

PART II
RECORD RETENTION AND DESTRUCTION SCHEDULE
Office of the Director of Transportation/Municipal Transportation Agency Board

TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		Total	Current	Storage	
GENERAL AND ADMINISTRATIVE RECORDS					
Administrative records, miscellaneous	2	2 years	2 years		
Audit Reports	1	Permanent	Indefinite		
Audit Work Papers	2	2 years	2 years		
Annual Reports	1	Permanent	Indefinite		
Budget Files	2	2 years	2 years		
Calendar – Department Head	2	30 days			Required by Admin. Code §67.29-5
Central Control Daily Log	2	2	2 years		
Citizen Complaints	2/3	5 years			
Chronological files	4	No retention required	2 years		
Correspondence, miscellaneous	2	2 years	2 years		
FTA Quarterly Reports	2	2 years	2 years		
Invoices	2	2 years after applicable fiscal year	2 years min.		
Interdepartmental Correspondence	2	2 years	2 years min.		
Journals/Magazines/Catalogs	4	No retention required			
Legal Advice	2	2 years min./Until superseded	2 years min.		

Memoranda, miscellaneous	4	No retention required			
Memoranda, policy/decisional	2	5 years or until superceded			
Payroll logs	2	2 years	2 years		
Presentations/Speeches	4	No retention required			
Publications, reports created by department	2	2 years	2 years		
Travel and Reimbursement Records	2	2 years	2 years		
BOARD/COMMISSION/CAC RECORDS					
Correspondence	2	2 years	2 years		
Chronological Files	2	2 years	2 years		
Motions and Resolutions	1	Permanent	Indefinite		
Agendas, Notices and Minutes of Meetings	1	Permanent	Indefinite		
Audio/Video recording of meetings of policy bodies	1	Permanent	Indefinite		Required by Admin. Code §67.14

RECORDS RETENTION & DESTRUCTION SCHEDULE OPERATIONS

Title Record	Record Class	Total	Time to Retain in Active Storage	Time to Retain in Inactive Storage	Disposition Instruction
Maintenance & Operations Records					
1K Inspection Work Ticket	Current/Storage	2 years	1 YEAR	1 YEAR	Recycle
6K Inspection Work Ticket	Current/Storage	2 years	1 YEAR	1 YEAR	Recycle
Accident Reporting - Operator	Current/Storage	3 years min.	3 – 5 YEARS	Administrative Decision	Administrative Decision
Accident Reporting - Vehicle	Current/Storage	3 years min	3 – 5 YEARS	Lifetime of Vehicle	Administrative Decision
Accident Review Board Hearing/Results	Current/Storage	3 years min.	3 YEARS	Administrative Decision	Administrative Decision
Accident Synopsis	Permanent/Essential	Permanent	3 YEARS	Indefinite	Administrative Decision
Cal Osha Report	Current/Storage	13 years min.	3 – 5 YEARS	10 YEARS	Administrative Decision
Central Control Logs	Current/Storage	2 years	1 YEAR	1 year min.	Recycle
CHP Inspections	Permanent/Essential	Permanent	3 – 5 YEARS	Indefinite	Administrative Decision
Daily Controller Shift Report	Current/Storage	2 years	1 YEAR	1 YEAR	Recycle
Disciplinary Files	Current/Storage	10 years min.	Store while Employee Active	10 YEARS	Permanent Record in
DMV Pull Notices	Current/Storage	3 years min.	Store while Employee Active	N/A	Microfiche
Driver's License Tracking	Current/Storage	2 years min.	Store while Employee Active	N/A	Note in Training Jacket
Substance Abuse Training	Permanent/Essential	Permanent	Store while Employee Active	Indefinite	Note in Training Jacket
Equipment & Operator Availability	Current/Storage	11 years	1 YEAR	10 YEARS	Administrative Decision
Fleet Engineering Records	Permanent/Essential	Permanent	Life of vehicle	Indefinite	
JLMB (Joint Labor Management Board)	Current/Storage	15 years	5 YEARS	10 YEARS	Shred
Line Checks	Current/Storage	2 years	1 year	1 YEAR	Recycle
Lost & Found Log	No retention required	1 years	1 YEARS		Recycle
Medical Examination Records	Current/Storage	2 years	Store while Employee Active	N/A	Note in Training Jacket
Miss-Out Cards	Current/Storage	2 years	Store while Employee Active	N/A	Shred
Operator Accident Cards	Current/Storage	10 years min.	Store while Employee Active	10 YEARS	Microfiche
Operator Defect Cards	Current/Storage	2 years	1 YEAR	1 YEAR	Recycle
Operator Personnel Cards	Current/Storage	10 years min.	Store while Employee Active	10 YEARS	Microfiche
Operator Training Jacket	Permanent/Essential	Permanent	Store while Employee Active	Indefinite	Microfiche
Operator Shift Changes	Current/Storage	2 years	1 YEAR	1 YEAR	Recycle
Passenger Service Retraining	Current/Storage	2 years	1 YEAR	1 YEAR	Microfiche
PM Inspection Sheets	Current/Storage	8 years min.	1 YEAR	7 – 10 YEARS	Recycle
Points Person Log	Current/Storage	2 years	2 YEARS	N/A	Recycle
PSR Folders – Operators	Current/Storage	4 years	2 YEARS	2 YEARS	Shred

Title Record	Record Class	Total	Time to Retain in Active Storage	Time to Retain in Inactive Storage	Disposition Instruction
Receipt of Disciplinary Charge Log	Current/Storage	12 years	2 YEARS	10 YEARS	Shred
Roadcall Logs - Maintenance	Current/Storage	3 years	1 YEAR	2 YEARS	Recycle
Station Operations AM/PM Report	Current/Storage	2 years min.	6 MONTHS	2 YEARS	Shred
Substance Abuse	Current/Storage	7 years min.	Store while Employee Active	7 – 10 YEARS	Shred
Tow Receipts	Current/Storage	2 years	1 YEAR	Vehicle Lifetime/1 year	Lifetime of Vehicle
Uniform Compliance	Current/Storage	2 years	1 YEAR	1 YEAR	Recycle
Vehicle Performance Indicators	Current/Storage	10 years min.	3 – 5 YEARS	7 – 10 YEARS	Administrative Decision
Vehicle Acceptance Paperwork	Permanent/Essential	Permanent	3 YEARS	Permanent	Administrative Decision
Vehicle Availability	Current/Storage	7 years	7 YEARS	N/A	Recycle
Vehicle Defect Pull-In Log	Current/Storage	9 years min.	2 YEARS	7 - 10 YEARS	Recycle
VMS Work Tickets by Vehicle	Current/Storage	3 years min.	3 YEARS	Lifetime of Vehicle	Lifetime of Vehicle
VMS Reports (Special Requests)	Current/Storage	2 years min.	2 years min. / Until project is	N/A	N/A
Warranty Claims	Current/Storage	3 years min.	3 YEARS	Administrative Decision	Administrative Decision
Wheel Chair Lift Inspection Records	Current/Storage	3 years min.	3 YEARS	Lifetime of Vehicle	Administrative Decision
Central Control Records					
Central Control Log	Current/Storage	8 years min.	1 YEAR	7 – 10 YEARS	Administrative Decision
Central Control Order Reports	Current/Storage	8 years min.	1 YEAR	7 – 10 YEARS	Recycle
CC Daily Log – Supplemental Reports	Current/Storage	8 years min.	1 YEAR	7 – 10 YEARS	Recycle
CC Morning & Afternoon Reports	Current/Storage	8 years min.	1 YEAR	7 – 10 YEARS	Recycle
CC Disabilities Act Announcement Log	Current/Storage	8 years min.	1 YEAR	7 – 10 YEARS	Recycle
Complaint Report	Current/Storage	9 years min.	2 YEARS	7 – 10 YEARS	Administrative Decision
Division Dispatchers Detail	Current/Storage	8 years min.	1 YEAR	7 – 10 YEARS	Recycle
General Bulletins	Permanent	Permanent	Until Superseded	Permanent	Administrative Decision
Metro Communication Reports	Current/Storage	9 years min.	2 YEARS	7 – 10 YEARS	Administrative Decision
Metro Delay Check List	Current/Storage	9 years min.	2 YEARS	7 – 10 YEARS	Administrative Decision
Metro Rail Personnel Assignments	Current/Storage	7 years min.	Store while Employee Active	7 – 10 YEARS	Shred
Performance Report	Current/Storage	9 years min.	2 – 3 YEARS	7 – 10 YEARS	Microfiche
Work Order Report	Current/Storage	9 years min.	2 – 3 YEARS	7 – 10 YEARS	Administrative Decision
Work Order Report	Current/Storage	9 years min.	2 – 3 YEARS	7 – 10 YEARS	Administrative Decision
Inventory Control					
MMS Action Request	Current/Storage	5 years	3 YEARS	2 YEARS	Microfiche
Stock Adjustment Request	Current/Storage	2 years	1 YEAR	1 YEAR	Microfiche
Inventory Count Sheets	Current/Storage	2 years	1 YEAR	1 YEAR	Microfiche
MMS 025 Stock Number Report	Current	2 years	1 YEAR	1 YEAR	Dispose on Anniversary
MMS 030 Part Number Report	Current	2 years	1 YEAR	1 YEAR	Dispose on Anniversary
MMS 035 Stock Description	Current	2 years	1 YEAR	1 YEAR	Dispose on Anniversary

Title Record	Record Class	Total	Time to Retain in Active Storage	Time to Retain in Inactive Storage	Disposition Instruction
MMS 050 Material Activity Report	Current	2 years	1 YEAR	1 YEAR	Receipt of Annual Report
MMS 055 Annual Transaction Report	Current/Storage	2 Years	1 YEAR	1 YEAR	Receipt of Annual Report
MMS 057 Annual Issue Turn-In Report For Stock Class = 99	Current/Storage	2 Years	1 YEAR	1 YEAR	Receipt of Annual Report
MMS 058 Annual Audit Report	Current/Storage	2 Years	1 YEAR	1 YEAR	Receipt of New Report
MMS 065 Due In by Stock Number	Current/Storage	2 Years	1 YEAR	1 YEAR	Receipt of New Report
MMS 066 Due In Report by PO Number	Current/Storage	2 Years	1 YEAR	1 YEAR	Receipt of New Report
MMS 067 Due In Report by Vendor #	Current/Storage	2 Years	1 YEAR	1 YEAR	Receipt of New Report
MMS 070 Reorder Report	Current/Storage	2 Years	1 YEAR	1 YEAR	Receipt of New Report
MMS 080 Parts Usage Report (Annual)	Current/Storage	5 Years	1 YEAR	4 YEARS	Recycle on Anniversary Date
MMS 090 Serviceable Materials Inventory Summary (Annual)	Current/Storage	5 Years	1 YEAR	4 YEARS	Recycle on Anniversary Date
MMS 100 Stock Record Adjustment Report Summary (Annual)	Current/Storage	5 Years	1 YEAR	4 YEARS	Recycle on Anniversary Date
MMS 110 Daily Transaction Report	Current/Storage	2 Years	1 YEAR	1 YEAR	Receipt of Annual Report
MMS 115 Re-order Point Review Exception	Current/Storage	2 Years	1 YEAR	1 YEAR	Receipt of New Report
MMS 130 New Items with no Service	Current/Storage	2 Years	1 YEAR	1 YEAR	Receipt of New Report
MMS 130 New Items with Service	Current/Storage	2 Years	1 YEAR	1 YEAR	Receipt of New Report
MMS 130 Rebuildable Item w/ no Service	Current/Storage	2 Years	1 YEAR	1 YEAR	Receipt of New Report
MMS 130 Rebuildable Item with Service	Current/Storage	2 Years	1 YEAR	1 YEAR	Receipt of New Report
MMS 150 Annual Usage, Inventory and Stock Turn Summary (Rebuilt items)	Current/Storage	5 Years	1 YEAR	4 YEARS	Recycle on Anniversary Date
MMS 151 Annual Usage, Inventory and Stock Turn Summary (New items)	Current/Storage	5 Years	1 YEAR	4 YEARS	Recycle on Anniversary Date
MMS 186 Stockout Analysis Report (Main Storerooms)	Current/Storage	2 Years	1 YEAR	1 YEAR	Receipt of New Report
MMS 187 Stockout Analysis Report (Sub-Storerooms)	Current/Storage	2 Years	1 YEAR	1 YEAR	Receipt of New Report
MMS 190 Critical Item Report	Current/Storage	2 Years	1 YEAR	1 YEAR	Receipt of New Report

Title Record	Record Class	Total	Time to Retain in Active Storage	Time to Retain in Inactive Storage	Disposition Instruction
Purchasing Documents					
Purchase Orders	Current/Storage	4 years	1 YEAR	3 YEARS	Microfiche – Retain for 7 Years
Material Request Tags	Current/Storage		Attach to P.O. File		
Request For Purchase Orders	Current/Storage		Attach to P.O. File		
Change Orders	Current/Storage		Attach to P.O. File		
Material Received Reports	Current/Storage		Attach to P.O. File		
Packing Slips	Current/Storage		Attach to P.O. File		
Schedules Records					
PRODUCTION DOCUMENTS					
Ranges	Current/Storage	7 Years	7 YEARS	N/A	Recycle
Trains	Current/Storage	7 years	7 YEARS	N/A	Recycle
Rotations	Current/Storage	7 years	7 YEARS	N/A	Recycle
T1's	Current/Storage	7 years	7 YEARS	N/A	Recycle
Stop File	Current/Storage	7 years	7 YEARS	N/A	Recycle
Special Events	Current/Storage	2 years	2 - 7 YEARS	N/A	Recycle
Choice Slips	Current/Storage	2 years	2 YEARS	N/A	Recycle
Union Negotiations	Current/Storage	5 years	5 YEARS	N/A	Shred
Union Agreements	Current/Storage	5 years	5 YEARS	N/A	Shred
SUPPORT DOCUMENTS					
City-Wide Alphabetical Listing	Current/Storage	7 years	7 YEARS	N/A	Shred
Division Alphabetical Listing	Current/Storage	7 years	7 YEARS	N/A	Shred
Division 5- Day	Current/Storage	7 years	7 YEARS	N/A	Shred
Must-Fill	Current/Storage	7 years	7 YEARS	N/A	Recycle
Administrative & General					
Letters, Memos, Responses and General Correspondence	Current/Storage	4 years min.	2 YEARS	2-5 YEARS	Administrative Decision
Books & Documents in Muni Library	All Record Classes	various	1 st Copy Permanent 2 nd Copy (Admin. Decision) Multiple Copies (3-5yrs)	Multiple Copies: Retain as back-up copies at judgement of Librarian	Transportation Library or Disposal

Title Record	Record Class	Total	Time to Retain in Active Storage	Time to Retain in Inactive Storage	Disposition Instruction
Budget Data for Preparation of Budget	Current/Storage	7 years	5 YEARS	2 YEARS	Administrative Decision
BUDGET Books	Permanent/Essential	Permanent	Permanently	N/A	N/A
Cataloging – Muni Library	All Record Classes	various	Electronic Database	N/A	N/A
Contracts	Current/Storage	5 year min.	2 YEARS	3-5 YEARS	Administrative Decision
Meeting Minutes	Current/Storage	7 years	TWO YEARS	5 YEARS	After 7 Years if Purpose Served
MOU's	Permanent	7 years min.	Until Superseded	7- 10 YEARS	Administrative Decision
Performance Evaluations	Current/Storage	2 years	2 YEARS	Tenure of Employee	Administrative Decision
Policy & Procedures (S O P)	Permanent	7 years min	Until Superseded	Indefinite	Administrative Decision
Timesheets	Current/Storage	3 years min	Current Year	2 – 5 YEARS	Administrative Decision
Travel	Current/Storage	6 years min	Current Year	5 YEARS	Administrative Decision
Training	Current/Storage	3 years min.	Current Year	2 YEARS	Part of Employee's Personnel File
Vacation Request	Current/Storage	3 years min.	Current Year	2 YEARS	SHRED

RECORDS RETENTION & DESTRUCTION SCHEDULE – SERVICE PLANNING

Title Record	Record Class	Time to Retain in Active Storage in Office File Cabinets	Time to Retain in Inactive Storage	Disposition Instruction
Service Planning Section				
Administrative-General				
Letters, Memos, Responses and General Correspondence	Current or Permanent (for Historical Records—see notes to right)	3 yrs. minimum; longer as appropriate.	10 years minimum/ permanent records kept indefinitely	San Francisco Public Library History Room; else Calif. Historical Society, Market Street Railway, other historical collections
Timesheets	Current	3 yrs.	10 years	Dispose
Personnel Files	Current	2 years min.		At least 3 yrs. beyond period of employment
Service Planning Reports	Current or Permanent (for Library reference or Historical Records)	As long as needed	None	MUNI Library
MUNI Library				
Books, documents, etc.	Permanent	1 st copy: Permanent 2 nd copy: (Depends on item) Multiple copies: 3 to 5 yrs.	Multiple copies: retain as back-up copies at judgement of Librarian and unit manager	ITS or other transportation library, or disposal. (Judgment of Librarian)
Cataloging	Permanent	NA: being established as electronic database; maintain to match active collection.	NA	NA

**RECORD RETENTION AND DESTRUCTION SCHEDULE
VEHICLE PROCUREMENT**

TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		Total	Current	Storage	
Contracts/Agreements/MOUs	3	3 years after the life of contract	3 years after the life of the contract		
Contract correspondence	3	3 years after the life of the contract	3 years after the life of the contract		
Contract Payments	3	3 years after the life of the contract	3 years after the life of the contract		

RECORD RETENTION AND DESTRUCTION SCHEDULE
Finance and Administration – Finance/Budget Division

TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		Total	Current	Storage	
GENERAL AND ADMINISTRATIVE RECORDS					
Annual Adopted Budget Document	2	10 years	10 years		
Annual Audited Financial Statements	2	10 years	10 years		
Annual National Transit Database Reporting to Federal Transit Agency	1	Permanent	15 years	Indefinite	
Annual Transit Operator Report to the State Controller	3	10 years	10 years		
Board Meeting Minutes	3	2 years	2 years		
Contract Orders / Modifications	3	Project Life + 3 years	3 years	Life of the project	
Contracts	3	Project Life + 3 years	3 years	Life of the project	
Daily Receipts Processing Package	3	2 years	2 years		
Diesel Fuel Purchase Records	3	2 years	2 years		
General Correspondence	3	2 years	2 years		
Grant Award / Modification	3	3 years min.	3 years after close of grant		
Journal Entries	3	3 years	3 years Copy in FAMIS		

Monthly Accounts Receivable Aging Reports	3	2 years	2 years		
Monthly Revolving Fund Reconciliation	3	2 years	2 years		
Payments Files/ FAMIS & ADPICS	3	2 years	2 years		
Purchase Orders	3	2 years	2 year		
Revolving Fund Canceled Checks	3	3 years	3 years		
Timesheets	3	2 years	2 years		
Work Orders	3	2 years	2 years		

RECORD RETENTION AND DESTRUCTION SCHEDULE

Finance and Administration - Revenue

Type of Record	Retention Category	Retention Period		
		Total	Current	Storage
ADA Ticket Machine collection papers	3	3 years	3 years	
Adult Passes	2	2 year min.	Discard after internal audit	Retain until internal audit completed
Audit reports, external	1	Permanent	Indefinite	
Audit reports, internal	1	Permanent	Indefinite	
Autelca Ticket Machine Collection Cards	3	3 years	3 years	
Bank Discrepancy Records	3	3 years	3 years	
Bart Discount Ticket Collections Reports	3	3 years	3 years	
Cable Car Audit Paperwork	3	3 years	3 years	
Cable Car Audit Tickets	3	2 year min.	2 year min. discard after audit	
Cable Car Residential Books	1	Permanent	Indefinite	
Cable Car Souvenir Tickets	3	3 years	3 years	
Candlestick Ticket Books	3	3 years	3 years	
Cash Fare Computer system data	1	Permanent	Electronic Database	
Change Funds data & their printed reports	1	Permanent	Indefinite	
Contracts (Equipment, supplies & Stationery)	1	Permanent	Indefinite	
Contracts, for MUNI passes, ticket items etc.	1	Permanent	Indefinite	
Correspondence/Memos	3	3 years	3 years	
Cubic Collections (Mobile Safes Status Rept.)	3	3 years	3 years	

RECORD RETENTION AND DESTRUCTION SCHEDULE

Finance and Administration - Revenue

Type of Record	Retention Category	Retention Period		
		Total	Current	Storage
Cubic Mobile Safe data & processing papers	3	3 years	3 years	
Cubic System Computer data	3	2 year min.	2 year min.	
Cubic System Computer print-outs (2 reports)	3	3 years	3 years	
Defect Logs (Autelca, MMX, Change Mach.)	3	3 years	3 years	
Delivery receipts signed by vendors	3	2 years	2 years	
Discount Passes	3	2 year min.	Discard after internal audit	
Equipment Acquisition Records(see contract)	3	3 years	3 years	
Equipment Inventory Records	3	3 years	3 years	
Equipment Malfunction Reports	3	3 years	3 years	
Facility Maintenance Work Orders	3	3 years	3 years	
Fast Pass after internal audit	3	2 year min.	Discard after internal audit	
Fast Pass Computer system data	1	Permanent	Electronic Database	
Fast Pass Remittance Forms	3	3 years	3 years	
F-Line Collection Log & monthly reports	3	3 years	3 years	
FMIS Computer data and Print-outs	1	Permanent	Copy in FAMIS	
Instructions (memo)	1	Permanent	Indefinite	
Key & Locks Order, Issue, Return Log	1	Permanent	Indefinite	
Key Inventory Logs	1	Permanent	Indefinite	

RECORD RETENTION AND DESTRUCTION SCHEDULE

Finance and Administration - Revenue

Type of Record	Retention Category	Retention Period		
		Total	Current	Storage
Loomis Receipt Books	3	2 year min.	2 years	
Maps, sales and records	3	3 years	3 years	
Meeting Minutes, Commissioners'	3	3 years	3 years	
Meeting Records'	3	3 years	3 years	
MMX Ticket Machine Coll. Cards	3	3 years	3 years	
Order, Increase & Decrease Form, vendors'	3	2 years	2 years	
Packing Slips	3	2 year min.	2 years/discard after audit	
Parking Meter revenue data and paperwork	3	3 years	3 years	
Pass Seller's Issue & Balance Form	2	3 years	3 years	
Personnel Hiring & Disciplinary Records	2, 3	7 years plus	7 years after Employee Termination	
Personnel Records, others & misc. information	2,3	7 years plus	7 years after Employee Termination	
Probing Data, hand written by probers & defects	2	2 years	2 years, defect logs are at division	
Procedure Manuals	1	Permanent	Indefinite	
Processing MUNT's revenue data and records	1	Permanent	Indefinite	
Processing Parking Meter data and records	1	Permanent	Indefinite	
Reports, Field Supervisors	3	3 years	3 years	
Revenue Collections Paperwork	3	3 years	3 years	
Roadcall Logs	3	7 years	7 years	

RECORD RETENTION AND DESTRUCTION SCHEDULE

Finance and Administration - Revenue

Type of Record	Retention Category	Retention Period		
		Total	Current	Storage
Safety Manual, Cal. OSHA's rules/regulations	1	Permanent	Indefinite	
Safety Training and Prevention records	1	Permanent	Indefinite	
Schedule (Weekly or daily) for employees	3	3 years	3 years	
Security Guard Reports	3	3 years	3 years, also at Security Office	
Sellers' Balancing & Inventory Records	3	3 years	3 years	
Signup paperwork	3	3 years	3 years	
Special Event Calendars, Monthly	3	2 years	2 years, also at Security	
Special Event Collection Records	3	3 years	3 years	
Subway Change Machine Collection Logs	3	3 years	3 years	
Subway Collections Reports	3	3 years	3 years	
Subway Fan-fold Tickets, issued at faregates	3	2 years	2 years, some at Stations Operations	
Tokens Data, Inventory & Monthly Reports	1	Permanent	Indefinite	
Training records	3	3 years	3 years	
Unusual Occurrence Reports	3	7 years	7 years	
Vehicle Keys Usage Log	3	3 years	3 years	
Vehicle Repair Records	3	3 years	3 years	
Vehicles Acquisition Records	3	3 years	3 years	
Vendor List	3	2 years min.	2 year min./Keep until next updated	

RECORD RETENTION AND DESTRUCTION SCHEDULE

Finance and Administration - Revenue

Type of Record	Retention Category	Retention Period		
		Total	Current	Storage
Weekly Passes	3	2 years min.	Discard after internal audit	
Worker's Compensation Filing Records	1	Permanent	Indefinite	
Youth Passes	3	2 years min.	Discard after internal audit	

Records Classification (as defined in the San Francisco Administrative Code)

- (1) Permanent Records. Records that are required by law to be permanently retained.
- (2) Storage Records. Records that need not be retained in office, but should be preserved for a time or permanently in records center.
- (3) Current Records. Records which for convenience, ready reference, or other reason are retained in office space and equipment of the department.

RECORD RETENTION AND DESTRUCTION SCHEDULE
Finance and Administration – Schedules

TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		Total	Current	Storage	
PRODUCTION DOCUMENTS					
Ranges	3	7 years	7 years		
Trains	3	7 years	7 years		
Rotations	3	7 years	7 years		
TI's	3	7 years	7 years		
Stop files	3	7 years	7 years		
Special Events	3	2-7 years	2-7 years		
SIGNUP					
Rosters	3	2 year	2 year		
Choice Slips	3	2 year	2 year		
Union Negotiations	3	5 years	5 years		
Union Agreements	3	5 years	5 years		
SUPPORT DOCUMENTS					
City-wide Alphabetical Listing	3	7 years	7 years		
Division Alphabetical Listing	3	7 years	7 years		
Division-5-Day	3	7 years	7 years		
Must-Fill	3	7 years	7 years		
ADMINISTRATIVE & GENERAL					
General Correspondence	3	2 years	2-5 years		
Budget Books	1	Permanent	Permanent		

Budget Data for Budget Preparation	3	7 years	5 years	2 years	
Contracts	3	5 years	2 years	3 years	
Meeting Minutes	3	7 years	2 years	5 years	
MOUs	1	Permanent		Indefinite	
Performance Evaluations	3	2 year min./ Tenure of Employee	Tenure of Employee		
Policy and Procedures (SOP)	1	Permanent	Indefinite		
Timesheets	3	2 years	2 years		
Training	3	2 years	2 years		
Travel	3	2 years	2 years		

RECORD RETENTION AND DESTRUCTION SCHEDULE
Finance and Administration – Payroll Division

TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		Total	Current	Storage	
GENERAL AND ADMINISTRATIVE RECORDS					
Report 10 Payroll and Deduction Register	3	7 years	2 years	5 years	
Report 107 Labor Collection System Report by Pay Period	3	7 years	2 years	5 years	
Report 121 Timekeepers' Employee Reference Report	3	7 years	2 years	5 years	
Rosters	3	7 years	2 years	5 years	
Problem Description Forms	3	7 years	2 years	5 years	
Payroll Correction Reports	3	7 years	2 years	5 years	
Workers Compensation Letters	3	7 years	2 years	5 years	
Timesheets	3	7 years	2 years	5 years	
Operators' Details (Timesheets)	3	7 years	2 years	5 years	
Platform Employees Run Schedules	3	7 years	2 years	5 years	
Report 10 Calendar Year End Payroll and Deduction Register	3	7 years	2 years	5 years	
Report 105P Compensatory Time Activity Report	3	7 years	2 years	5 years	
Personnel Action Requests	1	Permanent	5 years	Indefinite	

RECORD RETENTION AND DESTRUCTION SCHEDULE
Finance and Administration – MIS Division

TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		Total	Current	Storage	
GENERAL AND ADMINISTRATIVE RECORDS					
Annual Service Agreement	3	2 year	2 years		
Computer Software	3	5 years	5 years		

**Municipal Railway Department
Finance and Administration
Record Retention and Destruction Schedule**

Division Name: Multimedia Services

Type of Record	Records Classification	TOTAL	Current File	Permanent Storage	
				Paper Copy Offsite	Microfilm/ CD ROM
General correspondence, including e-mail and USPS mail	2,3	2 years	2 years		Jaz, Syquest
Web submissions by Muni depts.	2,3	2 years	2 years		
Web pages	2,3	2 years	2 years		
Training videos produced by Multimedia Services	1	Permanent	indefinite		Masters in fireproof safe
Paperwork, media associated with FTA grant to create "Customers, Conflicts and You" CD-ROM Training Program					
Grant Application	1	Permanent	Indefinite		
Grant Award	1	Permanent	Indefinite		
Reports to FTA	1	Permanent	Indefinite		Jaz, Syquest
Contracts with Vendors	1	Permanent	Indefinite		
Art (final and source)	2,3	2 years	Indefinite		Jaz, Syquest, CD-ROM
Video (final and source)	2,3	2 years	Indefinite		Jaz, zip, tapes
Audio (final and source)	2,3	2 years	Indefinite		Jaz, tapes
Invoices	2,3	3 years plus	3 years/life of contract		
Purchase Orders	2,3	3 years plus	3 years/life of contract		
Vendor Contracts	2,3	2 years plus	2 years/life of contract		

Records Classification (as defined in the San Francisco Administrative Code)

- (1) Permanent Records. Records that are required by law to be permanently retained.
- (2) Storage Records. Records that need not be retained in office, but should be preserved for a time or permanently in records center.
- (3) Current Records. Records which for convenience, ready reference, or other reason are retained in office space and equipment of the department.

**RECORD RETENTION AND DESTRUCTION SCHEDULE
MUNI TRANSIT SECURITY/ SAFETY**

TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		Total	Current	Storage	
GENERAL AND ADMINISTRATIVE RECORDS					
Administrative records, miscellaneous	4	2 years	2 years		
Advice Letters	4	2 years, or until superceded	2 years		
Audit Reports	2/3	3 years	1 year	2 years	Or until next audit
Audit Work Papers	4	2 years	2 years		
Annual Reports (Prop. J and Conflict of Interest Report)	2	2 years	2 years		
Budget Files	2	2 years	2 years		
Citizen Complaints	4	1 year	1 year		For Internal Tracking Need
Complaint logs	2/3	5 years	2 years	3 years	For Internal Tracking Need
Code Interpretations	1	Permanent	Until superceded	Indefinite	
Correspondence, miscellaneous	4	2 years	2 years		
DMV Pull Notice	4	2 years	2 years		For Internal Tracking Need
Famis Reports	4	2 years	2 years		
Financial Records, miscellaneous	4	2 years after of applicable fiscal year	2 years		
Invoices (Private Security)	2	7 years after of applicable fiscal year	2 years	5 years	
Interdepartmental Correspondence	2	2 years	2 years		

Investigation and Incident Files	1	Permanent	1 year	Indefinite	
Journals/Magazines/Catalogs	4	No retention required			
Legal Advice	2	2 year or until superseded	2 years		
Memoranda, miscellaneous	2	4 years	4 years or until superseded		
Memoranda, policy/decisional	2	5 years or until superseded	5 years or until superseded		
Observers Report	2	3 years	1 year	2 years	
Passenger Citations	1	Permanent	1 year	Indefinite	Legal requirement
Payables (Invoices)	2	2 years	2 years		
Publications, reports created by department	2	3 years	1 year	2 years	
Revolving Funds Records	2	2 years	2 years		
Work Orders and Payments	2	2 years	2 years		
Audio/Video recordings not otherwise specified	2	2 years		2 years	
CONTRACT/GRANT RECORDS					
Contracts/Agreements/MOUs	2	4 years or life of agreement	4 years or until re-negotiated		For Legal Reference
Contract correspondence	2	2 years or life of the agreement	2 years		For Legal Reference
Lease Files	2	2 years		2 years	For Legal / Internal Tracking Needs
Purchase Orders	2	2 years	2 years		
Regulations	1	Permanent		Indefinite	For Legal Reference
Requests for Proposals (RFPs) and Request for Qualifications (RFQs); Responses to RFPs and RFQs	2	4 years	2 years	2 years	For Legal / Internal Tracking Needs
RFP Scoring Records	2	4 years	4 years		Admin. Code §67.24(e)

PERSONNEL/HR RECORDS					
Discrimination Complaints	2	5 years	1 year	4 years	
Employee Training	2	2 years		2 years	
Family Medical Leave Act Records	2	3 years	1 year	2 years	Required by Fair Labor Standards Act §11(c)
Payroll Records	2	2 years	1 year	1 year	
Time Rosters	2	2 years	2 years		
Time Sheets	2	2 years	2 years		
Travel and Reimbursement Records	2	2 years	2 years		

**RECORD RETENTION AND DESTRUCTION SCHEDULE
SYSTEM SAFETY UNIT**

TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		Total	Current	Storage	
GENERAL AND ADMINISTRATIVE RECORDS					
Accident Investigation	1	Permanent	On-Site		
ATCS	1	Permanent	On-Site		
Administrative records, miscellaneous	2	2 years	On-Site		
Audit Reports	1	Permanent	On-Site		
Audit Work Papers	2	2 years	On-Site		
Budget Files	2	2 years	On-Site		
Correspondence, miscellaneous	2	2 years	On-Site		
Interdepartmental Correspondence	2	2 years	On-Site		
Legal Advice	2	Until superceded	On-Site		
Memoranda, policy/decisional	2	5 years or until superceded	On-Site		
Publications, reports created by department	2	2 years	On-Site		
Payroll Records	2	2 years	On-Site		
Personnel Files	2	2 years	On-Site		
Sexual Harassment Complaints	2	2 years	On-Site		
Time Rosters	2	2 years	On-Site		
Time Sheets	2	2 years	On-Site		
Travel and Reimbursement Records	2	2 years	On-Site		
Workers' Compensation Records	2	5 years	On-Site		Title 8, Cal. Code of Regulations, Section 10102

**SAFETY AND TRAINING/ISLPP
RECORD RETENTION AND DESTRUCTION SCHEDULE**

TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/DISPOSITION INSTRUCTION OR TRIGGER
		Total	Current	Storage	
GENERAL AND ADMINISTRATIVE RECORDS					
Administrative records, miscellaneous	2	4 years	2 years	2 years	Internal Policy
Safety Training Records	2	For the length of the employees tenure	3 years	Indefinite	Cal/OSHA
Safety Audit Reports	1	Permanent	3 years	Indefinite	Cal/OSHA
Health and Safety Analytical Reports	1	Permanent	3 years	Indefinite	Cal/OSHA
EPA Reports	1	Permanent	3 years	Indefinite	Cal/OSHA
Regulatory Agency Citations	1	Permanent	3 years	Indefinite	Cal/OSHA
Budget Files	2	4 years	2 years	2 years	Internal Tracking Policy
Cal/OSHA citation abatement reports	1	Permanent	2 years	Indefinite	Legal
Reports of Unsafe Working Conditions	1	Permanent	3 years	Indefinite	Cal/OSHA
Chronological Files	2	5 years	1 year	4 years	
Mandated Program Files	1	Permanent			Cal/OSHA
Medical Surveillance Records	2/3	30 years	3 years	27 years	Cal/OSHA
Correspondence, miscellaneous	2/3	4 years	2 years	2 years	Internal Tracking Policy
Executive Director Reports	2	5 years	1 year	4 years	Internal Tracking Policy
Fax Transmittal Sheets	4	No retention required			
Financial Records, miscellaneous	2/3	4 years	1 year	3 years	Internal Tracking Policy
Interdepartmental Correspondence	1	2 years	1 year	1 year	
General Investigation and Incident Files	1	Permanent	2 years	Indefinite	Legal/Internal Tracking Policy
Journals/Magazines/Catalogs	4	2 years	1 year	Excerpts are categorized and fined for research support	Cal/OSHA and other legal compliance
Legal Advice	2/3	2 years maximum	1 year	1 year	Current until superceded
Legislative Drafts	4	Until promulgated	No retention required		
Memoranda, policy/decisional	2	5 years or until superceded	2 years	3 years	Internal Tracking Policy
Payables (Invoices)	2	2 years	2 years	1 year	Internal Tracking Policy

TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/DISPOSITION INSTRUCTION OR TRIGGER
		Total	Current	Storage	
GENERAL AND ADMINISTRATIVE RECORDS					
Publications, reports created by ISLPP	2	2 years	1 year	1 year	
Work Orders and Payments	2	2 years	1 year	1 year	
Audio/Video recordings of OSHA, EPA investigations	4	Permanent	3 years	Indefinite	Legal resources
Purchase Orders	2	3 years	1 year	2 years	Internal Tracking Policy
Regulations	4	Permanent	4 years	Indefinite	
Employment Applications/Resumes	2	2 years	1year	1 year	Internal Tracking Policy
Ergonomic Records	2	Permanent	2 years	Indefinite	For legal OSHA recording
Family Medical Leave Act Records	2	3 years	2 years	1 year	Required by Fair Labor Standards Act § 11(c)
Payroll Records	2	2 years	1year	1 year	Internal Tracking Policy
Personnel Files	2	Length of employment	2 years maximum		Internal Tracking Policy
Sexual Harassment Complaints	2	Length of employment	2 years maximum		Internal Tracking Policy
Time Rosters	2	2 years	1 year	1 year	Internal Tracking Policy
Time Sheets	2	2 years	1 year	1 year	Internal Tracking Policy
Travel and Reimbursement Records	2	2 years	1 year	1 year	Internal Tracking Policy

**RECORD RETENTION AND DESTRUCTION SCHEDULE
TRAINING AND DEVELOPMENT**

TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		Total	Current	Storage	
GENERAL AND ADMINISTRATIVE RECORDS					
Administrative records, miscellaneous	2/3	2 years	1 year	1 year	
Advice Letters	2/3	2 years, or until superceded	2 years		
Audit Reports	1	Permanent	2 years	indefinite	
Audit Work Papers	2/3	8 years	2 years	6 years	
Annual Work Program	2/3	5 years	2 years	3 years	
Budget Files	2/3	2 years	1 year	1 year	
Citizen Complaints	2/3	5 years	1 year	4 year	
Complaint logs	2/3	2 years	2 years		
Chronological files/Bulletins	2/3	5 years or until superceded	5 years		
Code Interpretations	2/3	5 years or until superceded	5 years		
Correspondence, miscellaneous	2/3	2 years	1 year	1 year	
Financial Records, miscellaneous	2/3	2 years after applicable fiscal year	2 years		
Interdepartmental Correspondence	2/3	2 years	1 year	1 year	
Journals/Magazines/Catalogs	4	None			
Legal Advice	2	Until superceded			
Memoranda, miscellaneous	4	1 year			
Memoranda, policy/decisional	2/3	5 years or	1 year	4 years	

		until superceded			
Payables (Invoices)	2/3	2 years	1 year	1 year	
Monthly reports created by department	2/3	2 years	1 year	1 year	
Revolving Funds Records	2/3	2 years	1 year	1 year	
Work Orders and Payments	2/3	2 years	1 year	1 year	
CONTRACT/GRANT RECORDS					
Contracts/Agreements/MOUs	2/3	2 years or life of agreement	1 year	1 year	Unless longer retention period is required by state or federal law.
Contract correspondence	2/3	2 years or life of the agreement	2 years		
Purchase Orders	2/3	2 years	1 year	1 year	
Regulations	1	Permanent			Kept indefinitely
Requests for Proposals (RFPs) and Request for Qualifications (RFQs); Responses to RFPs and RFQs	2/3	2 years	1 year	1 year	
RFP Scoring Records	2/3	2 years	1 year	1 year	Admin. Code §67.24(e)
PERSONNEL/HR RECORDS					
Accident Reports	2/3	Duration of employment or 10 years	1 year	9 Years	
Accident Review Board	2/3	Duration of employment	2 years min.	Duration	
ADA Request for Reasonable Accommodation Report	2/3	2 years	1 year	1 year	
Corrective Case Interviews	2/3	Duration of employment	2 years	Date of Hire	
Discrimination Complaints	2/3	5 years	1 year	4 years	
Employee Training	2/3	Duration of employment	2 year min.		
Employment Applications/Resumes	2/3	2 years	1 year	1 year	
Family Medical Leave Act Records	2/3	3 years	3 years		Required by Fair Labor Standards Act §11(c)
Payroll Records	2/3	2 years	1 year	1 year	

Personnel Files	2/3	Duration of employment	2 years min.		
Safety Award	2/3	Duration of employment	3 years	Back to 1st Award	
Sexual Harassment Complaints	2/3	2 years	1 year	1 year	
Time Rosters	2/3	2 years	1 year	1 year	
Time Sheets	2/3	2 years		2 years	
Travel and Reimbursement Records	2/3	2 years	1 year	1 year	
Workers' Compensation Records	2/3	5 years	1 year	4 years	Title 8, Cal. Code of Regulations, Section 10102

TYPE OF RECORD – CONSTRUCTION DIVISION	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		TOTAL	CURRENT	STORAGE	
CONTRACT FILES					
Advertise <ul style="list-style-type: none">Letter from Contract Compliance Office approving the Calendar Item for bid callBid Call Authority Calendar Item and Resolution or the General Manager’s authorization for bid callLetter of Transmittal from Engineering with Technical SpecificationsLetter to CA. Newspaper Service Bureau request to advertise invitation for bids or RFPCopy of Ad from CA. Newspaper Service Bureau with attached InvoiceForm to Purchasing Dept.- Bid and Contract Opportunities information	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			A/B/D
Bidding <ul style="list-style-type: none">Plan Holder ListCorrespondence with bidders	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			A/B/D
Civil Service Commission (Personal Service Contracts Only) <ul style="list-style-type: none">Letter to Union with RFPCivil Service ApplicationCivil Service CorrespondenceCivil Service Approvals	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			A/B/D
Bid Documents/RFP <ul style="list-style-type: none">Addendum #1Addendum #2	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			A/B/D
Bids/Proposal Received <ul style="list-style-type: none">List of Bidders/ProposersContractor/Consultant #1<ul style="list-style-type: none">Documents submitted on bid/proposals opening dayBid Check ListDocuments submitted within 5 days of opening dayDocuments submitted within 10 days after contract awardContractor/Consultant #2	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			A/B/D

^A FTA Mandate

^B Filed 5 years beyond life of Grant in the Division

^C Permanent Files for Construction Division

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TYPE OF RECORD – CONSTRUCTION DIVISION	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		TOTAL	CURRENT	STORAGE	
Bid/Proposal Evaluatoin <ul style="list-style-type: none"> Selection Committee Report received from Committee – for Professional Services Contracts Only Bid Opening Results – For Construction Contracts Letter to C.C.O. requesting review of bids/Proposals 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			A/B/D
Protest <ul style="list-style-type: none"> Protest letter from contractor if any Letter to C.C.O. regarding protest Letter to City Attorney requesting to review the contract due to protest and to advise us with recommendation Response letter from bidder regarding protest against their own bids Response letter from City Attomeys Office regarding protest Response letter from C.C.O. regarding protest issue with recommendation 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			A/B/D
Award <ul style="list-style-type: none"> Letter from C.C.O. recommending Award Letter from C.C.O. approving the Calendar Item for contract award Calendar Item and Resolution authorizing award Notice of intent to award Letter to CA Newspaper Bureau request to advertise a notice of award Invoice from CA. Newspaper Service Bureau with attached copy of ad Letter to SF Tax Collectors Office for notification of award 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			A/B/D
Post-Award Correspondence <ul style="list-style-type: none"> DBE/WBE Contract Participation form Letter to contractor notifying Division of Apprenticeship Standard together with Labor Code under Section 1777.5 and 1777.6 Completed DAS 13 form and sent to Dept. of Industrial Relations, Division Apprenticeship Standard 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			A/B/D

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TYPE OF RECORD – CONSTRUCTION DIVISION	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		TOTAL	CURRENT	STORAGE	

Post-Award Correspondence (Cont'd) <ul style="list-style-type: none"> Letter to consultant/ contractor request to execute 3 copies of contract agreements Joint letter to City Attorney's Office, General Manager and Commission secretary request to execute 3 copies of contract agreements Letter to Muni Accounting to request certification of contract Certified copy of Purchase Order to consultant/contractor Notice to Proceed letter to consultant/contractor together with attached certified contract agreements 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			A/B/D
Certified Copy of Contract Documents/Agreement <ul style="list-style-type: none"> Certified Contract Modification/Amendment #1 Certified Contract Modification/Amendment #2 	1	PERMANENT			A/B/C
Certificates	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			A/B/D
FTA Required Certificates <ul style="list-style-type: none"> Lobbying Certificate Debarment Certificate Buy America Certificate 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			A/B/D
First Source Hiring Program <ul style="list-style-type: none"> First Source Hiring Certification Labor Projections Correspondence with First Source Hiring Program Administrator 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			A/B/D
Insurance Certificates	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			A/B/D

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TYPE OF RECORD – CONSTRUCTION DIVISION	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		TOTAL	CURRENT	STORAGE	
Contract Modification Contract Modification/ Amendment #1 <ul style="list-style-type: none"> Calendar Item/Resolution or General Manager's authorization for contract modification /amendment Letter to C.C.O. Requesting Review of contract modification/amendment C.C.O.'s approval of contract modification/amendment Letter to Muni Accounting to request certification of contract modification/ amendment Letter to contractor notifying approval of contract modification/amendment Contract Modification/ Amendment #2 <ul style="list-style-type: none"> Calendar Item/Resolution or General Manager's authorization for contract modification /amendment C.C.O.'s approval of contract modification/amendment Letter to Muni Accounting to request certification of contract modification/ amendment Letter to contractor notifying approval of contract modification/amendment 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			A/B/D

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TYPE OF RECORD – CONSTRUCTION DIVISION	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		TOTAL	CURRENT	STORAGE	
Task Orders/Change Orders Task order/Change order #1 <ul style="list-style-type: none"> Letter to consultant request for cost proposal of task order Letter from consultant responding with cost proposal and scope of work for task order Letter to C.C.O. to request for approval of task order together with cost proposal Approval letter from C.C.O. responding to request of task order Letter to Muni Accounting to request certification of task order Copy of signed task order Notice to Proceed to consultant with regards to task order Copy of task modifications if any to C.C.O. for approval and to Muni Accounting for certification NTP letter to consultant due to the task modification if any Copy of signed change order Task order/Change order #2 <ul style="list-style-type: none"> Letter to consultant request for cost proposal of task order Letter from consultant responding with cost proposal and scope of work for task order Letter to C.C.O. to request for approval of task order together with cost proposal Approval letter from C.C.O. responding to request of task order Letter to Muni Accounting to request certification of task order Copy of signed task order Notice to Proceed to consultant with regards to task order Copy of task modifications if any to C.C.O. for approval and to Muni Accounting for certification NTP letter to consultant due to the task modification if any Copy of signed change order 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			A/B/D

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TYPE OF RECORD – CONSTRUCTION DIVISION	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		TOTAL	CURRENT	STORAGE	
Closeout <ul style="list-style-type: none"> Letter from Contract Compliance Office approving the Calendar Item for closeout Calendar Item and Resolution authorizing closeout 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			A/B/D
Correspondence <ul style="list-style-type: none"> Contract Compliance Office <ul style="list-style-type: none"> Letter from C.C.O. Approving Bid Call Calendar Item Letter to C.C.O. requesting review of bids Letter to C.C.O. regarding protest Response letter from C.C.O. regarding protest issue with recommendation Letter from C.C.O. recommending Award Letter from C.C.O. approving the Calendar Item for contract award Letter to C.C.O. Requesting Review of contract modification/amendment C.C.O.'s approval of contract modification/amendment Letter to C.C.O. to request for approval of task order together with cost proposal Approval letter from C.C.O. responding to request of task order C.C.O.'s approval of Calendar Item for Closeout City Attorney's Office FTA Contractor/Consultant 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			A/B/D
Calendar Items and Resolutions	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			A/B/D
Progress Payment/Invoices	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			A/B/D
PROJECT CONTROLS FILES					
Calendar Items	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			D

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TYPE OF RECORD – CONSTRUCTION DIVISION	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		TOTAL	CURRENT	STORAGE	
Cost Reports	1	PERMANENT			A/B/C
Employee Time Cards	1	PERMANENT			A/B/C
Milestone Reports	1	PERMANENT			A/B/C
Personnel Files	1	PERMANENT			A/B/C
Project Progress Payments	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			D
Quarterly Project Reports	1	PERMANENT			A/B/C
Work Plan	1	PERMANENT			A/B/C
PROJECT FILES – DETAIL DESIGN PHASE					
Project Planning and Scheduling <ul style="list-style-type: none"> • Project Plans • Schedules • Work Plans and Manpower Allocation • Progress Report and Progress Curves • Summary Level Bar Charts • Open Action Item List 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			D
General Information <ul style="list-style-type: none"> • CER • Existing Reference Plans • Preliminary CER • Photos 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			D
Surveys <ul style="list-style-type: none"> • Survey Information 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			D
Utility Information and Correspondence <ul style="list-style-type: none"> • List of Responses to Utility Notice/Request • AT&T • BLHP/Hetch Hetchy Water & Power • DPT Information • DPT/Traffic Signal Division • DPW/Hydraulic Section • DPW/Mechanical Engineering & AWSS • DPW Project Development Section 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			D

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TYPE OF RECORD – CONSTRUCTION DIVISION	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		TOTAL	CURRENT	STORAGE	
<ul style="list-style-type: none"> • DPW/Street and Highways • Pacific Bell • PG&E • SFFD/San Francisco Fire Department • SFWD/City Distribution Division (CDD) • Viacom Cable of San Francisco • CULCOP Information 					
Design Components <ul style="list-style-type: none"> • Standard Calc Title and Calc Filing System • Standard Drafting, Abbreviations, Legend, etc. • Standard Drafting, Drawing Title Block, Scale Symbols, Callouts, Line Work, Level, etc. • Drawing Index 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			D
Civil <ul style="list-style-type: none"> • Horizontal Alignment • Vertical Alignment • Trackwork • Temporary Crossover • ADA Stops at Varies Locations • Existing ADA Stops 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			D
Electrical <ul style="list-style-type: none"> • Cross Bonds • ADA Stops Lighting • Talking Signs • Temporary Crossover 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			D
Overhead System <ul style="list-style-type: none"> • Trolley Poles • Special Work • Temporary Crossovers • Muni Ductbank 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			D
Safety	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			D

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TYPE OF RECORD – CONSTRUCTION DIVISION	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		TOTAL	CURRENT	STORAGE	
Meetings	2/3	2 YEARS MINIMUM			D
<ul style="list-style-type: none"> • Project Team • PM – PE • MCE - Other Muni Divisions • MCE – BLHP • MCE – DPT • MCE – DPW • MCE – SFFD • MCE - Water/CDD 		OR PROJECT CLOSEOUT			
Correspondence	2/3	2 YEARS MINIMUM			D
<ul style="list-style-type: none"> • Muni • Project Team • PE • PM • BLHP • DPT • DPW • SFFD • SFWD/CDD • Other Stakeholders • State PUC • PG&E/Utility Undergrounding • Caltrans 		OR PROJECT CLOSEOUT			
Review	2/3	2 YEARS MINIMUM			D
<ul style="list-style-type: none"> • Value Engineering <ul style="list-style-type: none"> • Intermediate Review • Final Review • Final Document • Constructability <ul style="list-style-type: none"> • Intermediate Review • Final Review • Final Document 		OR PROJECT CLOSEOUT			
Work Orders/Legislation/Permits	2/3	2 YEARS MINIMUM			D
<ul style="list-style-type: none"> • Work Orders • Parking Elimination 		OR PROJECT CLOSEOUT			

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TYPE OF RECORD – CONSTRUCTION DIVISION	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		TOTAL	CURRENT	STORAGE	
<ul style="list-style-type: none"> Sidewalk and Roadway Width Modification Permits 					
Deliverables <ul style="list-style-type: none"> Drawings <ul style="list-style-type: none"> Intermediate Review Final Review Final Document Special Provisions <ul style="list-style-type: none"> Intermediate Review Final Review Final Document Specification <ul style="list-style-type: none"> Intermediate Review Final Review Final Document Calculations <ul style="list-style-type: none"> Intermediate Review Final Review Final Document Baseline Cost Estimate <ul style="list-style-type: none"> Intermediate Review Final Review Final Document Project Change Request 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			D
Construction Sequencing <ul style="list-style-type: none"> General Sequence/Phasing 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			D
Bid and Award <ul style="list-style-type: none"> Bids Award 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			

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TYPE OF RECORD – CONSTRUCTION DIVISION	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		TOTAL	CURRENT	STORAGE	
PROJECT FILES – CONSTRUCTION PHASE					
Miscellaneous Reference Files <ul style="list-style-type: none"> • Filing Index • Key Players - Addresses/Telephone Numbers • Auth. Contract Amount/Cost Forms • Office Administration • Budget and Manpower • Personnel • Project Planning Reports • Construction Review • Pre-Construction Survey Data • Existing Utility Information • Soil Report • Environment Impact Report 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			D
Administration – General <ul style="list-style-type: none"> • Conformed Contract Copy • Award Documents • Bonds • Insurance • DBE and Apprenticeship Certifications • Certified Payroll Reports • Notices of Non-Compliance • Liquidated Damages • Contractor's Notices of Change/Potential Claims • Delays/Time Extensions • Disputes/Claims • Public Relations • Safety/Accident and Theft Reports • Muni Clearances • Permits 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			D

^A FTA Mandate

^B Filed 5 years beyond life of Grant in the Division

^C Permanent Files for Construction Division

^D Handed to Operations and Maintenance

TYPE OF RECORD – CONSTRUCTION DIVISION	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		TOTAL	CURRENT	STORAGE	
Correspondence <ul style="list-style-type: none"> • RE/PE/PM • Contractor • Other Muni • DPW • Utility Companies Interface • DPT • Others 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			D
Records and Reports <ul style="list-style-type: none"> • Pre-Construction Meeting Minutes • Weekly Progress Meeting Minutes • Schedule Meeting Minutes • Weekly Highlights • Management Briefings • Construction Group Meeting Minutes • Safety Meeting Minutes • Construction Report - Department of Commerce • California Preliminary Notices • Daily Inspector's Reports • RE Reports • Joint Pre-Construction Data • Job Photographs/Video 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			D

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TYPE OF RECORD – CONSTRUCTION DIVISION	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		TOTAL	CURRENT	STORAGE	
Quality Control <ul style="list-style-type: none"> • Quality Control Plan/Program • Certificates of Compliance • Certifications of Qualification • Subgrade Compaction • Sieve Analyses • AC Paving Test Results • Concrete Tickets • Concrete Compressive Strength Result • Concrete Flexural Strength Test Results • Ballast Gradation Test Results • Ballast - Miscellaneous Test Results • Timber Tie Treatment Reports • Rail Inspection Reports • Rail Welding Procedure Qualification - Test Reports • Rail Production Weld Test Reports • Rail End-Hardening Qualification - Test Reports • Rail End-Hardening - Products Test Reports • Special Trackwork - Shop Inspection Reports • Special Trackwork - Field Inspection Reports • Track As-Built Survey • Conductivity Test Reports • Bonding Cable - Coldweld Test Reports • Overhead System Inspection and Test Reports • Traffic Signal Inspection and Test Reports • Other Materials and Systems - Test Reports 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			D

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TYPE OF RECORD – CONSTRUCTION DIVISION	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		TOTAL	CURRENT	STORAGE	
Contract Changes <ul style="list-style-type: none"> Proposed Contract Changes (PCC)/Log Negotiated Changes Records of Negotiations and Correspondence Extra Work Change Orders Extra Work Change Order Log Force Account Records Individual Force Account Log CHRONO Force Account Log Rates Labor Rates Equipment Rates Mark-Ups for Negotiated Changes Contract Modifications Contract Modification Log 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			D
Submittals <ul style="list-style-type: none"> Contractor's Submittal Schedule Submittal Log Schedule Submittals Temporary Controls Submittals Traffic Control Submittals RE Field Office Submittals Site Work Submittals Concrete and Rebar Submittals Metals Submittals Finishes Submittals Electrical and Overhead Submittals Trackwork Submittals Other Submittals Substitution Requests Substitution Request Log 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			D

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TYPE OF RECORD – CONSTRUCTION DIVISION	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		TOTAL	CURRENT	STORAGE	
RFI's and Field Sketches <ul style="list-style-type: none"> • Request for Information • RFI Log • Field Sketches 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			D
Payments <ul style="list-style-type: none"> • Measurement of Progress Payments • Progress Payments • Final Quantities • Final Payment 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			D
Contract Closeout <ul style="list-style-type: none"> • Punch Lists and Remedial Work • As-Built Drawings • O&M Manuals • Warranties • Training • Spare Parts • As-Built Schedule • Maintenance and Guarantee Bond • Release Form • Final Acceptance • Turnover 	2/3	2 YEARS MINIMUM OR PROJECT CLOSEOUT			D

^A FTA Mandate

^B Filed 5 years beyond life of Grant in the Division

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^D Handed to Operations and Maintenance

**RECORD RETENTION AND DESTRUCTION SCHEDULE
SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY
PLANNING AND EXTERNAL AFFAIRS DIVISION**

TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION or TRIGGER
		Total	Current	Storage	
PLANNING & EXTERNAL AFFAIRS ADMINISTRATIVE RECORDS					
Policies/Procedures	Permanent				
Budgets	Current	7 Years	2 Years	5 Years	
Calendar Items	Current	7 Years	2 Years	5 Years	
Reports	Current	7 Years	2 Years	5 Years	
Training/Travel	Current	7 Years	2 Years	5 Years	
Person el/Labor	Permanent				
CIP Projects	Current	Life + 7 Yrs	Life of Project	7 Years	
Operations	Current	7 Years	2 Years	5 Years	
CAPITAL PLANNING & GRANTS RECORDS					
Capital Program Working Committee	Current	2 Years	2 Years		
Capital Improvement Program	Current	Life + 7 Yrs	Life of Project	7 Years	
General Files	Current	7 Years	2 Years	5 Years	
Grants Files (Federal, Local, State)	Current	Life + 7 Yrs	Life of Grant	7 years	
Federal Transit Administration: <ul style="list-style-type: none"> Assurances Audits/Reviews Policies/Procedures Quarterly Reports 	Current	7 Years	2 Years	5 Years	
Legislation: <ul style="list-style-type: none"> Legislation Programs Lobbying Federal, State, Local 	Current	7 Years	2 Years	5 Years	
Local Programs: <ul style="list-style-type: none"> S.F. County Transportation Authority S.F. Municipal Railway Imp. Corp. Audit/Reviews 	Current	7 Years	2 Years	5 Years	

Plans: <ul style="list-style-type: none"> American with Disability Act Overhead Plans General (SRTP/CIP) 	Current	7 Years	2 Years	5 Years	Note: Final Plan Documents are kept permanently in library.
Regional Programs: <ul style="list-style-type: none"> Bay Area Air Quality Management District Bridge Toll Caltrans Joint Power Board Metropolitan Transportation Commission State Transit Act Transportation Development Act 	Current	7 Years	2 Years	5 Years	
State Programs: <ul style="list-style-type: none"> Caltrans California Transportation Commission Quarterly Reports 	Current	7 Years	2 Years	5 Years	

RECORD RETENTION AND DESTRUCTION SCHEDULE
Capital Planning and Legislative Affairs Division: Real Estate Division

TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		Total	Current	Storage	
GENERAL AND ADMINISTRATIVE RECORDS					
Administrative records, miscellaneous	2	2 years	2 years		
Advice Letters	2	2 years min., or until superceded	2 years min.		
Audit Reports	1	Permanent		Indefinite	
Audit Work Papers	2	2 years	2 years		
Budget Files	2	2 years	2 years		
Calendars	4	None			
Citizen Complaints	2/3	5 years	5 years		
Chronological files	4	None			
Correspondence, miscellaneous	2	2 years	2 years		
Correspondence not requiring follow-up	4	None			
Fax Transmittal Sheets	4	None			
Financial Records, miscellaneous	2	2 years after applicable fiscal year	2 years plus		
Invoices	2	2 years after applicable fiscal year	2 years plus		
Interdepartmental Correspondence	2	2 years	2 years		
Legal Advice	2	2 years min./Until superceded	2 years min		

Legislative Drafts	4	None			
Memoranda, miscellaneous	4	None			
Memoranda, policy/decisional	2	5 years or until superceded			
Payables (Invoices)	2	2 years	2 years		
Division publications, reports	2	2 years	2 years		
Settlement Agreements	1	Permanent		Indefinite	
Work Orders and Payments	2	2 years	2 years		
CONTRACT/GRANT RECORDS					
Contracts/Agreements/MOUs	2	2 years min./or life of agreement	2 years min.		
Contract correspondence	2	2 years min. or life of the agreement	2 years min.		
Exchanged Drafts of Agreements	2	2 years	2 years		Admin. Code §67.24(a)
Lease Files	2	2 years min. or after expiration	2 years min.		
Purchase Orders	2	2 years	2 years		
Requests for Proposals (RFPs) and Request for Qualifications (RFQs); Responses to RFPs and RFQs	2	2 years	2 years		
RFP Scoring Records	2	2 years	2 years		Admin. Code §67.24(e)
PERSONNEL/HR RECORDS					
Employment Applications/Resumes	2	2 years	2 years		
Time Sheets	2	2 years	2 years		
Travel and Reimbursement Records	2	2 years	2 years		

**RECORD RETENTION AND DESTRUCTION SCHEDULE
HUMAN RESOURCES**

TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		Total	Current	Storage	
PERSONNEL/HR/LR/EEO RECORDS					
Discrimination Complaints, Sexual Harassment Complaints, Investigations, and Resolutions	2	5 yrs./If litigation is not pending	Destroyed 5 years after Separation.		CSC Employee Personnel Records Guidelines: X.A.3.a.
Grievances	2	5yrs./If litigation is not pending	Destroyed 5 years after separation.		CSC Employee PRG: X.A.3.b.
Background investigation reports/polygraph examinations	1	Permanent	5yrs./If litigation is not pending	Track 16 Storage- Indefinite.	CSC Employee PRG: X.A.3.c.
Criminal Records	1	Permanent	5yrs./If litigation is not pending	Track 16 Storage- Indefinite.	CSC Employee PRG: X.A.3.d.
Medical records (various; listed in CSC Employee PRG: X.A.3.e.)	2	5yrs./If litigation is not pending	Destroyed 5 years after separation.		CSC Employee PRG: X.A.3.e.
Recruitment files, including applications and resumes of applicants;	1	Permanent	5yrs./If litigation is not pending	Track 16 Storage- Indefinite.	CSC Employee PRG: X.A.3.f.
Conflict of Interest statements	2	5yrs./If litigation is not pending	Destroyed 5 years after Separation.		CSC Employee PRG: X.A.3.g.
Unfair Labor Practice Complaints or Contract disputes	2	5yrs./If litigation is not pending	Destroyed 5 years after Separation.		CSC Employee PRG: X.A.3.h.

Sealed documents (e.g., record sealed by MOU)	2	5 yrs./If litigation is not pending	Destroyed 5 years after Separation.		CSC Employee PRG: X.A.3.i.
Family Medical Leave Act Records	2	5 yrs./If litigation is not pending	Destroyed 5 years after Separation.		Required by Fair Labor Standards Act §11(c)
Personnel Files	2	5 yrs./If litigation is not pending	Destroyed 5 years after Separation.		CSC Employee PRG: IX.C.D.1.2.
Correspondence	2	5 yrs./If litigation is not pending	Destroyed 5 years after Separation.		
Invoices	2	5 yrs./If litigation is not pending	Destroyed 5 years after Separation.		
Chron Files, Subject Files, Miscellaneous	2	5 yrs./If litigation is not pending	Destroyed 5 years after Separation		
Resignations	2	5 yrs./If litigation is not pending	Destroyed 5 years after Separation		
Job Inquiries; Exam protests	2	5 yrs./If litigation is not pending	Destroyed 5 years after Separation		
Provisional; Permanent Employment Postings	2	5 yrs./If litigation is not pending	Destroyed after 5 years		
Workers' Compensation Records	2	5 yrs./If litigation is not pending	Destroyed 5 years after Separation.		CSC Employee PRG: X.A.3.j.
Personal Services Contracts	2	5 yrs./If litigation is not pending	Destroyed 5 years after end of contract period.		

RECORD RETENTION AND DESTRUCTION SCHEDULE
HR/LR/EEO – EEO Office

TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		Total	Current	Storage	
GENERAL AND ADMINISTRATIVE RECORDS					
FTA Affirmative Action Report	3	9 years	9 years		
Budget Files	3	2 years	2 years		
EEO Quarterly Reports (Employment Discrimination Complaints and Statistics)	3	7 years	7 years		
ADA Quarterly Report and Confidential Case Data	3	7 years	7 years		
Chron. Files on case correspondence	3	2 years	2 years		
Correspondence, misc.	4	No retention required			
Correspondence - no follow up	4	No retention required			
FAX transmittal sheets	4	No retention required			
Invoices	3	3 years	3 years		2 years after applicable fiscal year
Interdepartmental correspondence – not case related	3	2 years	2 years		
Journals/Magazines/Catalogues	4	No retention			
Leases for office equipment	3	2 years	2 years		
Legal Advice	3	2 years min.	2 years min.		
Memoranda, policy decisions	3	2 years min.	2 years min.		

Type of Record	Retention Category	Total	Current	Storage	Remarks
MTA Board agendas	4	No retention required			
Payables (Invoices)	3	2 years	2 years		
Publications, reports created by department other than FTA Affirmative Action Report	2	2 years	2 years		
Settlement Agreements	3	7 years	7 years		
Payroll Records/Rosters	3	2 years	2 years		
Time Sheets	4	No retention required			
Travel/Reimbursement Records	3	2 years	2 years		
Vacancy Report	3	2 years	2 years		
Violence in the Workplace Quarterly Report	3	5 years	5 years		

**RECORD RETENTION AND DESTRUCTION SCHEDULE
HR/LR/EEO - SUBSTANCE ABUSE PROGRAM**

TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		Total	Current	Storage	
GENERAL AND ADMINISTRATIVE RECORDS					
Audit Reports	1	Permanent			Kept indefinitely
Audit Work Papers	2	2 years	2 years		
Annual Reports	1	Permanent			Kept indefinitely
Correspondence, miscellaneous	2	2 years	2 years		Shred
Correspondence, draft	4	None			Shred
Fax Transmittal Sheets	4	None			Shred
Invoices	2	3 years after applicable fiscal year	4 years		
Journals/Magazines/Catalogs	4	None			Recycle
Legal Advice	2	Until superceded	2 year min.		
Memoranda, miscellaneous	4	No retention required			Shred
Memoranda, policy/decisional	2	5 years or until superceded	5 years		Shred
Payables (Invoices)	2	2 years	2 years		
Revolving Funds Records	2	2 years	2 years		
Work Orders and Payments	2	2 years	2 years		Shred

CONTRACT/GRANT RECORDS		Total	Current	Storage	
Contracts/Agreements/MOUs	2	2 years min. or life of agreement	2 years		
Purchase Orders	2	2 years	2 years		
Regulations	1	Permanent			Kept indefinitely
Requests for Proposals (RFPs) and Request for Qualifications (RFQs); Responses to RFPs and RFQs	2	2 years	2 years		
RFP Scoring Records	2	2 years	2 years		Admin. Code §67.24(e)
PERSONNEL/HR RECORDS					
Time Rosters	2	2 years	2 years		Recycle
Time Sheets	2	2 years	2 years		Shred
Travel and Reimbursement Records	2	2 years	2 years		
FTA DRUG TEST RECORDS					
Employer's copy of custody and control form.	2	2 years	2 years		Purge files after 24 months (shred documents)
Collection logbooks	2	3 years	3 years		Purge files after 36 months (shred documents)
Documents relating to the random selection process.	2	3 years	3 years		Purge files after 36 months (shred documents)
Documents generated in connection with decisions to administered reasonable suspicion alcohol tests.	2	3 years	3 years		Purge files after 36 months (shred documents)

Type of Record	Retention category	Total	Current	Storage	
MRO documents showing existence of medical explanation of inability of safety-sensitive employee to provide enough urine.	2	3 years	3 years		Purge files after 36 months (shred documents)
Training materials on drug abuse awareness, including a copy of the employer's policy on prohibited drug use.	2	3 years	3 years		Purge files after 36 months (shred documents)
Names of safety-sensitive employees attending training on prohibited drug use and dates and times of such training.	2	3 years	3 years		Purge files after 36 months (shred documents)
Documentation of training provided to supervisors to qualify them to make reasonable suspicion determinations.	2	3 years	3 years		Purge files after 36 months (shred documents)
Certification that this training complies with the regulatory requirements.	2	3 years	3 years		Purge files after 36 months (shred documents)
Procedures to assess those with verified positive tests, providing available services, referral, suspension, and dismissal.	2	3 years	3 years		Purge files after 36 months (shred documents)
Employer's chain-of-custody form.	2/3	6 years	2 years	4 years	Purge files after 6 years
Documents relating to the refusal of any safety-sensitive employee to submit to a drug test required by 49 CFR 653.	2/3	6 years	2 years	4 years	Purge files after 6 years
Documents presented by a covered employee to dispute the result of a drug test administered under 49 CFR 653.	2/3	6 years	2 years	4 years	Purge files after 6 years
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.	2/3	6 years	2 years	4 years	Purge files after 6 years

Type of Record	Retention Category	Total	Current	Storage	
Records concerning a safety-sensitive employee's entry into and completion of the program of rehabilitation recommended by the substance abuse professional.	2	6 years	2 years	4 years	Purge files after 6 years
Annual MIS reports.	2	6 years	2 years	4 years	Purge files after 6 years
FTA ALCOHOL TEST RECORDS					
Employer's copy of the alcohol test form, including results of the test.	2	2 years	2 years		Purge files after 24 months (shred documents)
Collection logbooks	2	3 years	3 years		Purge files after 36 months (shred documents)
Documents relating to the random selection process.	2	3 years	3 years		Purge files after 36 months (shred documents)
Verification of Breath Alcohol Technician training.	2	3 years	3 years		Purge files after 36 months (shred documents)
Documents generated in connection with decisions to administer reasonable suspicion alcohol tests.	2	3 years	3 years		Purge files after 36 months (shred documents)
Documents generated in connection with decisions on post-accident alcohol tests.	2	3 years	3 years		Purge files after 36 months (shred documents)
Documents showing existence of medical explanation of inability of safety-sensitive employee to provide enough breath for test.	2	3 years	3 years		Purge files after 36 months (shred documents)
Materials on alcohol abuse awareness, including a copy of the employer's policy on alcohol abuse.	2	3 years	3 years		Purge files after 36 months (shred documents)
Documentation of compliance with 49 CFR 654.71 concerning development and dissemination of the employer's policy.	2	3 years	3 years		Purge files after 36 months (shred documents)

Type of Record	Retention category	Total	Current	Storage	
Educational materials that explain the regulatory requirements.	2	3 years	3 years		Purge files after 36 months (shred documents)
The employer's policy and procedures with respect to implementing the regulatory requirements.	2	3 years	3 years		Purge files after 36 months (shred documents)
Written notice to every safety-sensitive employee organizations (i.e. collective bargaining units of the availability of the above materials.	2	3 years	3 years		Purge files after 36 months (shred documents)
The employer's copy of the alcohol test form, including the results of the test.	2/3	6 years	2 years	4 years	Purge files after 6 years
Documents related to the refusal of any safety-sensitive employee to submit to an alcohol test required by 49 CFR 654.	2/3	6 years	2 years	4 years	Purge files after 6 years
Documents presented by a covered employee to dispute the results of an alcohol test administered under 49 CFR 654.	2/3	6 years	2 years	4 years	Purge files after 6 years
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 calibrationsigned by the calibrating technician.	2/3	6 years	2 years	4 years	Purge files after 6 years
Manufacturer's calibration schedule for the model of equipment used.	2/3	6 years	2 years	4 years	Purge files after 6 years
Certification record for the calibrating technician.	2/3	6 years	2 years	4years	Purge files after 6 years

Type of Record	Retention Category	Total	Current	Storage	
Records pertaining to a determination by a substance abuse professional concerning a safety-sensitive employee's need for assistance.	2/3	6 years	2 years	4 years	Purge files after 6 years
Records concerning a safety-sensitive employee's compliance with the recommendations of the substance abuse professional	2/3	6 years	2 years	4 years	Purge files after 6 years
Annual MIS report.	2/3	6 years	2 years	4 years	Purge files after 6 years

**RECORD RETENTION AND DESTRUCTION SCHEDULE
CONTRACT COMPLIANCE OFFICE, SAN FRANCISCO MUNICIPAL RAILWAY**

TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		Total	Current	Storage	
ADMINISTRATIVE AND GENERAL RECORDS					
DBE Quarterly Reports to FTA per Fiscal Year.	Permanent	Permanent			
DBE Goal Methodology Reports per Fiscal Year	Current	5 years	5 years		
FTA-funded & Other-funded DBE Quarterly Reports to County Transportation Authority	Permanent	Permanent			
Contract/RFP log	Permanent	Permanent			
Modification/Amendment log	Permanent	Permanent			
Correspondence, Outgoing	Current	10 years	10 years		
Interdepartmental Correspondence	Current	10 years	10 years		
Journals/Magazines/Catalogs	No retention required	No retention required			
Legal Advice	Permanent	Permanent			
Legislative Drafts	Current	5 years	5 years		
Memoranda, miscellaneous	Current	5 years	5 years		
Memoranda, policy/decisional	Permanent	Permanent			
Payables (Invoices)	Permanent	Permanent			
COMMISSION RECORDS					
Agendas, Notices and Minutes of Commission and Committee Meetings	Current	2 years	2 years		

CONTRACT RECORDS					
Contracts Specifications/RFPs	Current	5 years	5 years		
Contract correspondence for awarded prime	Permanent	Permanent			
Regulations	Permanent	Permanent			
RFP Scoring Records	Current	5 years after contract closure	5 years		Admin. Code §67.24(e)
Bid documents (of contractors not awarded the contract)	Permanent	Permanent			
DBE CERTIFICATION RECORDS					
Certified DBE Firm Files	Current	5 years	5 years		
Decertified DBE Firm Files	Current	3 years after decertification	3 years		
PERSONNEL FILES					
Payroll Records	Current	2 years	2 years		
Time Sheets	Current	2 years	2 years		
Travel and Reimbursement Records	Current	2 years	2 years		

**RECORD RETENTION AND DESTRUCTION SCHEDULE FOR
MUNI ACCESSIBLE SERVICES**

TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION OR TRIGGER
		Total	Current	Storage	
GENERAL AND ADMINISTRATIVE RECORDS					
Administrative records, miscellaneous	Current	2 years	2 years		
Budget Files	Current	3 years	3 years		
Citizen Complaints	Current	5 years	5 years		
Chronological files	Current	2 years	2 years		
Code Interpretations	Current	2 years min.	2 years min		until superceded
Correspondence, miscellaneous	Current	2 years	2 years		
Correspondence not requiring follow-up	Not retained	None			
Correspondence, draft	Not retained	None			
Discount I. D. files	Current	2 years	2 years		
Fax Transmittal Sheets	Not retained	None			
Financial Records, miscellaneous	Current	2 years after applicable fiscal year	3 years		
Fixed Route Accessibility files	Current	2 years	2 years		
Invoices	Current	2 years after applicable fiscal year	3 years		
Interdepartmental Correspondence	Current	2 years	2 years		
Journals/Magazines/Catalogs	Not retained	None			
Legal Advice	Current	2 year min.			Until superceded
Muni Accessibility Advisory Cmte. Agendas/Minutes	Current	5 years	5 years		
Memoranda, policy/decisional	Current	5 years	5 years		until superceded
Paratransit Coordinating Council Agendas/Minutes	Current	5 years	5 years		
Paratransit Program files	Current	2 years	2 years		
Publications, reports created by Department	Current	2 years	2 years		
Revolving Funds Records	Current	2 years	2 years		

Settlement Agreements	Permanent	Permanent	Indefinite		
LRV Key Stops.project files	Current	3 years	3 years		
CONTRACT/GRANT RECORDS					
Contracts/Agreements/MOUs	Current	2 years or life of agreement	2 years min.		
Contract correspondence	Current	2 years or life of agreement	2 years min.		
Contract invoices	Current	2 years or life of agreement	2 years min		
Disability Regulations	Permanent	Permanent	Indefinite		
Exchanged Drafts of Agreements	Current	2 years	2 years		Admin. Code §67.24(a)
Purchase Orders	Current	2 years	2 years		
Requests for Proposals (RFPs)and Request for Qualifications (RFQs); Responses to RFPs and RFQs	Current	2 years	2 years		
RFP Scoring Records	Current	2 years	2 years		Admin. Code §67.24(e)
PERSONNEL/HR RECORDS					
ADA Request for Reasonable Accommodation Report	Current	2 years	2 years		
Employment Applications/Resumes	Current	2 years	2 years		
Payroll Records	Current	2 years	2 years		
Personnel Files	Current	2 years min.	2 years min.		While employed
Time Rosters	Current	2 years	2 years		
Time Sheets	Current	2 years	2 years		
Travel and Reimbursement Records	Current	2 years	2 years		
Workers' Compensation Records	Current	5 years	5 years		Title 8, Cal. Code of Regulations, Section 10102

**RECORD RETENTION AND DESTRUCTION SCHEDULE
SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY
COMMUNICATIONS DIVISION**


TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS/ DISPOSITION INSTRUCTION or TRIGGER
		Total	Current	Storage	
POLICY STATEMENTS, PROCEDURES, ORDERS, AND INSTRUCTIONS	Permanent				Indefinitely unless/until superseded by new policies, orders and /or instructions,
MTA Board actions related to Communications	"				"
Policies or orders (G.M., City)	"				"
Internal policies and bulletins	"				"
CORRESPONDENCE - GENERAL	Current and Storage	5	2	3	Minimum two years, dependent on the nature/subject of the correspondence
Inquiry or fare policy	"	5	2	3	"
Service suggestions	"	5	2	3	"
Ad campaign requests	"	5	2	3	"
Other	"	5	2	3	"
CORRESPONDENCE - COMPLAINTS AND COMMENDATIONS	Current and Storage	5	2	3	
Operator complaints	"	5	2	3	
Information service complaints	"	5	2	3	
Service complaints	"	5	2	3	

TYPE OF RECORD	RETENTION CATEGORY				REMARKS/ DISPOSITION INSTRUCTION or TRIGGER
		Total	Current	Storage	
GENERAL USER INFORMATION (INCLUDES MAPS, TIMETABLES, ETC.)	Current and Storage	5	2	3	
PRESS RELEASES AND ADVISORIES	Current and Storage	5	2	3	
PRESS CLIPPINGS	Permanent			Indefinitely	
BULLETINS, OTHER ADVISORY NOTICES	No Retention Required				For Review Only
Operations bulletins	"				
Operations reports	"				
Other	"				
WORK REQUESTS	Current and Storage	4	1	3	Minimum 2 year
Car card requests	"	4	1	3	"
Signage requests	"	4	1	3	"
Reproduction requests	"	4	1	3	"
PERSONNEL RECORDS	Permanent				Indefinitely
Discipline letters	"				"
Time and attendance records	"				"
Other	"				"
BUDGET/ADMINISTRATION RECORDS	Current and Storage	5	2	3	Minimum 2 years
Budget documents	"	5	2	3	"
Equipment purchase orders	"	5	2	3	"
Supplies purchase orders	"	5	2	3	"
Other	"	5	2	3	"
HISTORICAL RECORDS	Permanent				

CALENDAR ITEMS/BOARD MATTERS (OTHER THAN POLICIES AND PROCEDURES)	Current and Storage	5	2	3	
TRAINING/TRAVEL	Current and Storage	5	2	3	

APPROVALS:

Approved by Municipal Transportation Agency Board of Directors




Roberta Boomer
MTA Board Secretary

4-17-02
Date Approved

Approved as to Records Relating to Financial Matters:

Ed Harrington
Controller

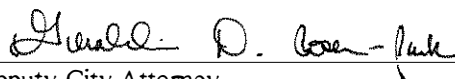


Controller Staff

4/25/02
Date Approved

Approved as to Records of Legal Significance:

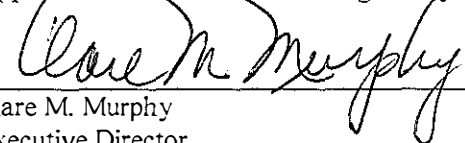
Dennis J. Herrera
City Attorney



Deputy City Attorney

3-12-02
Date Approved

Approved as to Records Relating to Payroll Matters:



Clare M. Murphy
Executive Director,
Retirement System

6-20-2002
Date Approved
by the Retirement Board

