

RECORDS RETENTION AND DESTRUCTION SCHEDULE

Department Name: Office of the Assessor-Recorder
Department Contact: Gigi Whitley

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Contact Email Address: gigi.whitley@sfgov.org

Division	Division Contact	Record Category	Record Title / Description	Document Link	Retention Category	Retention Period			Remarks
						Total	On-site	Off-site	
		Assessment	Appraiser Work Papers		2 - Current, 3 - Storage	6 years			
		Assessment	Assessment Appeal Documents		2 - Current, 3 - Storage	6 years			
		Assessment	Assessment Handbooks		1 - Permanent	Until superseded			
		Assessment	Assessment Roll (Secured & Unsecured)		1 - Permanent	Permanent			
		Assessment	Assessment Roll Indexes		1 - Permanent	Permanent			
		Assessment	Assessor Parcel Maps		1 - Permanent, 3 - Storage	Permanent			
		Assessment	BPP Audit and Processing Procedures		1 - Permanent	Until superseded			
		Assessment	BPP Biopharmaceutical Industry Equipment Forms		2 - Current, 3 - Storage	6 years			
		Assessment	BPP Close Out Forms		2 - Current, 3 - Storage	6 years			
		Assessment	BPP Roll Corrections		2 - Current, 3 - Storage	6 years			
		Assessment	Building Records		1 - Permanent	Permanent			
		Assessment	Business Personal Property (BBP) Audit Files		2 - Current, 3 - Storage	6 years			
		Assessment	Change of Name / Address Forms		2 - Current, 3 - Storage	6 years			

Division	Division Contract	Record Category	Record Title Description	DocumentLink	Retention Category	Retention Period			Remarks
						Total	On-site	Off-site	
		Assessment	Estate Change in Ownership (CIO) Statements		1 - Permanent, 3 - Storage	Permanent			
		Assessment	Exclusion Claims & Forms - Other		2 - Current, 3 - Storage	6 years			
		Assessment	Exemption Forms and Supporting Documentation - Business Personal Property Low Value		2 - Current, 3 - Storage	6 years			
		Assessment	Exemption Forms and Supporting Documentation - Homeowner		2 - Current, 3 - Storage	6 years			
		Assessment	Exemption Forms and Supporting Documentation - Religious/ Welfare /Veterans /Disabled Veterans		2 - Current, 3 - Storage	6 years after lien date for tax year exemption last granted			
		Assessment	Financial/Income and Expense Statements		2 - Current, 3 - Storage	6 years			
		Assessment	Informal Review Applications		2 - Current, 3 - Storage	6 years			
		Assessment	Landlord Tenant Reports		2 - Current, 3 - Storage	6 years			
		Assessment	Lease Files		2 - Current, 3 - Storage	6 years			
		Assessment	Legal Entity Ownership Program Statements		2 - Current, 3 - Storage	6 years			
		Assessment	Legal Opinions		1 - Permanent	Until superseded			
		Assessment	Lien Date New Construction Self Reporting Forms		2 - Current, 3 - Storage	6 years			
		Assessment	Marine Affidavits for 4 percent Assessment		2 - Current, 3 - Storage	6 years			
		Assessment	Marine Vessel Property Statements		2 - Current, 3 - Storage	6 years			
		Assessment	Marriage Licenses and Registered Domestic Partners Certificates (for Assessment Purposes)		2 - Current, 3 - Storage	6 years			Applies to certificates used for assessment purposes

Division	Division Contract	Record Category	Record Title Description	DocumentLink	Retention Category	Retention Period			Remarks
						Total	On-site	Off-site	
		Assessment	Notice of Assessed Value (NAV) Letters		2 - Current, 3 - Storage	6 years			
		Assessment	Parcel Create Reports		2 - Current, 3 - Storage	6 years			
		Assessment	Parent/Child & Grandparent/Grandchild Exclusions		2 - Current, 3 - Storage	6 years after the year the receiving child/grandchild sells the property			R&TCode Section 465
		Assessment	Possessory Interest Value Tranmittals		2 - Current, 3 - Storage	2 years plus one day			CAGov. Code Section 26202
		Assessment	Preliminary Change of Ownership		1 - Permanent, 3 - Storage	Permanent			
		Assessment	Property Owner Appraisals		2 - Current, 3 - Storage	6 years			
		Assessment	Property Transfer List		2 - Current, 3 - Storage	6 years			
		Assessment	Rent Rolls		2 - Current, 3 - Storage	6 years			
		Assessment	SBE Maps		1 - Permanent	Permanent			
		Assessment	Survey Maps		1 - Permanent, 3 - Storage	Permanent			
		Assessment	Taxpayer Communication-Assessment		2 - Current, 3 - Storage	6 years			
		Assessment	Transfer of Base Year Value fro Age 55+ and Diabled		2 - Current, 3 - Storage	6 years			
		Financial	Contract Correspondence		2 - Current, 3 - Storage	5 years after term of agreement			
		Financial	Contract/Agreements/ MOUs		2 - Current, 3 - Storage	5 years after term of agreement			

Division	Division Contract	Record Category	Record Title Description	DocumentLink	Retention Category	Retention Period			Remarks
						Total	On-site	Off-site	
		Financial	Disaster/Cost Recovery Documentation		2 - Current, 3 - Storage	3 years from the date the Project Worksheet File is officially closed. Specifically, any and all records relating to costs incurred during an emergency or disaster, and for which FEMA or Cal Office of Emergency Services (OES) Public Assistance is sought, must be retained in accordance with the Code of Federal Regulations 44 CFR Section 13.42 Records shall be retained for three (3) years from the date the Project Worksheet file is officially closed. The date of the closure of a project is confirmed by receipt of a closure letter from the State of California (unless any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the 3-year period). 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. 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. California State regulations (Title 19 California Code of Regulations Section 2980 (e)) specifies an identical record retention period of 3 years from the close of the Project Worksheet file.			Code of Federal Regulations 44 CFR Section 13.42 and Title 19 California Code of Regulations Section 2980 (e). Robert T. Stafford Emergency Disaster Relief and Emergency Assistance Act, as amended (41 USC, Sec. 5121 et seq.). California Disaster assistance Act: California Code of regulations, Title 19, Division 2, Chapter 6.

Division	Division Contract	Record Category	Record Title Description	Document Link	Retention Category	Retention Period			Remarks
						Total	On-site	Off-site	
		Financial	Lease Files		2 - Current, 3 - Storage	5 years after expiration			
		Financial	Payables (Invoices)		2 - Current, 3 - Storage	5 years			
		Financial	Purchase Orders		2 - Current	5 years			
		Financial	Regualtions		1 - Permanent	Until superseded			
		Financial	Request for Proposals (RFPs) and Request for Qualifications (RFQs); Responses to RFPs and RFQs		2 - Current, 3 - Storage	5 years			
		Financial	Revenue Projections		2 - Current, 3 - Storage	5 years			
		Financial	Work Orders & Payments		2 - Current, 3 - Storage	5 years			
		General Administrative	Administrative Records, Misc.		2 - Current, 3 - Storage	5 years			
		General Administrative	Annual Work Program		2 - Current, 3 - Storage	5 years			
		General Administrative	Calendar (Dept. Head)		4 - No Retention Required	2 years			Administrative Code Section 67.29-5
		General Administrative	Calendar (Other than Dept. Head)		4 - No Retention Required	While Useful			
		General Administrative	Citizen Complaints		2 - Current, 3 - Storage	5 Years			
		General Administrative	Code Interpretations		1 - Permanent	Until superseded			
		General Administrative	Complaint Logs		4 - No Retention Required	While Useful			
		General Administrative	Correspondence, Draft		4 - No Retention Required	While useful			
		General Administrative	Correspondence, Misc.		2 - Current, 3 - Storage	5 years			Includes customer surveys
		General Administrative	Data Request Forms		2 - Current, 3 - Storage	5 Years			
		General Administrative	Dept. Policy & Procedures		1 - Permanent	Until superseded			
		General Administrative	Dept. Procedural Manuals		1 - Permanent	Until superseded			

Division	Division Contract	Record Category	Record Title Description	Document Link	Retention Category	Retention Period			Remarks
						Total	On-site	Off-site	
		General Administrative	Disaster/Cost Recovery Documents		2 - Current, 3 - Storage	3 years from the date the project worksheet is officially closed			44 CFR Section 13.42 and Title 19 California Code of Regulations Section 2980 (e)
		General Administrative	Draft Documents		4 - No Retention Required	While useful			
		General Administrative	External Audits (Grand Jury SBE, Private Acct. Firms)		2 - Current, 3 - Storage	5 years after applicable Fiscal Year (FY)			
		General Administrative	Interdepartmental Correspondence		2 - Current, 3 - Storage	5 years			
		General Administrative	Internal Audit Reports		2 - Current, 3 - Storage	5 years after applicable FY			
		General Administrative	Journals/Magazines/Catalogs		4 - No Retention Required	None			
		General Administrative	Legal Advise		2 - Current	Until superseded			
		General Administrative	Legislative Drafts and Proposed Legislation		4 - No Retention Required	None			
		General Administrative	Memoranda, Misc		4 - No Retention Required	While useful			
		General Administrative	Memoranda, Policy/ Decisional		2 - Current, 3 - Storage	5 years, or until superseded			
		General Administrative	Personal Files, Notes & Memos		4 - No Retention Required	While useful			
		General Administrative	Production Reports		2 - Current, 3 - Storage	5 years			
		General Administrative	Publications, Reports by Dept.		2 - Current, 3 - Storage	5 years			
		General Administrative	Software Licensing, Instruction Manuals		4 - No Retention Required	While software in use			
		Personnel/ Payroll/ HR	Administrative Files for Employees (separate from official employee personnel file)		2 - Current, 3 - Storage	Term of employment plus 7 years following separation			Civil Service Commission policy
		Personnel/ Payroll/ HR	Conflict of Interest (Form 700)		2 - Current, 3 - Storage	7 years			CA Gov. Code Section 81009 (e)
		Personnel/ Payroll/ HR	Grievance Files		2 - Current, 3 - Storage	10 Years			Department of Human Resources policy

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						Total	On-site	Off-site	
		Personnel/ Payroll/ HR	Log-in Sheets		2 - Current, 3 - Storage	5 years			
		Personnel/ Payroll/ HR	Meet and Confer Files		1 - Permanent	Permanent			Department of Human Resources policy
		Personnel/ Payroll/ HR	Payroll Records and Time Sheets		2 - Current, 3 - Storage	Term of employment plus 7 years following separation			Administrative Code Section 8.3
		Recorder	Daily Recording Balance Summary Reports		2 - Current, 3 - Storage	5 years			
		Recorder	Federal Tax Liens		1 - Permanent	Permanent			Provided microfilm copy is kept permanently, federal tax liens may be destroyed after 8 years (CA Gov. Code Section 2720.6)
		Recorder	Marriage Certificates/ Licenses		1 - Permanent	Permanent			Health and Safety Code Section 102355 requires that local registrars of marriage transmit all accepted original marriage certificates to the California Department of Public Health not less than quarterly for all certificates registered in the previous quarter. ASR retains an electronic image of the original.
		Recorder	Original Recordable Documents and Indexes		1 - Permanent	Permanent			Undeliverable and uncalled original document may be destroyed after two years provided permanent photographic copy kept (CA Gov. Code Section 26205.6)
		Recorder	Recorder Data Management System - Cash Transaction Reports		2 - Current, 3 - Storage	5 years			ASR uses a third-party system for cash processing of recorded documents.
		Recorder	Request for Copies of Recorded Documents		4 - No Retention Required	While useful			
		Recorder	Taxpayer Communication-Recorder		2 - Current, 3 - Storage	5 years			

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						Total	On-site	Off-site	
		Recorder	Transfer Tax Affidavit		1 - Permanent, 3 - Storage	Permanent			
		Assessment	Appraisal & Valuation Records		1 - Permanent	Permanent			
		Assessment	BPP Escape Forms		2 - Current, 3 - Storage	6 years			
		Assessment	BPP Factored Tables		2 - Current, 3 - Storage	6 years			
		Assessment	BPP Penal Forms		2 - Current, 3 - Storage	6 Years			
		Assessment	Business Property Statements		2 - Current, 3 - Storage	6 years			
		Assessment	Business Registration Forms		2 - Current, 3 - Storage	5 years			
		Assessment	Change in Ownership Statements (COS)		1 - Permanent, 3 - Storage	Permanent			
		Assessment	Permit Application & Issuance Records		2 - Current, 3 - Storage	6 years, after life of permit			
		Assessment	Roll Value Report - State Board of Equalization (SBE)		1 - Permanent, 3 - Storage	Permanent			
		Financial	Budget Documents/ Work Papers		2 - Current	2 years			Administrative Code Section 67.29-5
		Financial	Exchanged Drafts of Agreements		2 - Current, 3 - Storage	5 years after term of agreement			
		Financial	Financial Records, Misc.		2 - Current, 3 - Storage	5 years after applicable FY			
		Financial	Invoices		2 - Current, 3 - Storage	5 years after applicable FY			
		Financial	Revolving Funds Records		2 - Current, 3 - Storage	5 years			
		Financial	Settlement Agreements		1 - Permanent	Permanent			
		Financial	Travel & Employee Reimbursement Records		2 - Current, 3 - Storage	5 years			
		General Administrative	Advice Letters		2 - Current, 3 - Storage	5 years, or until superseded			
		General Administrative	Annual Reports		1 - Permanent	Permanent			

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						Total	On-site	Off-site	
		General Administrative	Public Records Request and Responses		2 - Current, 3 - Storage	5 years			
		General Administrative	Written Communication with Taxpayers - General		2 - Current, 3 - Storage	5 years			
		Personnel/ Payroll/ HR	Employee Medical Records		2 - Current, 3 - Storage	Term of employment plus 7 years following separation			Civil Service Commission Policy
		Personnel/ Payroll/ HR	Employee Personnel Files		2 - Current, 3 - Storage	Term of employment plus 7 years following separation			Civil Service Commission policy
		Personnel/ Payroll/ HR	Recruitment and Civil Service Exam		2 - Current, 3 - Storage	5 years			
		Personnel/ Payroll/ HR	Time Cards		1 - Permanent, 3 - Storage	Permanent			Only pertains to documents prior to 12/1998

RECORDS RETENTION AND DESTRUCTION POLICY AND SCHEDULE SIGNATURE PAGE

Submit your Policy with the Schedule and signature page attached at the end. Secure the signatures below, as appropriate, and deliver to: Office of the City Administrator, City Hall Room 362, Attention: Index to Records.

Name of Department: _____

For departments that do not have a board or commission:

For departments that have a board or commission:

Steve Kawa, Mayor's Chief of Staff

Date Approved

Commission Secretary name and signature

Date Approved

ALL DEPARTMENTS

Department Head name and signature: _____ Date Approved: _____

Approval as to Records relating to financial matters:

Ben Rosenfield, Controller

Date Approved

Controller Staff (print and sign)

Date Approved

Approval as to Records of legal significance:

Dennis J. Herrera, City Attorney

Date Approved

City Deputy Attorney (print and sign)

Date Approved

Approval as to Records relating to payroll matters:

Jay Huish, Executive Director - Retirement Board

Date Approved