

SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS

RESOLUTION No. 210420-057

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