records		2	3 years	N/A	3 years
Sustainable Streets	Chris Grabarkiewctz	Security Reports	Cypress Security – Daily Activity Reports		2	3 years	N/A	3 years
Sustainable Streets	Chris Grabarkiewctz	Security Reports	Cypress Security – Incident/Crime Reports		2	5 years	N/A	5 years
Sustainable Streets	Chris Grabarkiewctz	Security Reports	Cypress Security – Condition/Maintenance Reports		2	1 year	N/A	1 year
<i>VIDEO</i>								

PRIVILEGED ATTORNEY WORK PRODUCT/ATTORNEY CLIENT COMMUNICATION

Sustainable Streets	Shahin Shaikh 565-3647	Video	Unretrieved surveillance video on revenue vehicles		2	Until recorded over (typically 3-10 days) unless pulled due to incident, in which case 7 years	N/A	Until recorded over (typically 3-10 days) unless pulled due to incident, in which case 7 years
Sustainable Streets	Shahin Shaikh	Video	Surveillance video at SFMTA facilities		2	Until recorded over (typically 30 days) unless pulled due to incident, in which case 7 years	N/A	Until recorded over (typically 30 days) unless pulled due to incident, in which case 7 years
Sustainable Streets	Shahin Shaikh	Video	DriveCam video		2	1 year	N/A	1 year
Sustainable Streets	Shahin Shaikh	Video	Processed revenue vehicle video – criminal activity		2	7 years	N/A	7 years
Sustainable Streets	Shahin Shaikh	Video	Processed revenue vehicle video - collisions		2	7 years	N/A	7 years
Sustainable Streets	Shahin Shaikh	Video	Processed revenue vehicle video – safety investigations		2	7 years	N/A	7 years
Sustainable Streets	Shahin Shaikh	Video	Processed revenue vehicle video – management investigations		2	7 years	N/A	7 year
Sustainable Streets	Monica Giese 701-2461	Video	Red light camera video		3	N/A	6 months or until final disposition of citation, whichever is later	6 months or until final disposition of citation, whichever is later

**SECTION: Enforcement
CONTACT: Marie Holland**

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL
<i>GENERAL AND ADMINISTRATIVE</i>								

PRIVILEGED ATTORNEY WORK PRODUCT/ATTORNEY CLIENT COMMUNICATION

Sustainable Streets	Marie Holland 553-1238	General	Assault/Incident Reports		2	5 years	N/A	5 years
Sustainable Streets	Marie Holland	General	Citation Logs		2	2 years	N/A	2 years
Sustainable Streets	Marie Holland	General	Daily Roll Call Sheet Assignments		2/3	1 year	2 years	3 years
Sustainable Streets	Marie Holland	General	Injury/Accident Reports		2	5 years	N/A	5 years
Sustainable Streets	Marie Holland	General	Payroll Records		2/3	1 year	2 years	3 years
Sustainable Streets	Marie Holland	General	Purchase Orders		2	2 year (current year's purchases)	N/A	2 years
Sustainable Streets	Marie Holland	General	Radio/Vehicle Assignments/Maintenance		2	2 years	N/A	2years
Sustainable Streets	Marie Holland	General	Supply Orders		2	2 years	N/A	2 years
Sustainable Streets	Marie Holland	General	Towed Vehicle Inventories		2	3 years	N/A	3 years
Sustainable Streets	Marie Holland	General	Towed Vehicle Logs		2/3	1 year	2 years	3 years
Sustainable Streets	Marie Holland	General	Towed Vehicle Notices		2/3	1 year	2 years	3 years
Sustainable Streets	Marie Holland	General	Voided Citations		2/3	2 years	3 years	5 years
Sustainable Streets	Marie Holland	General	Policy and Procedures		2	2 years	N/A	2 years
Sustainable Streets	Marie Holland	General	General Correspondence		2	2 years	N/A	2 years
Sustainable Streets	Marie Holland	General	Legal Advice		2	2 years	N/A	2 years
Sustainable Streets	Marie Holland	Video	Transit Only Lane Enforcement: Automated Parking Enforcement of Transit Only (unreviewed raw video evidence from transit vehicle)		2	15-day maximum. Data recorded over (typically 3-10 days)	N/A	15-day maximum. Data recorded over (typically 3-10 days)
Sustainable Streets	Marie Holland	Video	Transit Only Lane Enforcement: Automated Parking Enforcement of Transit Only (packaged video image evidence associated with a parking violation citation)		2	6 months or 60 days after final disposition, whichever is greater	N/A	6 months or 60 days after final disposition, whichever is greater

PRIVILEGED ATTORNEY WORK PRODUCT/ATTORNEY CLIENT COMMUNICATION

Sustainable Streets	Marie Holland	General	Automated License Plate Reader data not resulting in tow, boot, or citation		4	1 day	N/A	1 day
Sustainable Streets	Marie Holland	General	Automated License Plate Reader data resulting in tow, boot, or citation		3	1 day	5 years	5 years

**SECTION: Planning
CONTACT: Sarah Jones**

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL
<i>CAPITAL PLANNING</i>								
Sustainable Streets	Sarah Jones 646-2489	General	Policies/Procedures		2	Until Superseded	0	Until Superseded
Sustainable Streets	Sarah Jones	General	Reports		2/3	2 years	5 years	7 years
Sustainable Streets	Sarah Jones	General	CIP Projects		2	Life + 7 years	0	Life of project +7 years
Sustainable Streets	Sarah Jones	General	Operations		2/3	2 years	5 years	7 years
Sustainable Streets	Sarah Jones	General	Capital Program Working Committee		2/3	2 years	2 years	4 years
Sustainable Streets	Sarah Jones	General	Capital Improvement Program		2/3	2 years	5 years	7 years
Sustainable Streets	Sarah Jones	General	General Files		2/3	2 years	5 years	7 years
<i>FEDERAL TRANSIT ADMINISTRATION</i>								
Sustainable Streets	Sarah Jones	General	Policies and Procedures		2/3	2 years	5 years	7 years
Sustainable Streets	Sarah Jones	General	Quarterly Reports		2/3	2 years	5 years	7 years
<i>PLANS</i>								
Sustainable Streets	Sarah Jones	General	Overhead		2/3	2 years	5 years	7 years
Sustainable Streets	Sarah Jones	General	Plans General		2/3	2 years	5 years	7 years
Sustainable Streets	Sarah Jones	General	Plans - Environmental		2/3	2 years	5 years	7 years
Sustainable Streets	Sarah Jones	General	CAC files		2/3	2 years	5 years	7 years

PRIVILEGED ATTORNEY WORK PRODUCT/ATTORNEY CLIENT COMMUNICATION

Sustainable Streets	Sarah Jones	General	Programs (SFMTA Initiated)		1	2 years	Permanent	Permanent
Sustainable Streets	Sarah Jones	General	Projects (non-SFMTA Initiated)		2/3	2 years	5 years	7 years

**SECTION: Transportation Engineering
CONTACT: Ricardo Olea**

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL
Sustainable Streets	Ricardo Olea 701-4561	Transportation	Policies and Procedures		2	Until superseded (minimum 5 years)	0	Until superceded (minimum 5 years)
Sustainable Streets	Bryant Woo 701-4569	Transportation	Claims		2	10 years	0	10 years from date of receipt
Sustainable Streets	Ricardo Olea	Transportation	Logged Correspondence		2	10 years	0	10 years from date of receipt
Sustainable Streets	Ricardo Olea	Transportation	Curb Painting Fee Files		2	5 years	0	5 years from date of receipt
Sustainable Streets	Ricardo Olea	Transportation	Parking Meter Location Plans		2	Until superseded (minimum 5 years)	0	Until superseded (minimum 5 years)
Sustainable Streets	Ricardo Olea	Transportation	Radar Speed Studies		2	10 years	0	10 years
Sustainable Streets	Ricardo Olea	Transportation	Signal Timing Cards		1	Permanent	0	Permanent
Sustainable Streets	Ricardo Olea	Transportation	Traffic Collision Summaries		2	10 years	0	10 years
Sustainable Streets	Ricardo Olea	Transportation	Traffic Counts		2	10 years	0	10 years
Sustainable Streets	Ricardo Olea	Transportation	Traffic Signal Equipment Diagrams/As-Builts		2	Until superseded (minimum 5 years)	0	Until superseded (minimum 5 years)
Sustainable Streets	Ricardo Olea	Transportation	Traffic Striping Drawings		1	Permanent	0	Permanent
Sustainable Streets	Ricardo Olea	Transportation	Traffic Signal – Repair Logs		2	5 years	0	5 years
Sustainable Streets	Norman Wong 701-4600	Transportation	Special Traffic Permits		2	5 years	0	5 years
Sustainable Streets	Nick Chapman	Transportation	Special Events Permits		2	5 years	0	5 years

PRIVILEGED ATTORNEY WORK PRODUCT/ATTORNEY CLIENT COMMUNICATION

	646-2414							
Sustainable Streets	Bryant Woo	Transportation	Radar Speed Studies		2	10 years	0	10 years
Sustainable Streets	Taman Abdallah 701-4543	Transportation	Traffic Striping Drawings		2	20 years	0	20 years

DIVISION: SYSTEM SAFETY

SECTION: Administration/Budget

CONTACT: Robin Courtney

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
<i>GENERAL & ADMINISTRATIVE</i>								
System Safety	Robin Courtney 646-2812	Administrative	Administrative Records, Miscellaneous		2/3	2 years	2 years	4 years
System Safety	Robin Courtney 646-2812	Personnel	Safety Training Records		2/3	3 years	0 years	3 years
System Safety	Robin Courtney 646-2812	Transportation	Safety Audit Reports		1	3 years	Indefinitely	Permanent
System Safety	Robin Courtney 646-2812	Administrative	Correspondence, Miscellaneous		2/3	2 years	2 years	4 years
System Safety	Robin Courtney 646-2812	Administrative	Fax Transmittal Sheets		4	0	0 years	0 years
System Safety	Robin Courtney 646-2812	Administrative	Interdepartmental Correspondence		2	1 year	1 year	2 years
System Safety	Robin Courtney 646-2812	Financial	General Investigation & Incident Files		1	2 years	Indefinitely	Permanent
System Safety	Robin Courtney 646-2812	Transit Mgmt.	Accident Reporting – Operator		1	Electronic – Indefinitely	N/A	Electronic - Indefinitely

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL
<i>GENERAL & ADMINISTRATIVE</i>								
System Safety	Robin Courtney 646-2812	Transportation	DriveCam Videos		3	Indefinitely	1 year	Permanent
System Safety	Robin Courtney 646-2812	Transportation	Journals/ Magazines/ Catalog		4	1 year	1 year	2 years

System Safety	Robin Courtney 646-2812	General	Legal Advice		2/3	1 year	1 year or until superseded	2 years or until superseded
System Safety	Robin Courtney 646-2812	Administrative	Memoranda, Policy/Decisional		2/3	2 years or until superseded	3 years	5 years or until superseded
System Safety	Robin Courtney 646-2812	Financial	Payables (Invoices)		2/3	2 years	1 year	3 years
System Safety	Robin Courtney 646-2812	Transportation	Publications, Reports created by ISEC		2/3	1 year	1 year	2 years
System Safety	Robin Courtney 646-2812	Financial	Work Orders and Payments		2/3	1 year	1 year	2 years
System Safety	Robin Courtney 646-2812	Financial	Purchase Orders		2/3	1 year	2 years	3 years
System Safety	Robin Courtney 646-2812	Transportation	Regulations		1	4 years	Indefinitely	Permanent

DIVISION: TAXI AND ACCESSIBLE SERVICES

SECTION: Taxi Services

CONTACT: Kate Toran

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL
<i>ACCESSIBLE SERVICES</i>								
Taxi & Accessible Services	Kate Toran 701-5235	Administrative	Administrative Records & Miscellaneous		2	2 years/Electronic	N/A	2 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Advice Letters		2	2 years minimum or until superseded	N/A	2 years minimum
Taxi & Accessible Services	Kate Toran 701-5235	General	Audit Reports		1	Permanent/ Electronic	N/A	Permanent
Taxi & Accessible Services	Kate Toran 701-5235	General	Audit work papers		2	2 years/Electronic	N/A	2 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Citizen Complaints		2	5 years/Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Correspondence, miscellaneous		2	2 years/Electronic	N/A	2 years
Taxi & Accessible Services	Kate Toran 701-5235	Financial	Financial Records, miscellaneous		2	5 years after applicable fiscal year/ Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Interdepartmental Correspondence		2	2 years/Electronic	N/A	2 years
Taxi & Accessible Services	Kate Toran 701-5235	Personnel	Legal Advice		2	2 years min./until superseded/ Electronic	N/A	2 years minimum
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Memoranda policy/decisional		2	5 years until superseded/ Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	Schedules	Division publications, reports		2	4 years/Electronic	N/A	4 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Settlement Agreements		1	Permanent/ Electronic	N/A	Permanent

SECTION: Taxi
CONTACT: Kate Toran

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL
<i>TAXI</i>								
Taxi & Accessible Services	Kate Toran 701-5235	Administrative	A-Card: Revocation Lists/Driver's Files		2	5 years/Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	Administrative	ADA Request for Reasonable Accommodation		2	5 years/Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	Administrative	ADA Request-Medical Files (Confidential)		2	5 years/Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	Administrative	Administrative Files and Records		2	5 years/Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Annual Reports		2	5 years	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	Administrative	Former Taxi Commission Audio/Video Recordings of Commission Meetings		1	Permanent/ Electronic	N/A	Permanent
Taxi & Accessible Services	Kate Toran 701-5235	Administrative	Audio/Video Recordings of Disciplinary Hearings		1	Permanent/ Electronic	N/A	Permanent
Taxi & Accessible Services	Kate Toran 701-5235	General	Audit Reports		2	5 years/Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	Contract Records	Bid Documents		2	12 years/Electronic	N/A	12 years
Taxi & Accessible Services	Kate Toran 701-5235	Contract Record	Bidding List		2	12 years/Electronic	N/A	12 years
Taxi & Accessible Services	Kate Toran 701-5235	Financial	Business Reports		2	13 years/Electronic	N/A	13 years
Taxi & Accessible Services	Kate Toran 701-5235	Administrative	Disciplinary Files		2	7 years after separation/Electronic	N/A	7 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Color Scheme Change Apps		2	5 years/Electronic	- N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	Administrative	Corporate Medallion Holder Files		1	Permanent/ Electronic	- N/A	Permanent
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Correspondence		2	5 years/Electronic	N/A	5 years

Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Disciplinary Log		2	12 years/Electronic	N/A	12 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Driver's Files		2	5 years/Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	Personnel	Employee Records		1	Permanent/ Electronic	N/A	Permanent
Taxi & Accessible Services	Kate Toran 701-5235	Administrative	Employment Applications/Resumes		2	3 years/Electronic	N/A	3 years
Taxi & Accessible Services	Kate Toran 701-5235	Contract Records	Expenditure Log		2	10 years/Electronic	N/A	10 years
Taxi & Accessible Services	Kate Toran 701-5235	Financial	Financial Records-Miscellaneous		2	13 years/Electronic	N/A	13 years
Taxi & Accessible Services	Kate Toran 701-5235	Administrative	Form 1095		2	5 years/Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Legal Files		2	5 years/Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Mail List		2	2 years/Electronic	N/A	2 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Medallion Holder List		1	Permanent/ Electronic	N/A	Permanent
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Medallion Waiting List		1	Permanent/ Electronic	N/A	Permanent
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Medallions-Expired		2	2 years	N/A	2 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Memoranda-Miscellaneous		2	2 years/Electronic	N/A	2 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Memoranda-Policy/Decisional		2	12 years/Electronic	N/A	12 years
Taxi & Accessible Services	Kate Toran 701-5235	General	Miscellaneous Files		2	2 years	N/A	2 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Performance Reports		2	5 years/Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	Administrative	Policy Files		2	5 years/Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	Financial	Purchase Orders		2	13 years/Electronic	N/A	13 years

Taxi & Accessible Services	Kate Toran 701-5235	Contract Records	Request for Proposals (RFPs), Requests for Qualifications (RFQs) and successful responses to RFPs/RFQs		2	If no contract 2 years Electronic, otherwise electronically 4 years after conclusion	N/A	Life of agreement plus 4 years or if no contract, 2 years
Taxi & Accessible Services	Kate Toran 701-5235	Contract Records	Unsuccessful responses to RFPs/RFQs		2	2 years/Electronic	N/A	2 years
Taxi & Accessible Services	Kate Toran 701-5235	Contract Records	RFP Scoring Records		2	12 years/Electronic	N/A	12 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Rules and Regulations	www.sfmta.com	1	Permanent/ Electronic	N/A	Permanent
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Settlement Agreements		1	Permanent/ Electronic	N/A	Permanent
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Statistical Reports		2	13 years/Electronic	N/A	13 years
Taxi & Accessible Services	Kate Toran 701-5235	Contract Records	Taxi's and Accessible Services MOUs		2	5 years/Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	Administrative	Taxicab/Ramped Taxi Rules and Regulations Booklet		1	Permanent/ Electronic	N/A	Permanent
Taxi & Accessible Services	Kate Toran 701-5235	Personnel	Worker's Compensation Records		2/3	3 years	Remaining years	Lesser of 50 years or life of employee

DIVISION: TRANSIT DIVISION
SECTION: Bus and Rail Maintenance and Transportation
CONTACT: Emily Williams

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
				<i>MAINTENANCE & TRANSPORTATION SCHEDULE</i>				
Transit Division	Bus Louis Guzzo Rail Rail Randy Catanach	Maintenance	1K Inspection Work Ticket		1	Permanent	N/A	Permanent
Transit Division	Bus Louis Guzzo Rail Randy Catanach	Maintenance	6K Inspection Work Ticket		1	Permanent	N/A	Permanent
Transit Division	Bus Louis Guzzo Rail Randy Catanach	Maintenance	Accident Reporting -Vehicle		1	Permanent	N/A	Permanent
Transit Division	Janet Gallegos	Capital Programs	Bids & Awarded Proposals		2	Life of agreement plus four Years	N/A	Life of agreement plus four Years
Transit Division	Ron Forrest	Transit Services	Central Control Logs/TMC Reports		1	Permanent (electronic records)	N/A	Permanent (electronic records)
Transit Division	Bus Louis Guzzo	Maintenance	California Highway Patrol Inspections		2	10 years	N/A	10 years
Transit Division	Cecilia Martinez-Rios	Administration	Contracts & Agreements – excluding Capital Improvement – includes: leases, equipment, services or supplies		2	Life of Agreement + 4 years	N/A	Life of Agreement + 4 years
Transit Division	Cecilia Martinez-Rios	Administration	Correspondence – working documents		2	2 Years	N/A	2 Years
Transit Division	Ron Forrest	Transit Services	Daily Controller Shift Report		2/3	1 Year	1 Year	2 Years
Transit Division	Cecilia Martinez-Rios	Administration	General Orders, SOPs and changes		2	Greater of 2 years or until superseded		Greater of 2 years or until superseded

Transit Division	Terry Fahey	Maintenance of Way	As-built drawings, Specifications, Contract Submittals and Operation and Maintenance Manuals from construction projects completed by Capital Programs and Construction Division and Maintenance of Way		1	Permanent	N/A	Permanent
Transit Division	Don Bannet	Maintenance of Way – Digital Shop	Automatic Train Control System maintenance records		2	Until termination of equipment	N/A	Until termination of equipment
Transit Division	Terry Fahey	Transit Services	Automatic Train Control System data records		1	Permanent (electronic records)	N/A	Permanent (electronic records)
Transit Division	Bus Louis Guzzo Rail Randy Catanach	Transportation	Equipment Available for Service		1	Permanent	N/A	Permanent
Transit Division	Gary Chang	Fleet Engineering	Fleet Engineering Records		2	15 Years	N/A	15
Transit Division	Julie Kirschbaum	Transit Services	Line Checks		2/3	1 Year	N/A	1 Years
Transit Division	Julie Kirschbaum	Transit Management	Miss-Out Records		1	Permanent – Kept in Trapeze Database	N/A	Permanent – Kept in Trapeze Database
Transit Division	Julie Kirschbaum	Transit Management	Operator Defect Cards		2 /3	1 Year	1 Year	2 Years
Transit Division	Bus Louis Guzzo Rail Randy Catanach MOW Terry Fahey	Maintenance	Preventive Maintenance Inspection Sheets		1	Permanent	N/A	Permanent
Transit Division	Julie Kirschbaum	Transit Management	Receipt of Disciplinary Charge Log		2/3	2 Years	10 Years	12 Years
Transit Division	Bus Louis Guzzo Rail Randy Catanach	Maintenance	Road Call Logs – Maintenance		1	Permanent	N/A	Permanent
Transit Division	Julie Kirschbaum	Transportation	Station Operations AM/PM Report		2	2 Years	N/A	2 Years

Transit Division	Bus Louis Guzzo Rail Randy Catanach	Maintenance	Mean Distance Between Failures data		2	5 Years	N/A	5 Years
Transit Division	Bus Louis Guzzo Rail Randy Catanach	Maintenance	Warranty Claims		2	15 Years	N/A	15 Years
Transit Division	Bus Louis Guzzo Rail Randy Catanach	Maintenance	Wheel Chair Lift Inspection Records		1	Permanent	N/A	Permanent
Transit Division	Brent Jones	Cable Car	Cable Car Vehicle Video		2	until recorded over (approx. 10 days) if no incident or request to preserve	If incident or request to preserve, transferred to System Safety	until recorded over or transferred to System Safety

SECTION: Transportation Management Center (TMC/
Office of the Central Control (OCC)
CONTACT: Ron Forrest

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL
<i>CENTRAL CONTROL</i>								
ransit Division	Ron Forrest	Transit Services	Central Control Logs		2/3	8 Years	1 Year	9 Years
Transit Division	Ron Forrest	Transit Services	Central Control Order Reports		2/3	8 Years	1 Year	9 Years
Transit Division	Ron Forrest	Transit Services	Central Control Daily Log – Supplemental Reports		2/3	8 Years	1 Year	9 Years
Transit Division	Ron Forrest	Transit Services	Central Control Morning & Afternoon Reports		2/3	8 Years	1 year	9 Years
Transit Division	Ron Forrest	Transit Services	CC Disabilities Act Announcement Log		2/3	3 Years	1 year	4 Years
Transit Division	Julie Kirschbaum	Transit Management	Complaint Report		2/3	9 Years	2 Years	11 Years
Transit Division	Julie Kirschbaum	Transit Management	Division Dispatchers Detail		2/3	8 Years	1 Year	9 Years
Transit Division	Cecilia Martinez-Rios	Administration	General Bulletins		2	Until Superseded	N/A	Until Superseded

Transit Division	Julie Kirschbaum	Transit Services	Metro Communications Reports		2/3	9 Years	2 Years	11 Years
Transit Division	Julie Kirschbaum	Transit Services	Metro Delay Check List		2/3	9 Years	2 Years	11 Years
Transit Division	Julie Kirschbaum	Transit Services	Performance Report		2	10 Years	N/A	10 Years
Transit Division	Terry Fahey	Maintenance of Way	Work Order Report		2	3 Years	N/A	3 Years
Transit Division	Terry Fahey	Maintenance of Way	Work Order Request		2	3 Years	N/A	3 Years
SECTION: INVENTORY CONTROL SCHEDULE RECORDS/PRODUCTION DOCUMENT								
CONTACT: Susana Beaumont-Lopez								
Transit Division	Susana Beaumont-Lopez	Schedules	Range: Report of transit operators' work assignment times, breakdown of pay make up and days off		2	5 Years	N/A	5 Years
Transit Division	Susana Beaumont-Lopez	Schedules	Trains: (aka paddles). Report that shows individual work assignment details and instruction for each operator. Pull out times, times at timepoints (key stops), pull in time.		2	5 Years	N/A	5 Years
Transit Division	Susana Beaumont-Lopez	Schedules	Rotation: Report that shows scheduling intervals and timing details for each line by direction.		2	5 Years	N/A	5 Years
Transit Division	Bus Louis Guzzo Rail Randy Catanach	Maintenance	T1's		4	N/A	N/A	Retention not required
Transit Division	Susana Beaumont-Lopez	Schedules	Stop File		2	5 Years	N/A	5 Years

Transit Division	Susana Beaumont-Lopez	Schedules	Rosters		2	2 Years		2 Years
Transit Division	Susana Beaumont-Lopez	Schedules	Choice Slips		2	2 Years		2 Years

SECTION: Service Planning
CONTACT: Sean Kennedy

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL
<i>SERVICE PLANNING SECTIONS</i>								
Transit Division	Sean Kennedy	General Service Planning	External letters, Memos and reports		2	3 years	N/A	3 Years
Transit Division	Sean Kennedy	General Service Planning	Title VI Reports		2	Permanent (electronic records)	N/A	Permanent (electronic records)
Transit Division	Sean Kennedy	General Service Planning	Environmental (CEQA and NEPA) documentation		2	Permanent (electronic records)	N/A	Permanent (electronic records)
Transit Division	Sean Kennedy	General Service Planning	Service Bulletins		2	3 Years	N/A	3 Years
Transit Division	Sean Kennedy	Special Events Service Planning	Special Events Bulletins		2	3 Years	N/A	3 Years

SECTION: Administration
CONTACT: Cecilia Martinez-Rios

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL
<i>ADMINISTRATIVE & GENERAL</i>								
Transit Division	Cecilia Martinez-Rios	Admin	General Correspondence		1	Permanent	N/A	Permanent
Transit Division	Cecilia Martinez-Rios	Admin	Budget Data for Budget Preparation		1	Permanent	N/A	Permanent
Transit Division	Cecilia Martinez-Rios	Admin	Meeting Minutes		1	Permanent	N/A	Permanent
Transit Division	Cecilia Martinez-Rios	Admin	Policy and Procedures (Standard Operating Procedures)		1	Permanent	N/A	Permanent

DIVISION: TAXI AND ACCESSIBLE SERVICES

SECTION: Taxi Services

CONTACT: Kate Toran

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL
<i>ACCESSIBLE SERVICES</i>								
Taxi & Accessible Services	Kate Toran 701-5235	Administrative	Administrative Records & Miscellaneous		2	2 years/Electronic	N/A	2 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Advice Letters		2	2 years minimum or until superseded	N/A	2 years minimum
Taxi & Accessible Services	Kate Toran 701-5235	General	Audit Reports		1	Permanent/ Electronic	N/A	Permanent
Taxi & Accessible Services	Kate Toran 701-5235	General	Audit work papers		2	2 years/Electronic	N/A	2 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Citizen Complaints		2	5 years/Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Correspondence, miscellaneous		2	2 years/Electronic	N/A	2 years
Taxi & Accessible Services	Kate Toran 701-5235	Financial	Financial Records, miscellaneous		2	5 years after applicable fiscal year/ Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Interdepartmental Correspondence		2	2 years/Electronic	N/A	2 years
Taxi & Accessible Services	Kate Toran 701-5235	Personnel	Legal Advice		2	2 years min./until superseded/ Electronic	N/A	2 years minimum
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Memoranda policy/decisional		2	5 years until superseded/ Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	Schedules	Division publications, reports		2	4 years/Electronic	N/A	4 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Settlement Agreements		1	Permanent/ Electronic	N/A	Permanent

SECTION: Taxi
CONTACT: Kate Toran

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL
<i>TAXI</i>								
Taxi & Accessible Services	Kate Toran 701-5235	Administrative	A-Card: Revocation Lists/Driver's Files		2	5 years/Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	Administrative	ADA Request for Reasonable Accommodation		2	5 years/Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	Administrative	ADA Request-Medical Files (Confidential)		2	5 years/Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	Administrative	Administrative Files and Records		2	5 years/Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Annual Reports		2	5 years	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	Administrative	Former Taxi Commission Audio/Video Recordings of Commission Meetings		1	Permanent/ Electronic	N/A	Permanent
Taxi & Accessible Services	Kate Toran 701-5235	Administrative	Audio/Video Recordings of Disciplinary Hearings		1	Permanent/ Electronic	N/A	Permanent
Taxi & Accessible Services	Kate Toran 701-5235	General	Audit Reports		2	5 years/Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	Contract Records	Bid Documents		2	12 years/Electronic	N/A	12 years
Taxi & Accessible Services	Kate Toran 701-5235	Contract Record	Bidding List		2	12 years/Electronic	N/A	12 years
Taxi & Accessible Services	Kate Toran 701-5235	Financial	Business Reports		2	13 years/Electronic	N/A	13 years
Taxi & Accessible Services	Kate Toran 701-5235	Administrative	Disciplinary Files		2	7 years after separation/ Electronic	N/A	7 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Color Scheme Change Apps		2	5 years/Electronic	- N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	Administrative	Corporate Medallion Holder Files		1	Permanent/ Electronic	- N/A	Permanent
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Correspondence		2	5 years/Electronic	N/A	5 years

Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Disciplinary Log		2	12 years/Electronic	N/A	12 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Driver's Files		2	5 years/Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	Personnel	Employee Records		1	Permanent/ Electronic	N/A	Permanent
Taxi & Accessible Services	Kate Toran 701-5235	Administrative	Employment Applications/Resumes		2	3 years/Electronic	N/A	3 years
Taxi & Accessible Services	Kate Toran 701-5235	Contract Records	Expenditure Log		2	10 years/Electronic	N/A	10 years
Taxi & Accessible Services	Kate Toran 701-5235	Financial	Financial Records- Miscellaneous		2	13 years/Electronic	N/A	13 years
Taxi & Accessible Services	Kate Toran 701-5235	Administrative	Form 1095		2	5 years/Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Legal Files		2	5 years/Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Mail List		2	2 years/Electronic	N/A	2 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Medallion Holder List		1	Permanent/ Electronic	N/A	Permanent
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Medallion Waiting List		1	Permanent/ Electronic	N/A	Permanent
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Medallions-Expired		2	2 years	N/A	2 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Memoranda-Miscellaneous		2	2 years/Electronic	N/A	2 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Memoranda-Policy/Decisional		2	12 years/Electronic	N/A	12 years
Taxi & Accessible Services	Kate Toran 701-5235	General	Miscellaneous Files		2	2 years	N/A	2 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Performance Reports		2	5 years/Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	Administrative	Policy Files		2	5 years/Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	Financial	Purchase Orders		2	13 years/Electronic	N/A	13 years

Taxi & Accessible Services	Kate Toran 701-5235	Contract Records	Request for Proposals (RFPs), Requests for Qualifications (RFQs) and successful responses to RFPs/RFQs		2	If no contract 2 years Electronic, otherwise electronically 4 years after conclusion	N/A	Life of agreement plus 4 years or if no contract, 2 years
Taxi & Accessible Services	Kate Toran 701-5235	Contract Records	Unsuccessful responses to RFPs/RFQs		2	2 years/Electronic	N/A	2 years
Taxi & Accessible Services	Kate Toran 701-5235	Contract Records	RFP Scoring Records		2	12 years/Electronic	N/A	12 years
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Rules and Regulations	www.sfmta.com	1	Permanent/ Electronic	N/A	Permanent
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Settlement Agreements		1	Permanent/ Electronic	N/A	Permanent
Taxi & Accessible Services	Kate Toran 701-5235	General and Administrative	Statistical Reports		2	13 years/Electronic	N/A	13 years
Taxi & Accessible Services	Kate Toran 701-5235	Contract Records	Taxi's and Accessible Services MOUs		2	5 years/Electronic	N/A	5 years
Taxi & Accessible Services	Kate Toran 701-5235	Administrative	Taxicab/Ramped Taxi Rules and Regulations Booklet		1	Permanent/ Electronic	N/A	Permanent
Taxi & Accessible Services	Kate Toran 701-5235	Personnel	Worker's Compensation Records		2/3	3 years	Remaining years	Lesser of 50 years or life of employee

DIVISION: SYSTEM SAFETY

SECTION: Administration/Budget

CONTACT: Robin Courtney

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
<i>GENERAL & ADMINISTRATIVE</i>								
System Safety	Robin Courtney 646-2812	Administrative	Administrative Records, Miscellaneous		2/3	2 years	2 years	4 years
System Safety	Robin Courtney 646-2812	Personnel	Safety Training Records		2/3	3 years	0 years	3 years
System Safety	Robin Courtney 646-2812	Transportation	Safety Audit Reports		1	3 years	Indefinitely	Permanent
System Safety	Robin Courtney 646-2812	Administrative	Correspondence, Miscellaneous		2/3	2 years	2 years	4 years
System Safety	Robin Courtney 646-2812	Administrative	Fax Transmittal Sheets		4	0	0 years	0 years
System Safety	Robin Courtney 646-2812	Administrative	Interdepartmental Correspondence		2	1 year	1 year	2 years
System Safety	Robin Courtney 646-2812	Financial	General Investigation & Incident Files		1	2 years	Indefinitely	Permanent
System Safety	Robin Courtney 646-2812	Transit Mgmt.	Accident Reporting – Operator		1	Electronic – Indefinitely	N/A	Electronic - Indefinitely

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL
<i>GENERAL & ADMINISTRATIVE</i>								
System Safety	Robin Courtney 646-2812	Transportation	DriveCam Videos		3	Indefinitely	1 year	Permanent
System Safety	Robin Courtney 646-2812	Transportation	Journals/ Magazines/ Catalog		4	1 year	1 year	2 years

System Safety	Robin Courtney 646-2812	General	Legal Advice		2/3	1 year	1 year or until superseded	2 years or until superseded
System Safety	Robin Courtney 646-2812	Administrative	Memoranda, Policy/Decisional		2/3	2 years or until superseded	3 years	5 years or until superseded
System Safety	Robin Courtney 646-2812	Financial	Payables (Invoices)		2/3	2 years	1 year	3 years
System Safety	Robin Courtney 646-2812	Transportation	Publications, Reports created by ISEC		2/3	1 year	1 year	2 years
System Safety	Robin Courtney 646-2812	Financial	Work Orders and Payments		2/3	1 year	1 year	2 years
System Safety	Robin Courtney 646-2812	Financial	Purchase Orders		2/3	1 year	2 years	3 years
System Safety	Robin Courtney 646-2812	Transportation	Regulations		1	4 years	Indefinitely	Permanent

PRIVILEGED ATTORNEY WORK PRODUCT/ATTORNEY CLIENT COMMUNICATION

DIVISION: SUSTAINABLE STREETS

SECTION: Administration

CONTACT: Leanne Nhan

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL
					<i>FINANCE/ADMINISTRATION</i>			
Sustainable Streets	Leanne Nhan 646-2501	Administrative	Administrative records/misc.		2	2 years	N/A	2 years
Sustainable Streets	Leanne Nhan	General	Calendar – Division Director		4	N/A	N/A	N/A
Sustainable Streets	Leanne Nhan	General and Admin Records	Chronological Files		2	2 years	N/A	2 years
Sustainable Streets	Leanne Nhan	General and Admin Records	Correspondence/miscellaneous		2	2 years	N/A	2 years
Sustainable Streets	Leanne Nhan	General and Admin Records	Interdepartmental correspondence		2	2 years	N/A	2 years
Sustainable Streets	Leanne Nhan	General and Admin Records	Memoranda/miscellaneous		4	N/A	N/A	N/A
Sustainable Streets	Leanne Nhan	General and Admin Records	Memoranda, policy/decisional		2	Greater of 5 years or until superseded	N/A	Greater of 5 years or until superseded
Sustainable Streets	Leanne Nhan	Administration	Citizen complaints		2	5 years	N/A	5 years
Sustainable Streets	Leanne Nhan	General and Admin Reports	Audit Reports		1	2 years	Indefinitely	Indefinitely
Sustainable Streets	Leanne Nhan	Administration	Audit work papers		2	2 years	N/A	2 years
Sustainable Streets	Leanne Nhan	Contract Records	Settlement Agreements		1	2 years	Indefinitely	Indefinitely
Sustainable Streets	Leanne Nhan	Financial	Financial Records		2/3	2 years after applicable fiscal year	2-5 years after applicable fiscal year	4years minimum
Sustainable Streets	Leanne Nhan	General and Admin Records	Correspondence not requiring follow-up		4	N/A	N/A	N/A

PRIVILEGED ATTORNEY WORK PRODUCT/ATTORNEY CLIENT COMMUNICATION

Sustainable Streets	Leanne Nhan	General and Admin Records	Annual Reports		2/3	2 years	3 years	5 years
Sustainable Streets	Leanne Nhan	General and Admin Records	Business Reports		2/3	2 years	3 years	5 years

SECTION: Field Operations

CONTACT: George Reynolds/Darryl Robinson/Noel Laffey/Michael Macario/Gretchen Rude

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL
Sustainable Streets	Noel Laffey 558-7925	General and Admin Records/Maintenance	Sign Shop Repair and Install Records	AS400 (DPW) Shops System	1	Permanent	N/A	Permanent
Sustainable Streets	Michael Macario 558-7925	General and Admin Records/Maintenance	Paint Shop Striping Repair and Install Records	Jdrive SSD network	1	Permanent	N/A	Permanent
Sustainable Streets	Michael Macario	General and Admin Records/Maintenance	Paint Shop Curb Painting Repair and Install Records	Jdrive SSD network	1	Permanent	N/A	Permanent
Sustainable Streets	Daryl Robinson 550-2994	General and Admin Records/Maintenance	Meter Shop Repair and Install Records	SFPM / Data Warehouse (SFMTA servers)	1	Permanent	N/A	Permanent
Sustainable Streets	Gretchen Rude 550-2956	General and Admin Records/Financial	Temporary Sign Shop service requests and posting records	Lagan database; https://311sem-prod.sfgov.org/cas/login?service=https%3A%2F%2F311crm-	1	Permanent	N/A	Permanent

PRIVILEGED ATTORNEY WORK PRODUCT/ATTORNEY CLIENT COMMUNICATION

				prod.ad.sfgov.org %2Fflagan%2Fspring_cas_security_check%3Bjsessionid%3D421AB495A2F0935B7C9C7AC029128285 (Migrating to Salesforce)				
--	--	--	--	---	--	--	--	--

**SECTION: Livable Streets
CONTACT: Luis Montoya**

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL
Sustainable Streets	Heath Maddox 701-4605	Gen and Admin Records	Bicycle Rack Applications		2	5 years	0	5 years
Sustainable Streets	Heath Maddox	Gen and Admin Records	Bicycle Locker Applications and Receipts		2	5 years	0	5 years
Sustainable Streets	Andrew Lim 646-2732	General	Correspondence		2	10 years	0	10 years
Sustainable Streets	Andrew Lim	General and Admin Records	Traffic Calming Requests		2	5 years	0	5 years
Sustainable Streets	Andrew Lim	General	Citizen Complaints		2	5 years	0	5 years
Sustainable Streets	Andrew Lim	General and Admin Records	Project Files		2	5 years	0	5 years

**SECTION: Parking
CONTACT: Rob Malone**

PRIVILEGED ATTORNEY WORK PRODUCT/ATTORNEY CLIENT COMMUNICATION

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL
Sustainable Streets	Rob Malone 701-2430	Administrative	General Correspondence		2/3	3 years, or until electronically filed	0	3 years
Sustainable Streets	Rob Malone	Administrative	Requests for Proposals (RFPs) Requests for Qualifications (RFQs) and Successful responses to RFPs and RFQs		2	Terms of agreement plus 3 years, or if no contract, 2 years	0	Term of agreement plus 3 years, or if no contract 2 years
Sustainable Streets	Rob Malone	Contract Records	Unsuccessful responses to RFPs/RFQs		4	2 years	0	2 years
Sustainable Streets	Rob Malone	Contract Records	Management Agreements/ Lease Agreements, including all required insurance certificates		2	Term of agreement plus 3 years after expiration	0	Term of agreement plus 3 years
Sustainable Streets	Rob Malone	Financial	Monthly invoices and summary financial reports submitted by contracted parking operators for each managed facility		2	Hard copy until scanned and electronically filed; then permanent	0	Permanent
Sustainable Streets	Rob Malone	Financial	Outside audit reports regarding garage operations and financials, by City Controller and/or outside auditors		2	2 years, or until electronically filed	0	2 years
Sustainable Streets	Rob Malone	Administrative	Parking Regulations		1	Hard copy until scanned and electronically filed; then permanent	0	Permanent
Sustainable Streets	Rob Malone	Administrative	Policy and Procedures		2	2 years or until superseded, whichever is longer	0	2 years or until superseded, whichever is longer

SECTION: Security & Investigations
CONTACT: Chris Grabarkiewctz

PRIVILEGED ATTORNEY WORK PRODUCT/ATTORNEY CLIENT COMMUNICATION

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL
<i>GENERAL AND ADMINISTRATIVE</i>								
Sustainable Streets	Chris Grabarkiewctz 701-5440	General and Admin Records	Audit Reports		1	Permanent	N/A	Permanent
Sustainable Streets	Chris Grabarkiewctz	General and Admin Records	Audit Work Papers		2	2 years	N/A	2 years
Sustainable Streets	Chris Grabarkiewctz	General and Admin Records	Security Division Correspondence, misc.		2	2 years	N/A	2 years
Sustainable Streets	Chris Grabarkiewctz	General and Admin Records	Memoranda, miscellaneous		4	N/A	N/A	N/A
Sustainable Streets	Chris Grabarkiewctz	General and Admin Records	Memoranda, Policy/decisional		2	Greater of 5 years or until superseded	N/A	Greater of 5 years or until superseded
Sustainable Streets	Chris Grabarkiewctz	General and Admin Records	Policy and Procedures		2	Until superseded (minimum 3 years)	N/A	Until superseded (minimum 3 years)
Sustainable Streets	Kathleen Zierolf 701-5236	General and Admin Records	Citation records and attendant documentation for the Proof of Payment Unit		2	6 months <u>3 years</u>	N/A	6 months <u>3 years</u>
Sustainable Streets	Kathleen Zierolf	General and Admin Records	All other duty logs and records pertaining to the Proof of Payment Unit		2	3 years	N/A	3 years
Sustainable Streets	Daisy Avalos 646-2131	General and Admin Records	Muni Transit Assistance Program (MTAP) Records		2	3 years	N/A	3 years
Sustainable Streets	Chris Grabarkiewctz	Security Reports	Cypress Security – Daily Activity Reports		2	3 years	N/A	3 years
Sustainable Streets	Chris Grabarkiewctz	Security Reports	Cypress Security – Incident/Crime Reports		2	5 years	N/A	5 years
Sustainable Streets	Chris Grabarkiewctz	Security Reports	Cypress Security – Condition/Maintenance Reports		2	1 year	N/A	1 year
<i>VIDEO</i>								

PRIVILEGED ATTORNEY WORK PRODUCT/ATTORNEY CLIENT COMMUNICATION

Sustainable Streets	Shahin Shaikh 565-3647	Video	Unretrieved surveillance video on revenue vehicles		2	Until recorded over (typically 3-10 days) unless pulled due to incident, in which case 7 years	N/A	Until recorded over (typically 3-10 days) unless pulled due to incident, in which case 7 years
Sustainable Streets	Shahin Shaikh	Video	Surveillance video at SFMTA facilities		2	Until recorded over (typically 30 days) unless pulled due to incident, in which case 7 years	N/A	Until recorded over (typically 30 days) unless pulled due to incident, in which case 7 years
Sustainable Streets	Shahin Shaikh	Video	DriveCam video		2	1 year	N/A	1 year
Sustainable Streets	Shahin Shaikh	Video	Processed revenue vehicle video – criminal activity		2	7 years	N/A	7 years
Sustainable Streets	Shahin Shaikh	Video	Processed revenue vehicle video - collisions		2	7 years	N/A	7 years
Sustainable Streets	Shahin Shaikh	Video	Processed revenue vehicle video – safety investigations		2	7 years	N/A	7 years
Sustainable Streets	Shahin Shaikh	Video	Processed revenue vehicle video – management investigations		2	7 years	N/A	7 year
Sustainable Streets	Monica Giese 701-2461	Video	Red light camera video		3	N/A	6 months or until final disposition of citation, whichever is later	6 months or until final disposition of citation, whichever is later

**SECTION: Enforcement
CONTACT: Marie Holland**

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL
GENERAL AND ADMINISTRATIVE								

PRIVILEGED ATTORNEY WORK PRODUCT/ATTORNEY CLIENT COMMUNICATION

Sustainable Streets	Marie Holland 553-1238	General	Assault/Incident Reports		2	5 years	N/A	5 years
Sustainable Streets	Marie Holland	General	Citation Logs		2	2 years	N/A	2 years
Sustainable Streets	Marie Holland	General	Daily Roll Call Sheet Assignments		2/3	1 year	2 years	3 years
Sustainable Streets	Marie Holland	General	Injury/Accident Reports		2	5 years	N/A	5 years
Sustainable Streets	Marie Holland	General	Payroll Records		2/3	1 year	2 years	3 years
Sustainable Streets	Marie Holland	General	Purchase Orders		2	2 year (current year's purchases)	N/A	2 years
Sustainable Streets	Marie Holland	General	Radio/Vehicle Assignments/Maintenance		2	2 years	N/A	2years
Sustainable Streets	Marie Holland	General	Supply Orders		2	2 years	N/A	2 years
Sustainable Streets	Marie Holland	General	Towed Vehicle Inventories		2	3 years	N/A	3 years
Sustainable Streets	Marie Holland	General	Towed Vehicle Logs		2/3	1 year	2 years	3 years
Sustainable Streets	Marie Holland	General	Towed Vehicle Notices		2/3	1 year	2 years	3 years
Sustainable Streets	Marie Holland	General	Voided Citations		2/3	2 years	3 years	5 years
Sustainable Streets	Marie Holland	General	Policy and Procedures		2	2 years	N/A	2 years
Sustainable Streets	Marie Holland	General	General Correspondence		2	2 years	N/A	2 years
Sustainable Streets	Marie Holland	General	Legal Advice		2	2 years	N/A	2 years
Sustainable Streets	Marie Holland	Video	Transit Only Lane Enforcement: Automated Parking Enforcement of Transit Only (unreviewed raw video evidence from transit vehicle)		2	15-day maximum. Data recorded over (typically 3-10 days)	N/A	15-day maximum. Data recorded over (typically 3-10 days)
Sustainable Streets	Marie Holland	Video	Transit Only Lane Enforcement: Automated Parking Enforcement of Transit Only (packaged video image evidence associated with a parking violation citation)		2	6 months or 60 days after final disposition, whichever is greater	N/A	6 months or 60 days after final disposition, whichever is greater

PRIVILEGED ATTORNEY WORK PRODUCT/ATTORNEY CLIENT COMMUNICATION

Sustainable Streets	Marie Holland	General	Automated License Plate Reader data not resulting in tow, boot, or citation		4	1 day	N/A	1 day
Sustainable Streets	Marie Holland	General	Automated License Plate Reader data resulting in tow, boot, or citation		3	1 day	5 years	5 years

**SECTION: Planning
CONTACT: Sarah Jones**

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL
<i>CAPITAL PLANNING</i>								
Sustainable Streets	Sarah Jones 646-2489	General	Policies/Procedures		2	Until Superseded	0	Until Superseded
Sustainable Streets	Sarah Jones	General	Reports		2/3	2 years	5 years	7 years
Sustainable Streets	Sarah Jones	General	CIP Projects		2	Life + 7 years	0	Life of project +7 years
Sustainable Streets	Sarah Jones	General	Operations		2/3	2 years	5 years	7 years
Sustainable Streets	Sarah Jones	General	Capital Program Working Committee		2/3	2 years	2 years	4 years
Sustainable Streets	Sarah Jones	General	Capital Improvement Program		2/3	2 years	5 years	7 years
Sustainable Streets	Sarah Jones	General	General Files		2/3	2 years	5 years	7 years
<i>FEDERAL TRANSIT ADMINISTRATION</i>								
Sustainable Streets	Sarah Jones	General	Policies and Procedures		2/3	2 years	5 years	7 years
Sustainable Streets	Sarah Jones	General	Quarterly Reports		2/3	2 years	5 years	7 years
<i>PLANS</i>								
Sustainable Streets	Sarah Jones	General	Overhead		2/3	2 years	5 years	7 years
Sustainable Streets	Sarah Jones	General	Plans General		2/3	2 years	5 years	7 years
Sustainable Streets	Sarah Jones	General	Plans - Environmental		2/3	2 years	5 years	7 years
Sustainable Streets	Sarah Jones	General	CAC files		2/3	2 years	5 years	7 years

PRIVILEGED ATTORNEY WORK PRODUCT/ATTORNEY CLIENT COMMUNICATION

Sustainable Streets	Sarah Jones	General	Programs (SFMTA Initiated)		1	2 years	Permanent	Permanent
Sustainable Streets	Sarah Jones	General	Projects (non-SFMTA Initiated)		2/3	2 years	5 years	7 years

**SECTION: Transportation Engineering
CONTACT: Ricardo Olea**

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL
Sustainable Streets	Ricardo Olea 701-4561	Transportation	Policies and Procedures		2	Until superseded (minimum 5 years)	0	Until superseded (minimum 5 years)
Sustainable Streets	Bryant Woo 701-4569	Transportation	Claims		2	10 years	0	10 years from date of receipt
Sustainable Streets	Ricardo Olea	Transportation	Logged Correspondence		2	10 years	0	10 years from date of receipt
Sustainable Streets	Ricardo Olea	Transportation	Curb Painting Fee Files		2	5 years	0	5 years from date of receipt
Sustainable Streets	Ricardo Olea	Transportation	Parking Meter Location Plans		2	Until superseded (minimum 5 years)	0	Until superseded (minimum 5 years)
Sustainable Streets	Ricardo Olea	Transportation	Radar Speed Studies		2	10 years	0	10 years
Sustainable Streets	Ricardo Olea	Transportation	Signal Timing Cards		1	Permanent	0	Permanent
Sustainable Streets	Ricardo Olea	Transportation	Traffic Collision Summaries		2	10 years	0	10 years
Sustainable Streets	Ricardo Olea	Transportation	Traffic Counts		2	10 years	0	10 years
Sustainable Streets	Ricardo Olea	Transportation	Traffic Signal Equipment Diagrams/As-Builts		2	Until superseded (minimum 5 years)	0	Until superseded (minimum 5 years)
Sustainable Streets	Ricardo Olea	Transportation	Traffic Striping Drawings		1	Permanent	0	Permanent
Sustainable Streets	Ricardo Olea	Transportation	Traffic Signal – Repair Logs		2	5 years	0	5 years
Sustainable Streets	Norman Wong 701-4600	Transportation	Special Traffic Permits		2	5 years	0	5 years
Sustainable Streets	Nick Chapman	Transportation	Special Events Permits		2	5 years	0	5 years

PRIVILEGED ATTORNEY WORK PRODUCT/ATTORNEY CLIENT COMMUNICATION

	646-2414							
Sustainable Streets	Bryant Woo	Transportation	Radar Speed Studies		2	10 years	0	10 years
Sustainable Streets	Taman Abdallah 701-4543	Transportation	Traffic Striping Drawings		2	20 years	0	20 years

DIVISION: HUMAN RESOURCES

SECTION: Administration

CONTACT: Annie Knight

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
<i>PERSONNEL</i>								
Human Resources	Annie Knight 701-4650	Personnel	Background investigation reports/polygraph examinations		2	Electronic 7 years after separation if no litigation or review by regulatory agency pending	n/a	Electronic 7 years after separation if no litigation or review by regulatory agency pending
Human Resources	Annie Knight 701-4650	General	Criminal Records		2	Electronic	n/a	Electronic
Human Resources	Annie Knight 701-4650	Personnel	Medical records (various; listed in CSC Employee PRG: X.A.3.e.)		2/3	1 year after separation	6 years after separation if litigation or review by regulatory agency is not pending	Destroyed 7 years after separation if litigation or review by regulatory agency is not pending
Human Resources	Annie Knight 701-4650	Gen and Admin Records	Conflict of Interest Statements (Form 700)		2	7 years after separation if litigation or review by	n/a	Destroyed 7 years after separation if litigation or

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
						regulatory agency is not pending		review by regulatory agency is not pending
Human Resources	Annie Knight 701-4650	Maintenance	Sealed documents (e.g., record sealed by MOU)		2/3	1 year	6 years after separation if litigation or review by regulatory agency is not pending	Destroyed 7 years after separation if litigation or review by regulatory agency is not pending
Human Resources	Annie Knight 701-4650	Gen and Admin Records	Employee Applications/Resumes		2	Electronic 7 years after separation	n/a	Electronic 7 years after separation
Human Resources	Annie Knight 701-4650	Personnel	Family Medical Leave Act Records		2/3	1 year after separation	6 years after separation if there is no litigation or review by a regulatory agency pending	Destroyed 7 years after separation if litigation or review by a regulatory agency is not pending
Human Resources	Annie Knight 701-4650	Personnel	Official Personnel Files		2/3	1 year after separation	6 years after	Destroyed 7 years after

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
							separation if there is no litigation or review by a regulatory agency pending	separation if there is no litigation or review by a regulatory agency pending
Human Resources	Annie Knight 701-4650	Gen and Admin Records	Correspondence		2/3	1 year after separation	6 years after separation if there is no litigation or review by a regulatory agency pending	Destroyed 7 years after separation if litigation or review by regulatory agency is not pending
Human Resources	Annie Knight 701-4650	Personnel	Resignations		2/3	1 year after separation	6 years after separation if there is no litigation or review by a regulatory agency pending	Destroyed 7 years after separation if litigation or review by regulatory agency is not pending

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
<i>EMPLOYEE LABOR RELATIONS</i>								
Human Resources	Annie Knight 701-4650	Personnel	Grievances pertaining to specific individual		2	7 years after separation if litigation or review by regulatory agency is not pending	n/a	Destroyed 7 years after separation if litigation or review by regulatory agency not pending
Human Resources	Annie Knight 701-4650	Personnel	Grievances not pertaining to specific individual		2	7 years after final decision on grievance unless litigation or review by regulatory agency is pending	n/a	7 years after final decision on grievance unless litigation or review by regulatory agency is pending
Human Resources	Annie Knight 701-4650	Gen and Admin Records	Chron Files, ELR		2	7 years from date of correspondence or if litigation or review by a regulatory agency is not pending	n/a	Destroyed 7 years from date of correspondence or if litigation or review by a regulatory agency is not pending

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Human Resources	Annie Knight 701-4650	Contract Records	Personal Services Contracts		2	Term of contract + 20 years	n/a	Term of contract + 20 years
Human Resources	Annie Knight 701-4650	Contract Records	Unfair labor Practice Complaints or Contract Disputes		2	Term of contract + 20 years	n/a	Term of contract + 20 years
WORKERS' COMPENSATION								
Human Resources	Annie Knight 701-4650	Administrative	Workers' Compensation Records		1	Records are scanned records and kept permanently	n/a	Records are scanned records and kept permanently
EXAMS								
Human Resources	Annie Knight 701-4650	Personnel	Civil Service Examination Active File		2	7 years	n/a	7 years
Human Resources	Annie Knight 701-4650	Personnel	Civil Service Examination Storage Materials		2	7 years if litigation or review by a regulatory agency is not pending	n/a	7 years if litigation or review by a regulatory agency is not pending
Human Resources	Annie Knight 701-4650	Personnel	Provisional Employment Job Announcements		2	7 years	n/a	7 years
Human Resources	Annie Knight 701-4650	Personnel	Provisional Selection Process Documentation, including applications		2	7 years if litigation or review by a regulatory agency is not pending	n/a	7 years if litigation or review by a regulatory agency is not pending

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
WELLNESS – SAP								
			GENERAL AND ADMINISTRATIVE RECORDS					
Human Resources	Annie Knight 701-4650	Administrative	Audit Reports		1	Permanent	n/a	Indefinitely
Human Resources	Annie Knight 701-4650	Administrative	Audit Work Papers		2	2 years	n/a	2 years
Human Resources	Annie Knight 701-4650	General	Correspondence, miscellaneous		2	7 years after separation unless litigation or regulatory agency review is pending	n/a	7 years after separation unless litigation or regulatory agency review is pending
Human Resources	Annie Knight 701-4650	General	Memoranda, miscellaneous		4	N/A	N/A	N/A
Human Resources	Annie Knight 701-4650	General	Memoranda, policy/decisional		1	Permanent	n/a	Permanent
			CONTRACT/GRANT RECORDS					
Human Resources	Annie Knight 701-4650	General	Regulations		1	Permanent	n/a	Permanent
			FTA DRUG TEST RECORDS					
Human Resources	Annie Knight 701-4650	Personnel	Records of verified negative drug test results					
			➤ Employer's copy of custody and control form		2	2 years	n/a	2 years
Human Resources	Annie Knight 701-4650	Administrative	Records relating to the collection process		2	2 years	n/a	2 years
			➤ Collection logbooks					

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
			<ul style="list-style-type: none"> ➤ Documents relating to the random selection process ➤ Documents generated in connection with decisions to administered reasonable suspicion drug tests ➤ Documents generated in connection with decisions to administer post-accident drug tests ➤ MRO documents showing existence of medical explanation of inability of safety-sensitive employee to provide enough urine 					
Human Resources	Annie Knight 701-4650	Personnel	Education and training records <ul style="list-style-type: none"> ➤ Training materials on drug abuse awareness, including a copy of the employer's policy on prohibited drug use ➤ Names of safety-sensitive employees attending training on prohibited drug use and dates and times of such training ➤ Documentation of training provided to supervisors to qualify them to make reasonable suspicion determinations ➤ Certification that this training complies with the regulatory requirements 		2	2 years Until superseded (2 year minimum)	n/a	Until superseded (2year minimum)
Human Resources	Annie Knight 701-4650	Personnel	Records pertaining to Pre-employment Background Checks <ul style="list-style-type: none"> ➤ Employees' previous employer drug and alcohol test records ➤ Documents showing a good faith effort to obtain employees' previous employer drug and alcohol test records 		2	3 years	n/a	3 years

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Human Resources	Annie Knight 701-4650	Personnel	Records of covered employee verified positive drug test results <ul style="list-style-type: none"> ➤ Employer's chain-of-custody form ➤ Documents relating to the refusal of any safety-sensitive employee to submit to a drug test required by 49 CFR 653 ➤ Documents presented by a covered employee to dispute the result of a drug test administered under 49 CFR 653 ➤ Procedures to assess those with verified positive tests, providing available services, referral, suspension, and dismissal 		2	5 years	n/a	5 years
Human Resources	Annie Knight 701-4650	Personnel	Covered employee referrals to substance abuse professional and return-to-duty and follow up <ul style="list-style-type: none"> ➤ Records pertaining to a determination by a substance abuse professional concerning a safety-sensitive employee's suitability to return-to-work as a safety-sensitive employee ➤ Records concerning a safety-sensitive employee's entry into and completion of the program of rehabilitation recommended by the substance abuse professional 		2	5 years	n/a	5 years
Human Resources	Annie Knight 701-4650	Administrative	Annual MIS reports		2	5 years	n/a	5 years
			FTA ALCOHOL TEST RECORDS					
Human Resources	Annie Knight 701-4650	Personnel	Records of test results less than 0.02					

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
			<ul style="list-style-type: none"> ➤ Employer's copy of the alcohol test form, including results of the test 		2	2 years	n/a	2 years
Human Resources	Annie Knight 701-4650	Administrative	<p>Records related to the collection process except calibration of Evidentiary Breath Testing devices</p> <ul style="list-style-type: none"> ➤ Collection logbooks ➤ Documents relating to the random selection process ➤ Verification of Breath Alcohol Technician training ➤ Documents generated in connection with decisions to administer reasonable suspicion alcohol tests ➤ Documents generated in connection with decisions on post-accident alcohol tests ➤ Documents showing existence of medical explanation of inability of safety-sensitive employee to provide enough breath for test 		2	2 years	n/a	2 years
Human Resources	Annie Knight 701-4650	Personnel	<p>Education and training records</p> <ul style="list-style-type: none"> ➤ Materials on alcohol abuse awareness, including a copy of the employer's policy on alcohol abuse ➤ Documentation of compliance with 49 CFR 654.71 concerning development and dissemination of the employer's policy ➤ Educational materials that explain the regulatory requirements 		2	2 years	n/a	2 years

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
			<ul style="list-style-type: none"> ➤ The employer's policy and procedures with respect to implementing the regulatory requirements ➤ Written notice to every safety-sensitive employee organizations (i.e. collective bargaining units of the availability of the above materials 					
Human Resources	Annie Knight 701-4650	Personnel	<p>Alcohol test record with alcohol reading of 0.02 or greater</p> <ul style="list-style-type: none"> ➤ The employer's copy of the alcohol test form, including the results of the test ➤ Documents related to the refusal of any safety-sensitive employee to submit to an alcohol test required by 49 CFR 654 		2	5 years	n/a	5 years
Human Resources	Annie Knight 701-4650	Personnel	<ul style="list-style-type: none"> ➤ Documents presented by a covered employee to dispute the results of an alcohol test administered under 49 CFR 654 		2	5 years	n/a	5 years
Human Resources	Annie Knight 701-4650	Personnel	<p>Calibration documentation</p> <ul style="list-style-type: none"> ➤ Documents specifying the machine calibrated (e.g. by serial number), the date of calibration, the certified technician calibrating the equipment, and the results of the calibration signed by the calibrating technician ➤ Manufacturer's calibration schedule for the model of equipment used ➤ Certification record for the calibrating technician 		2	5 years	n/a	5 years
		Personnel	Employee evaluation and referrals		2	5 years	n/a	5 years

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Human Resources	Annie Knight 701-4650		<ul style="list-style-type: none"> ➤ Records pertaining to a determination by a substance abuse professional concerning a safety-sensitive employee's need for assistance ➤ Records concerning a safety-sensitive employee's compliance with the recommendations of the substance abuse professional 					
Human Resources	Annie Knight 701-4650	Administrative	Annual MIS report		2,3	5 years	n/a	5 years
ADA								
Human Resources	Annie Knight 701-4650	Current/Storage	ADA Quarterly Reports		2	7 years	n/a	7 years
Human Resources	Annie Knight 701-4650	Current/Storage	ADA Accommodation Requests and related files, records and actions		2	During term of employment	Remainder of retention period	7 yrs following date of separation if there is no pending litigation or review by a regulatory agency
Human Resources	Annie Knight 701-4650	Current/Storage	Exempt Employment of Severely Disabled Persons per Civil Service Rule 115 recruitment, appointment and transition records		2	5 years	n/a	5 years

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
OTHER								
SFMTA EEO in collaboration with DHR EEO and SFMTA HR	Salina Vavia-Johnson 415-646-2331 EEO@@sfmta.com		Workforce Composition Reports		1	Until Superseded,	Indefinitely	Permanent *CCSF historical document under Admin.Code Section 8.16
Human Resources	Annie Knight 415-701-4650	Permanent	Settlement Agreements		1	Permanent	n/a	Permanent
PAYROLL								
Human Resources	Annie Knight 701-4650	Personnel	All payroll records		1	5 years	Indefinitely	Permanent

INDUSTRIAL SAFETY & ENVIRONMENTAL COMPLIANCE								
Industrial Safety	Gerald Williams 701-5689	Transportation	Health & Safety Analytical Reports		1	3 years	Indefinitely	Permanent
Industrial Safety	Gerald Williams 701-5689	Maintenance	Environmental Protection Agency Reports		1	3 years	Indefinitely	Permanent
Industrial Safety	Gerald Williams 701-5689	Transportation	Regulatory Agency Citation		1	3 years	Indefinitely	Permanent
Industrial Safety	Gerald Williams 701-5689	Maintenance	Cal/OSHA Citation Abatement Reports		1	2 years	Indefinitely	Permanent

Industrial Safety	Gerald Williams 701-5689	Maintenance	Reports of Unsafe Working Conditions		1	3 years	Indefinitely	Permanent
Industrial Safety	Gerald Williams 701-5689	Employee	Medical Surveillance Records		2/3	3 years	27 years	30 years
Industrial Safety	Gerald Williams 701-5689	Transportation	Audio/Video Recordings of OSHA, EPA Investigations		1	3 years	Indefinitely	Permanent
Industrial Safety	Gerald Williams 701-5689	Personnel	Ergonomic Records		1	2 years	Indefinitely	Permanent

**RECORD RETENTION AND DESTRUCTION SCHEDULE
GOVERNMENT AFFAIRS**

DIVISION	CATEGORY	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Government Affairs	General	Correspondence, miscellaneous	2	2 years	N/A	2 years
Government Affairs	General	Memoranda, miscellaneous	2	2 years	N/A	2 years
Government Affairs	General	Memoranda/Correspondence policy/decisional	2	Greater of 5 years or until superseded	N/A	Greater of 5 years or until superseded
Government Affairs	General	Administrative records, miscellaneous	2	2 years	N/A	2 years
Government Affairs	General	Citizen Complaints	2	5 years	N/A	5 years
Government Affairs	General	Travel and reimbursement records	2	2	N/A	2 years
Government Affairs	General	Legal Advice	2	Greater of 5 years or until superseded	N/A	Greater of 5 years or until superseded
Government Affairs	General	Reports to government entities	2	5 years	N/A	5 years

DIVISION: FINANCE AND INFORMATION TECHNOLOGY

SECTION: Budget

CONTACT: Matthew McDonald / Marievale Palaganas

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Matthew McDonald 701-4660	Budget	Annual Adopted Budget Documents	2	2 years	n/a	2 years

SECTION: Accounting

CONTACT: Matthew McDonald

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	Annual Audited Financial Statements	2	10 years	n/a	10 years
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	Annual National Transit Database Reporting to Federal Transit Agency	1	15 years	Permanent	Permanent
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	Annual Transit Operator Report to the State Controller	2	10 years	n/a	10 years
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	Cost Allocation Plan	2	10 years	n/a	10 years
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	Breda Invoices and Supporting Documents	2	10 years	n/a	10 years
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	Bank Reconciliation	2	5 years	n/a	5 years
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	Report 60/labor reports	2	10 years	n/a	10 years
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	CBS Contracts & Agreed Upon Procedures	2	Term of agreement + 4 years	n/a	Term of agreement + 4 years
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	Bank Statements	2	10 years	n/a	10 years
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	FTA Bi Annual Inventory report	2	10 years	n/a	10 years
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	Equipment Inventory Decal Form	2	10 years	n/a	10 years

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	Surplus Turn-In Request Form	2	10 years	n/a	10 years
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	Year CIP Roll Forward Analysis	2	10 years	n/a	10 years
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	Grant Orders / Modifications	2	Term of the grant+20 years	n/a	Term of the grant + 20 years
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	Cost Reports	1	10 years	n/a	Permanent
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	Daily Receipts Processing Package	2	5 years	n/a	5 years
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	Diesel Fuel Purchase Records	2	2 years	n/a	2 years
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	General Correspondence	2	2 years	n/a	2 years
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	Grant Financial Records	2	Term of the grant+3 years	n/a	Term of the grant + 3 years
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	Journal Entries	2	5 years	n/a	5 years
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	Monthly Accounts Receivable Aging Reports	2	2 years	n/a	2 years
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	Monthly Revolving Fund Reconciliation	2	2 years	n/a	2 years
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	Payments Files/ FAMIS & ADPICS	2	5 years	n/a	5 years
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	Progress Payment Invoices	2/3	1 year	4 years	5 years
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	Purchase Orders	2	5 years	n/a	5 years
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	Revolving Fund Canceled Checks	2	3 years	n/a	3 years
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	Travel	2/3	1 year	2 year	3 years
Finance and Information Technology	Matthew McDonald 701-4660	Accounting	Work Orders	2	5 years	n/a	5 years

SECTION: Revenue

CONTACT: Diana Hammons

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Diana Hammons 701-4610	Revenue	Internal Audit Reports	2	10 years	n/a	10 years
Finance and Information Technology	Diana Hammons 701-4610	Revenue	Fare Media Contracts	2	Term of agreement plus 4 years after termination	n/a	Term of agreement plus 4 years after termination
Finance and Information Technology	Diana Hammons 701-4610	Revenue	Vendor Contracts	2	Term of agreement plus 4 years	n/a	Term of agreement plus 4 years after termination
Finance and Information Technology	Diana Hammons 701-4610	Revenue	Bulletins	2	5 years	n/a	5 years
Finance and Information Technology	Diana Hammons 701-4610	Revenue	Procedure Manuals	2	5 years	n/a	5 years
Finance and Information Technology	Diana Hammons 701-4610	Revenue	Training Records	2	5 years	n/a	5 years
Finance and Information Technology	Diana Hammons 701-4610	Revenue	Ticket Vending Machine Records	2/3	2 years	3 years	5 years
Finance and Information Technology	Diana Hammons 701-4610	Revenue	Reports: Cash Fare Collection	2	5 years	n/a	5 years
Finance and Information Technology	Diana Hammons 701-4610	Revenue	Token Data	2/3	2 years	3 years	5 years
Finance and Information Technology	Diana Hammons 701-4610	Revenue	Change Funds Reports	2/3	2 years	3 years	5 years

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Diana Hammons 701-4610	Revenue	Issue and Remittance Forms	2/3	2 years	3 years	5 years
Finance and Information Technology	Diana Hammons 701-4610	Revenue	Loomis Receipt Books	2/3	3 years	2 years	5 years
Finance and Information Technology	Diana Hammons 701-4610	Revenue	Pass Sellers' "Issue & Balance Form"	2/3	2 years	3 years	5 years
Finance and Information Technology	Diana Hammons 701-4610	Revenue	Field Supervisors' Reports	2	2 years	n/a	2 years
Finance and Information Technology	Diana Hammons 701-4610	Revenue	Road Call Logs	2	2 years	n/a	2 years
Finance and Information Technology	Diana Hammons 701-4610	Revenue	Equipment Malfunction Report	2	2 years	n/a	2 years
Finance and Information Technology	Diana Hammons 701-4610	Revenue	Facility Maintenance Work Orders	2	2 years	n/a	2 years
Finance and Information Technology	Diana Hammons 701-4610	Revenue	Security Guard Reports	2	2 years	n/a	2 years
Finance and Information Technology	Diana Hammons 701-4610	Revenue	Unusual Occurrence Reports	2	2 years	n/a	2 years

SECTION: Citations/Customer Service

CONTACT: Diana Hammons/

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Diana Hammons 701-4610	Citations/ Customer Service	Administrative Reviews (Citation Protests)	2/3	1 year	4 years	5 years

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Diana Hammons 701-4610	Citations/ Customer Service	Approved Refunds	2	5 years	n/a	5 years
Finance and Information Technology	Diana Hammons 701-4610	Citations/ Customer Service	Cash Difference Fund Over & Short Cash	2/3	5 years	n/a	5 years
Finance and Information Technology	Diana Hammons 701-4610	Citations/ Customer Service	Daily Deposits with original documents	2/3	2 years	3 years	5 years
Finance and Information Technology	Diana Hammons 701-4610	Citations/ Customer Service	Debit & Credit Reports	2/3	2 years	3 years	5 years
Finance and Information Technology	Diana Hammons 701-4610	Citations/ Customer Service	Denied Refunds	2/3	2 years	3 years	5 years
Finance and Information Technology	Diana Hammons 701-4610	Citations/ Customer Service	DMV Payments Report	2/3	2 years	3 years	5 years
Finance and Information Technology	Diana Hammons 701-4610	Citations/ Customer Service	Employee Payroll/Sign-In Timesheets	2/3	2 years	3 years	5 years
Finance and Information Technology	Diana Hammons 701-4610	Citations/ Customer Service	Journal Entry & Direct Payment Form	2/3	2 years	3 years	5 years
Finance and Information Technology	Diana Hammons 701-4610	Citations/ Customer Service	Lockbox Billing	2	5 years	n/a	5 years
Finance and Information Technology	Diana Hammons 701-4610	Citations/ Customer Service	Lockbox Report	2	5 years	n/a	5 years
Finance and Information Technology	Diana Hammons 701-4610	Citations/ Customer Service	Lockbox Unidentified Payments (Sort IV)	2	5 years	n/a	5 years
Finance and Information Technology	Diana Hammons 701-4610	Citations/ Customer Service	Office Supplies Log Packing Slip	2	5 years	n/a	5 years

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Diana Hammons 701-4610	Citations/ Customer Service	Original Parking Citations	2	5 years	n/a	5 years
Finance and Information Technology	Diana Hammons 701-4610	Citations/ Customer Service	Original Receipt Processing form	2/3	2 years	3 years	5 years
Finance and Information Technology	Diana Hammons 701-4610	Citations/ Customer Service	Point of Sales Transaction Report	2	5 years	n/a	5 years
Finance and Information Technology	Diana Hammons 701-4610	Citations/ Customer Service	Project 20 Completion Form	2/3	3 years	2 years	5 years
Finance and Information Technology	Diana Hammons 701-4610	Citations/ Customer Service	Project 20 Disposition Form	2/3	3 years	2 years	5 years
Finance and Information Technology	Diana Hammons 701-4610	Citations/ Customer Service	Project 20 Monthly Status Calendar	2/3	3 years	2 years	5 years
Finance and Information Technology	Diana Hammons 701-4610	Citations/ Customer Service	Project 20 Sign Up Form	2/3	3 years	2 years	5 years
Finance and Information Technology	Diana Hammons 701-4610	Citations/ Customer Service	Purchasing Invoices	2	5 years	n/a	5 years
Finance and Information Technology	Diana Hammons 701-4610	Citations/ Customer Service	Returned Check Report & Original canceled check	2/3	4 years	1 year	5 years
Finance and Information Technology	Diana Hammons 701-4610	Citations/ Customer Service	Telephone Calls CMS Reports	2	5 years	n/a	5 years
Finance and Information Technology	Diana Hammons 701-4610	Citations/ Customer Service	Yellow card File Unidentified Sort IV Payments	2/3	2 years	3 years	5 years

SECTION: Strategic Real Estate
CONTACT: Kerstin Magary

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Kerstin Magary 701-4323	Strategic Real Estate – General Administration	Administrative records miscellaneous	2	2 years	n/a	2 years
Finance and Information Technology	Kerstin Magary 701-4323	Strategic Real Estate – General Administration	Advice Letters	2	2 years, or until superseded	n/a	2 years or until superseded
Finance and Information Technology	Kerstin Magary 701-4323	Strategic Real Estate – General Administration	Audit Reports	1	Permanent	n/a	Permanent
Finance and Information Technology	Kerstin Magary 701-4323	Strategic Real Estate – General Administration	Audit Work Papers	2	2 years	n/a	2 years
Finance and Information Technology	Kerstin Magary 701-4323	Strategic Real Estate – General Administration	Citizen Complaints	2	5 years	n/a	5 years
Finance and Information Technology	Kerstin Magary 701-4323	Strategic Real Estate – General Administration	Chronological files	4	n/a	n/a	n/a
Finance and Information Technology	Kerstin Magary 701-4323	Strategic Real Estate – General Administration	Correspondence not requiring follow-up	4	n/a	n/a	n/a
Finance and Information Technology	Kerstin Magary 701-4323	Strategic Real Estate – General Administration	Fax Transmittal Sheets	4	n/a	n/a	n/a
Finance and Information Technology	Kerstin Magary 701-4323	Strategic Real Estate – General Administration	Financial Records, miscellaneous	2	5 years after applicable fiscal year	n/a	5 years after applicable fiscal year
Finance and Information Technology	Kerstin Magary 701-4323	Strategic Real Estate – General Administration	Interdepartmental Correspondence	2	2 years	n/a	2 years
Finance and Information Technology	Kerstin Magary 701-4323	Strategic Real Estate – General Administration	Legal Advice	2	2 years or until superseded	n/a	2 years or until superseded
Finance and Information Technology	Kerstin Magary 701-4323	Strategic Real Estate – General Administration	Legislative Drafts	4	n/a	n/a	n/a
Finance and Information Technology	Kerstin Magary 701-4323	Strategic Real Estate – General Administration	Memoranda, miscellaneous	4	n/a	n/a	n/a
Finance and Information Technology	Kerstin Magary 701-4323	Strategic Real Estate – General Administration	Memoranda, policy/decisional	2	5 years or until superseded	n/a	5 years or until superseded
Finance and Information Technology	Kerstin Magary 701-4323	Strategic Real Estate – General Administration	Settlement Agreements	1	Permanent	n/a	Permanent

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Kerstin Magary 701-4323	Strategic Real Estate – General Administration	Work Orders and Payments	2	Until the work order is completed or 2 years, whichever is longer	n/a	Until the work order is completed or 2 years, whichever is longer

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Kerstin Magary 701-4323	Strategic Real Estate-Contracts	Contract/Agreements/M OUs/ Leases/Development Agreement/ Sales and Acquisition Contracts/ Deeds	2/3	2 years minimum	Remainder of retention period	Term of agreement plus 20 years
Finance and Information Technology	Kerstin Magary 701-4323	Strategic Real Estate-Contracts	Contract Correspondence	2/3	2 years or Term of the lease/agreement, whichever is longer	20 years	Term of agreement plus 20 years
Finance and Information Technology	Kerstin Magary 701-4323	Strategic Real Estate-Contracts	Exchanged Drafts of Agreements	2	2 Years	n/a	2 years
Finance and Information Technology	Kerstin Magary 701-4323	Strategic Real Estate-Contracts	Lease Files	2/3	5 years or 4 years after expiration or termination, whichever is longer	2 years	7 years or 6 years after expiration or termination, whichever is longer
Finance and Information Technology	Kerstin Magary 701-4323	Strategic Real Estate-Contracts	Requests for Proposals (RFPs) and Request for Qualifications (RFQs); Responses to RFPs and RFQ,	23	Term of the agreement plus 2 years, or if no contract, 2 years	2 years	Term of the agreement plus 4 years, or if no contract, 2 years
Finance and Information Technology	Kerstin Magary 701-4323	Strategic Real Estate-Contracts	Unsuccessful responses to RFPs/RFQs	2	2 years	n/a	2 years
Finance and Information Technology	Kerstin Magary 701-4323	Strategic Real Estate-Contracts	RFP Scoring Records	2	2 years	n/a	2 years

SECTION: Contracts & Procurement & EEO

CONTACT: Virginia Harmon/Ashish Patel/Salina Vavia-Johnson

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Virginia Harmon 701-4404	Contracts & Procurement	Contracts, Agreements, MOU's	2	Term of agreement + 4 years	n/a	Term of agreement + 4 years
Finance and Information Technology	Virginia Harmon 701-4404	Contracts & Procurement	Requests for Proposals, invitations to bid and successful proposals or responses	2	Term of agreement + 4 years, or if no contract, 2 years	n/a	Term of agreement + 4 years, or if no contract, 2 years
Finance and Information Technology	Virginia Harmon 701-4404	Contracts & Procurement	Unsuccessful responses to RFPs/RFQs	4	2 years	n/a	2 years
Finance and Information Technology	Virginia Harmon 701-4404	Contracts & Procurement	Contract Correspondence	2	4 years after contract expiration date	n/a	4 years after contract expiration
Finance and Information Technology	Virginia Harmon 701-4404	Contracts & Procurement	Research, Projects pertaining to Contracts	2	5 years after contract expiration date	n/a	5 years after contract expiration date
Finance and Information Technology	Virginia Harmon 701-4404	Contracts & Procurement	Budget Analyst Reports	2	5 years after issuance	n/a	5 years after issuance
Finance and Information Technology	Virginia Harmon 701-4404	Contracts & Procurement	Audit Reports	1	Permanent	n/a	Permanent
Finance and Information Technology	Virginia Harmon 701-4404	Contracts & Procurement	Memoranda, policy/decisional	2	5 years or until superseded	n/a	5 years
Finance and Information Technology	Virginia Harmon 701-4404	Contracts & Procurement	Attorney/SFMTA correspondence (CAO correspondence or correspondence for vendor attorneys)	2	5 years after contract expiration date	n/a	5 years after contract expiration date
Finance and Information Technology	Virginia Harmon 701-4404	Contracts & Procurement	RFP/Bid evaluation documents (scoring, notes, etc.)	2	5 years after contract expiration date	n/a	5 years after contract expiration date
Finance and Information Technology	Virginia Harmon 701-4404	Contracts & Procurement	Contract drafts between Vendor/Staff	2	2 years after contract expiration date	n/a	2 years after contract expiration date

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Salina Vavia-Johnson 415-646-2331 EEO@sfmta.com	EEO	Internal Discrimination Complaints, Sexual Harassment Complaints, Investigations and Resolutions	2	3 years <u>after separation</u> for misc. employees or 5 years for safety employees	n/a	3 years <u>after separation</u> for misc. employees or 5 years for safety-critical employees per GC 12946; 29 CFR 1602; 29 USC 211 (e); 203 (m); 207 (g)
Finance and Information Technology	Salina Vavia-Johnson 415-646-2331 EEO@sfmta.com	EEO	External Discrimination Complaints, Sexual Harassment Complaints, Investigations and Resolutions and Department Responses (EEOC/DFEH)	2/3	3 years	4 years	7 years <i>Pursuant to MOUs with SFMTA EEO and DHR EEO, records related to all complaints filed after July 1, 2014, are maintained by DHR EEO.</i>
Finance and Information Technology	Salina Vavia-Johnson 415-646-2331 EEO@sfmta.com	EEO	Administrative files for employees related to discrimination complaints, discrimination grievances, and SF Civil Service Appeals regarding discrimination complaints	2/3	During term of employment	7 years if there is no litigation or review by a regulatory agency pending	During term of employment plus 7 years following separation if there is no litigation or review by a regulatory agency pending (minimum of 10 years total)
Finance and Information Technology	Salina Vavia-Johnson 415-646-2331 EEO@sfmta.com	EEO	FTA EEO Programs and related Reports/ Audits/Communications	1	permanent	n/a	Permanent
	Salina Vavia-Johnson 415-646-2331 EEO@sfmta.com	EEO	EEO Diversity Plans	1	permanent	n/a	Permanent
Finance and Information Technology	Salina Vavia-Johnson 415-646-2331 EEO@sfmta.com	EEO	EEO Quarterly Reports (Employment Discrimination Complaints and Statistics)	2	7 years	n/a	7 years
Finance and Information Technology	Salina Vavia-Johnson 415-646-2331 EEO@sfmta.com	EEO	Interdepartmental correspondence (including informational or misc.)	2	5 years	n/a	5 years

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Salina Vavia-Johnson 415-646-2331 EEO@sfmta.com	EEO	Correspondence Requiring Follow-Up and Draft Correspondence, misc.	2	5 years	n/a	5 years
Finance and Information Technology	Salina Vavia-Johnson 415-646-2331 EEO@sfmta.com	EEO	Legal Advice from City Attorney's Office regarding EEO matters provided to SFMTA EEO	1	permanent	n/a	Permanent, unless or until superseded
Finance and Information Technology	Salina Vavia-Johnson 415-646-2331 EEO@sfmta.com	EEO	Memoranda, policy decisions (including as to EEO Complainants)	1	permanent	n/a	Permanent
Finance and Information Technology	Salina Vavia-Johnson 415-646-2331 EEO@sfmta.com	EEO	Attendance Records of EEO Training Workshop such as AB 1825 or other DHR provided	2/3	5 years	5 years	10 years
Finance and Information Technology	Salina Vavia-Johnson 415-646-2331 EEO@sfmta.com	EEO	Audit reports of SFMTA EEO	1	permanent	n/a	Permanent
Finance and Information Technology	Salina Vavia-Johnson 415-646-2331 EEO@sfmta.com	EEO	Attendance Records, Training Materials of SFMTA EEO provided trainings	2/3	2 years	2 years	4 years
Finance and Information Technology	Salina Vavia-Johnson 415-646-2331 EEO@sfmta.com	EEO	Publications, SFMTA EEO Reports and its Annual Reports	1	permanent	n/a	Permanent CCSF historical document under Admin. Code Section 8.16
Finance and Information Technology	Salina Vavia-Johnson 415-646-2331 EEO@sfmta.com	EEO	Work Orders and Payments, including MOU with DHR for EEO services	2	5 years	n/a	5 years

SECTION: Capital Finance
 CONTACT: Monique Webster

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Monique Webster 701-4334	Capital Finance	General Files	2/3	2 years	5 years	7 years
Finance and Information Technology	Monique Webster 701-4334	Capital Finance	General Correspondence	2/3	5 years	2 years	7 years
Finance and Information Technology	Monique Webster 701-4334	Capital Finance	Fund Programming Working Documents	2/3	5 years	2 years	7 years
Finance and Information Technology	Monique Webster 701-4334	Capital Finance	Grants Files (awarded): Grant Application/ Grant Award Letter/ Modifications/Progress Reports/Closeout Documentation	2	7 years after close of grant	n/a	7 years after close of grant
Finance and Information Technology	Monique Webster 701-4334	Capital Finance	Grant Applications (no funds awarded)	2	3 years	n/a	3 years
Finance and Information Technology	Monique Webster 701-4334	Capital Finance	Funding Program Guidance & Regulations/Policies and Procedures	2	Greater of 2 years or until superseded by updates	n/a	Greater of 2 years or until superseded by updates
Finance and Information Technology	Monique Webster 701-4334	Capital Finance	Federal, State & Regional Funding Programs <ul style="list-style-type: none"> • Certifications and Assurance • Master Agreements 	2	Term of the agreement	Term of the agreement + 20 years	Term of the agreement + 20 years
Finance and Information Technology	Monique Webster 701-4334	Capital Finance	2 year Capital Budget	2	10 years	n/a	10 years
Finance and Information Technology	Monique Webster 701-4334	Capital Finance	5 Capital Improvement Program	2	10 years	n/a	10 years
Finance and Information Technology	Monique Webster 701-4334	Capital Finance	20 year Capital Plan	2	10 years	10 years	20 years

SECTION: Information Technology
 CONTACT: Lisa Walton

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Lisa Walton 646-2281	Information Technology	New User Accounts Request Forms	2	3 years	n/a	3 years
Finance and Information Technology	Lisa Walton 646-2281	Information Technology	IT Vendor Contracts	2	Term of the contract + 4 years	n/a	Contract term + 4 years
Finance and Information Technology	Lisa Walton 646-2281	Information Technology	Materials and Service Request Forms (MSR)	2	2 years	n/a	2 years

SECTION: Administrative Hearings
 CONTACT: Julie Rosenberg

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Julie Rosenberg 415.701.5554	Administrative Hearings	All documents related to Administrative Hearings	2/3	1 years	4 years	5 years

SECTION: Performance
 CONTACT: Travis Fox

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Travis Fox 415.579.9715	Performance	Strategic Plan Progress and Metrics Reports	1	Permanent	n/a	Permanent
Finance and Information Technology	Travis Fox 415.579.9715	Performance	Public Inquiries (email)	2	2 years	n/a	2 years
Finance and Information Technology	Travis Fox 415.579.9715	Performance	Strategic Plan Documents	1	Permanent	n/a	Permanent

SECTION: CFO's Office
 CONTACT: Aida Corpuz

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Aida Corpuz 415.701.4658	CFO's Office	Bond Documents	1	Permanent	n/a	Permanent
Finance and Information Technology	Aida Corpuz 415.701.4658	CFO's Office	Correspondence	2	5	n/a	5
Finance and Information Technology	Aida Corpuz 415.701.4658	CFO's Office	Memos	2	5	n/a	5
Finance and Information Technology	Aida Corpuz 415.701.4658	CFO's Office	Performance Reports – Direct Reports	2	7	n/a	7

SECTION: FIT Administration
 CONTACT: Freneau Hogan

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Freneau Hogan - 415.646.2324	FIT Administration	Resumes	2	7 years	n/a	7 years
Finance and Information Technology	Freneau Hogan - 415.646.2324	FIT Administration	Applications	2	7 years	n/a	7 years
Finance and Information Technology	Freneau Hogan - 415.646.2324	FIT Administration	Candidate Confidentiality Form	2	7 years	n/a	7 years
Finance and Information Technology	Freneau Hogan - 415.646.2324	FIT Administration	EEO Compliance Checklist	2	7 years	n/a	7 years
Finance and Information Technology	Freneau Hogan - 415.646.2324	FIT Administration	Panelist Confidentiality Form	2	7 years	n/a	7 years
Finance and Information Technology	Freneau Hogan - 415.646.2324	FIT Administration	Interview Questions and Notes	2	7 years	n/a	7 years
Finance and Information Technology	Freneau Hogan - 415.646.2324	FIT Administration	Panel Scoring Rubric	2	7 years	n/a	7 years
Finance and Information Technology	Freneau Hogan - 415.646.2324	FIT Administration	Candidate Selection Rubric	2	7 years	n/a	7 years
Finance and Information Technology	Freneau Hogan - 415.646.2324	FIT Administration	Response List	2	7 years	n/a	7 years
Finance and Information Technology	Freneau Hogan - 415.646.2324	FIT Administration	EEO E-Mail Concurrences	2	7 years	n/a	7 years
Finance and Information Technology	Freneau Hogan - 415.646.2324	FIT Administration	Position Requisition	2	7 years	n/a	7 years
Finance and Information Technology	Freneau Hogan - 415.646.2324	FIT Administration	PSA	2	7 years	n/a	7 years
Finance and Information Technology	Freneau Hogan - 415.646.2324	FIT Administration	Job Description	2	7 years	n/a	7 years
Finance and Information Technology	Freneau Hogan - 415.646.2324	FIT Administration	TX Justification	2	7 years	n/a	7 years
Finance and Information Technology	Freneau Hogan - 415.646.2324	FIT Administration	Exempt Justification	2	7 years	n/a	7 years
Finance and Information Technology	Freneau Hogan - 415.646.2324	FIT Administration	MTAM	2	7 years	n/a	7 years
Finance and Information Technology	Freneau Hogan - 415.646.2324	FIT Administration	Acting Assignment Documentation	2	7 years	n/a	7 years
Finance and Information Technology	Freneau Hogan - 415.646.2324	FIT Administration	Supervisory Differential Pay	2	7 years	n/a	7 years

SECTION: Financial Services
 Contact: Steven Lee/Lorraine Fuqua

DIVISION	DIVISION CONTACT	UNIT	TITLE	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Finance and Information Technology	Steven Lee 701-4592; Lorraine Fuqua 701-4678	Financial Services and Contracts	Contract, Agreements, MOU's	2	Term of agreement + 4 years	n/a	Term of agreement + 4 years
Finance and Information Technology	Steven Lee 701-4592; Lorraine Fuqua 701-4678	Financial Services and Contracts	Requests for Proposals, invitations to bid and successful proposals or responses	2	Term of agreement + 4 years, or if no contract, 2 years	n/a	Term of agreement + 4 years, or if no contract, 2 years
Finance and Information Technology	Steven Lee 701-4592; Lorraine Fuqua 701-4678	Financial Services and Contracts	Unsuccessful responses to RFPs/RFQs	4	2 years	n/a	2 years
Finance and Information Technology	Steven Lee 701-4592; Lorraine Fuqua 701-4678	Financial Services and Contracts	Contract Correspondence	2	4 years after contract expiration date	n/a	4 years after contract expiration
Finance and Information Technology	Steven Lee 701-4592; Lorraine Fuqua 701-4678	Financial Services and Contracts	Research, Projects pertaining to Contracts	2	5 years after contract expiration date	n/a	5 years after contract expiration date
Finance and Information Technology	Steven Lee 701-4592; Lorraine Fuqua 701-4678	Financial Services and Contracts	Budget Analyst Reports	2	5 years after issuance	n/a	5 years after issuance
Finance and Information Technology	Steven Lee 701-4592; Lorraine Fuqua 701-4678	Financial Services and Contracts	Audit Reports	1	Permanent	n/a	Permanent
Finance and Information Technology	Steven Lee 701-4592; Lorraine Fuqua 701-4678	Financial Services and Contracts	Memoranda, policy/decisional	2	5 years or until superseded	n/a	5 years
Finance and Information Technology	Steven Lee 701-4592; Lorraine Fuqua 701-4678	Financial Services and Contracts	Attorney/SFMTA correspondence (CAO correspondence or correspondence for vendor attorneys)	2	5 years after contract expiration date	n/a	5 years after contract expiration date
Finance and Information Technology	Steven Lee 701-4592; Lorraine Fuqua 701-4678	Financial Services and Contracts	RFP/Bid evaluation documents (scoring, notes, etc.)	2	5 years after contract expiration date	n/a	5 years after contract expiration date
Finance and Information Technology	Steven Lee 701-4592; Lorraine Fuqua 701-4678	Financial Services and Contracts	Contract drafts between Vendor/Staff	2	2 years after contract expiration date	n/a	2 years after contract expiration date
Finance and Information Technology	Steven Lee 701-4592; Lorraine Fuqua 701-4678	Financial Services and Contracts	Tow Contractor Collection w/cashiers initial & Copy of tow contractor's check	2/3	2 years	3 years	5 years
Finance and Information Technology	Steven Lee 701-4592; Lorraine Fuqua 701-4678	Financial Services and Contracts	Tow contractor's Lien Sale	2/3	2 years	3 years	5 years

DIVISION: OFFICE OF THE DIRECTOR OF TRANSPORTATION

CONTACT: Sophia Simpliciano 415-701-4281

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
GENERAL ADMINISTRATIVE								
Office of the Director	Sophia Simpliciano	DOT-signed items	Chronological files	budget expenses finance purchases delegations authorizations chron (dot-signed items contact is parthesized) travel training (also see budget)	2	5 years	N/A	5 years
Office of the Director	Sophia Simpliciano	Calendar	Calendars - Prop G	https://mail.sfmta.com/owa/calendar/5dd61cf10dc64adb8a3c106170af878a@sfmta.com/9a2e1aa3d3b940568094732b627eb6868337243709938923376/calendar.html	2	5 years	N/A	5 years
Office of the Director	Sophia Simpliciano	mail	Correspondence, misc.	inbox (staff ccd are parthesized also see chron) chron (dot-signed items contact is parthesized)\chron-external (outside of CCSF)	2	5 years	N/A	5 years
Office of the Director	Sophia Simpliciano	mail	Correspondence, interdept.	chron (dot-signed items contact is parthesized)\chron-internal (within CCSF) chron (dot-signed items contact is parthesized)\sole source waivers procurements	2	5 years	N/A	5 years

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Office of the Director	Sophia Simpliciano		Journals/ Magazines/ Catalogs		4	N/A	N/A	N/A
Office of the Director	Ed Reiskin		Legal Advice		2	5 years min. /until superseded	N/A	5 years min. /until superseded
Office of the Director	Sophia Simpliciano		Memoranda, miscellaneous	outbox-distribution memo to staff (also see chron)	2	5 years	N/A	5 years
Office of the Director	Sophia Simpliciano		Memoranda, policy/ decisional	chron (dot-signed items contact is paranthesized)\sfmta memo to staff policy guides bulletin	2	5 years /until superseded	N/A	5 years min. /until superseded

DIVISION: CAPITAL PROGRAMS AND CONSTRUCTION

SECTION: Contract Administration

CONTACT: Shahnam Farhangi

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL	COMMENT
Capital Programs and Construction	Shahnam Farhangi 701-4284	Contract Records	<p>All procurement records not designated below as having a longer retention period:</p> <ol style="list-style-type: none"> 1. Procurement history including rationale for type of procurement used. 2. Reasons for selection of contract type. 3. Sole source justification documentation, where applicable. 4. Independent Cost Estimates 5. Copies of published notices of proposed contract action. 		2	4 years after project closeout	N/A	4 years after project closeout	

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL	COMMENT
			<p>6. List of all vendors/contractors responding to the procurement.</p> <p>7. Original responses to the procurement, including Buy America Certificate</p> <p>8. Documentation on preproposal or prebid conference and attendee list.</p> <p>9. In the case of bids, documentation supporting public bid opening.</p> <p>10. In the case of bids, determination of responsiveness and responsibility.</p> <p>11. In the case of RFPs, all documentation relating to the selection process,</p>						

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL	COMMENT
			<p>including, but not limited to: evaluation score sheets, bids, rationale for selection and/or rejection of respondents, the costs negotiated by the parties.</p> <p>12. In the case of RFPs, a summary record of negotiations, where applicable</p> <p>13. A cost or price analysis, where applicable.</p> <p>14. Contract Compliance approval on SBE requirements</p> <p>15. Civil Service Commission approval, where applicable.</p> <p>16. Board of Supervisor approval, where applicable</p>						

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL	COMMENT
			<p>17. SFMTA Board of Directors report, if required, and resulting Board resolution.</p> <p>18. All other correspondence and data in support of relevant contractual actions</p> <p>19. Notice to proceed.</p>						
Capital Programs and Construction	Shahnam Farhangi 701-4284	Contract Records	<p>The following procurement records:</p> <ol style="list-style-type: none"> 1. Original procurement document and all addenda. 2. Final contract with all modifications. 3. Purchase Requisition. 4. Notice to Proceed. 5. Proof of insurance. 		2	10 years after project closeout	N/A	10 years after project closeout	

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL	COMMENT
			6. Bond documents. 7. Copies of Contract Compliance Office's and Department Head's authorizations to Accept/ Closeout contract.						
Capital Programs and Construction	Shahnam Farhangi 701-4284	Contract Records	All Documentations regarding Contract Modifications		2	10 years for signed modifications; 4 years for supporting documents		10 years for signed modifications; 4 years for supporting documents	

SECTION: Engineering
CONTACT: Fariba Mahmoudi

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL	COMMENT
PROJECT CONTROLS									
Capital Programs and Construction	Bijan Ahmadzadeh, 415.271.0951	Contract Records	Milestone Reports		2	4 years after project closeout	N/A	4 years after project closeout	

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL	COMMENT
Capital Programs and Construction	Shahnam Farhangi 701-4284	Contract Records	Project Progress Payments		2	4 years after project closeout	N/A	4 years after project closeout	
Capital Programs and Construction	Bijan Ahmadzadeh, 415.271.0951	Contract Records	Quarterly Project Reports		2	4 years after project closeout	N/A	4 years after project closeout	
Capital Programs and Construction	Fariba Mahmoudi 701-4308	Contract Records	Work Plan		2	4 years after project closeout	N/A	4 years after project closeout	
PROJECT FILES-DETAIL DESIGN PHASE									
Capital Programs and Construction	Fariba Mahmoudi 701-4308 Engineering	Contract Records	Project Planning and Scheduling <ul style="list-style-type: none"> • Project Plans • Schedules • Work Plans and Manpower Allocation • Progress Report • Open Action Item List 		2	4 years after project closeout	N/A	4 years after project closeout	
Capital Programs and Construction	Fariba Mahmoudi 701-4308 Engineering	Contract Records	General Information <ul style="list-style-type: none"> • Existing Reference Plans • 		1	permanent	N/A	permanent	
Capital Programs and Construction	Fariba Mahmoudi 701-4308	Contract Records	Surveys <ul style="list-style-type: none"> • Survey Information 		2	4 years after project closeout	N/A	4 years after project closeout	

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL	COMMENT
Capital Programs and Construction	Fariba Mahmoudi 701-4308	Contract Records	Utility Information and Correspondence <ul style="list-style-type: none"> List of Responses to Utility Notice/ Request 		2	4 years after project closeout	N/A	4 years after project closeout	
Capital Programs and Construction	Fariba Mahmoudi 701-4308	Contract Records	Design Components <ul style="list-style-type: none"> calculation packages design drawings specifications 		2	4 years after project closeout	N/A	4 years after project closeout	
Capital Programs and Construction	Fariba Mahmoudi 701-4308	Contract Records	Civil/ All design drawings, specifications including: <ul style="list-style-type: none"> Horizontal Alignment Vertical Alignment Track work Temporary Crossover ADA Stops at Various Locations Existing ADA Stops 		2	4 years after project closeout	N/A	4 years after project closeout	

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL	COMMENT
Capital Programs and Construction	Fariba Mahmoudi 701-4308	Contract Records	Electrical <ul style="list-style-type: none"> • Cross Bonds • ADA Stops Lighting • Talking Signs • conduits, traction power upgrades, signals 		2	10 years after project closeout	N/A	10 years after project closeout	
Capital Programs and Construction	Fariba Mahmoudi 701-4308	Contract Records	Overhead System/ All design drawings and specifications including: <ul style="list-style-type: none"> • Trolley Poles • Special Work • Temporary Crossovers • Muni Ductbank 		2	10 years after project closeout	N/A	10 years after project closeout	
Capital Programs and Construction	Fariba Mahmoudi 701-4308 Engineering	Contract Records	Meeting Notes & Agendas <ul style="list-style-type: none"> • All meeting minutes 		2	4 years after project closeout	N/A	4 years after project closeout	
Capital Programs and Construction	Fariba Mahmoudi 701-4308 Engineering	Contract Records	Correspondence <ul style="list-style-type: none"> • All correspondence • Project changes during CER 		2	4 years after project closeout	N/A	4 years after project closeout	

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL	COMMENT
			or Detail Design						
PROJECT FILES-DETAIL DESIGN PHASE									
Capital Programs and Construction	Fariba Mahmoudi 701-4308	Contract Records	Final Design Documents		1	Permanent	N/A	Permanent	
Capital Programs and Construction	Fariba Mahmoudi 701-4308	Contract Records	Construction Sequencing • General Sequences/ Phasing		2	4 years after project closeout	N/A	4 years after project closeout	

SECTION: Construction Management
CONTACT: Bijan Ahmadzadeh

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL	
Capital Programs and Construction	Bijan Ahmadzadeh, 415.271.0951	Contract Records	Cost Reports		2	30 days after Project Closeout	2 years minimum or project closeout	2 years minimum or project closeout	

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL	
Capital Programs and Construction	Bijan Ahmadzadeh, 415.271.0951	Construction Management records	<ol style="list-style-type: none"> 1. RFIs 2. Submittals 3. All Correspondence 4. Potential Contract Changes (PCC) 5. Field Orders/Task Orders 6. Pay Applications 7. Retention Release 8. Redlined As-Builts 9. Manufacturer Guarantees & Warranties 10. Quality Control Documents 11. Photos 12. Daily/Weekly/Monthly Reports 13. Contract Close-out Documents 14. Construction Schedules and TIA analysis 15. Pre-Construction Survey 		2/3	30 days after Project Closeout	10 years minimum or until resolution or claim or defect suit, whichever is later	10 years minimum or until resolution or claim or defect suit, whichever is later	

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION	ON-SITE	OFF-SITE	TOTAL	
			Surveying Information						
Capital Programs and Construction	Bijan Ahmadzadeh, 415.271.0951	Hazardous Materials Disposal Logs	Hauling / transport Hazmat manifests received from Contractor		2/3	30 days after Project Closeout	30 years after disposal	30 years after disposal	

DIVISION: COMMUNICATIONS

SECTION: Communications & Marketing

CONTACT: Candace Sue

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
GENERAL ADMINISTRATIVE								
Communications	Candace Sue/ Helen Lau 701-4369	Administrative	Administrative records miscellaneous		2	2 years	N/A	2 years
Communications	Candace Sue/ Helen Lau 701-4369	Administrative	Memoranda- policy /decisional		2	2 years	N/A	2 years
Communications	Candace Sue/ Helen Lau 701-4369	Administrative	Memoranda-miscellaneous		2	2 years	N/A	2 years
Communications	Helen Lau 701-4369	Administrative	Trademarks		2	2 years	N/A	2 years
Communications	Helen Lau 701-4369	Administrative	Annual Reports		1	Permanent	N/A	Permanent
Communications	Cary Dare 701-4686	Administrative	Contracts and procurement records		2	2 years after project closeout	N/A	2 years after project closeout
Communications	Candace Sue/ Helen Lau 701-4369	Administrative	Correspondence, miscellaneous		2	2 years	N/A	2 years
Communications	Jeremy Menzies 701-4616	Administrative	Historical photo archives and metadata		1	Permanent	N/A	Permanent
Communications	Candace Sue/ Helen Lau 701-4369	Administrative	Interdepartmental Correspondence		2	2 years	N/A	2 years
Communications	Helen Lau 701-4369	Administrative	Journals/Magazines/ Catalogs		4	No Retention Required	N/A	N/A

DIVISION	DIVISION CONTACT	CATEGORY	TITLE	LINK	RETENTION CATEGORY	ON-SITE	OFF-SITE	TOTAL
Communications	Kristin Smith 701-4321	Administrative	Marketing and promotional materials, including brochures		2	2 years after campaign ends	N/A	2 years after campaign ends
Communications	Kristin Smith/Chas Belov 701-4321	Administrative	Digital and web site content		2	2 years after last completed update	N/A	2 years after last completed update

PRIVILEGED ATTORNEY WORK PRODUCT/ATTORNEY CLIENT COMMUNICATION

**RECORD RETENTION AND DESTRUCTION SCHEDULE
SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY
MUNICIPAL TRANSPORTATION AGENCY BOARD OF DIRECTORS
CONTACT: ROBERTA BOOMER**

Division	Division Contact	Category/Unit	Title	Link	Retention Category	On-Site	Off-Site	Total
Board of Directors	Roberta Boomer	administrative	Agendas, Notices, and Minutes of Meetings	https://www.sfmta.com/sfmta-board-directors	1	indefinitely	n/a	permanent
Board of Directors	Keka Robinson-Luqman	administrative	Agendas, Notices, and Minutes of Citizens' Advisory Council Meetings	https://www.sfmta.com/past-meetings-and-events/2631	1	indefinitely	n/a	permanent
Board of Directors	Roberta Boomer	administrative	Audio/Video Recording of Meetings of Policy and Advisory Bodies	https://sanfrancisco.granicus.com/ViewPublisher.php?view_id=55	1	indefinitely	n/a	permanent
Board of Directors	Roberta Boomer	administrative	Board Correspondence		2	Two years	n/a	Two years
Board of Directors	Keka Robinson-Luqman	administrative	Citizens' Advisory Council Correspondence		2	Two years	n/a	Two Years
Board of Directors	Roberta Boomer	administrative	Chronological Files		2	Two years	n/a	Two years
Board of Directors	Roberta Boomer	administrative	Motions and Resolutions	https://www.sfmta.com/reports-documents?text=board%20resolution%20log&search_api_views_fulltext_1=	1	indefinitely	n/a	permanent
Board of Directors	Keka Robinson-Luqman	administrative	Citizens' Advisory Council Recommendations Matrix	https://www.sfmta.com/search?text=cac+recommendations+matrix&type=All&=Apply	1	indefinitely	n/a	permanent
Board of Directors	Keka Robinson-Luqman	administrative	Citizens' Advisory Council Request for Information & Presentation Matrix	https://www.sfmta.com/search?text=cac+requests+for+information&type=All&=Apply	1	indefinitely	n/a	permanent
Board of Directors	Caroline Celaya	administrative	Public Records Requests		2	Two years	n/a	Two years