



DEPARTMENT OF BUILDING INSPECTION

City & County of San Francisco
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1660 Mission Street, San Francisco, California 94103-2414

REISSUED - APRIL 2014

RECORD RETENTION AND DESTRUCTION POLICY

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

This policy covers all records and documents, regardless of physical form or characteristics, which have been made or received by the Department of Building Inspection in connection with the transaction of public business.

PART I: POLICY AND PROCEDURES

A. RETENTION POLICY

The Department of Building Inspection shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference, or to comply with contractual or legal requirements, or for other purposes as set forth below. For record retention and destruction purposes, the term "record" is defined as set forth in Section 8.1 of the San Francisco Administrative Code. Documents and other materials that do not constitute "records" under that section, including those described below in Category 4., may be destroyed when no longer needed, unless otherwise specified in Part II. The records of the Department of Building Inspection shall be classified for purposes of retention and destruction as follows:

Category 1: Permanent Retention. Records that are permanent or essential shall be retained and preserved indefinitely.

- **Permanent records.** Permanent records are records required by law to be permanently retained and which are ineligible for destruction unless they are microfilmed or placed on an optical imaging system, and special measures are followed. Admin. Code Section 8.4. Once these measures are followed, the original paper records may be destroyed. Duplicate copies of permanent records may be destroyed whenever they are no longer necessary for the efficient operation of the Department. Examples of permanent records include: records of meetings, and agendas, Board decisions.
- **Essential records.** Essential records are records necessary for the continuity of government and the protection of the rights and interests of individuals. Admin. Code Section 8.9. Examples of essential records include policy memoranda, interpretive materials such as manuals, and building permits.

Category 2: Current Records. Current records are records for convenience, ready reference or other reasons are retained in the office space and equipment of the Department. Current records shall be retained as follows:

- **Where retention period specified by law.** Where federal, state, or local law prescribes a definite period of time for retaining certain records, the Department of Building Inspection will retain the records for the period specified by law. Examples of records required to be maintained for a specific period are: Statement of Economic Interest, Form 700 must be retained seven years pursuant to Government code Section 81009(e); Accident/Injury Reports must be retained five years pursuant to 29 CFR 1404.6.
- **Where no retention period specified by law.** Where no specific retention period is specified by law, the retention period for records that the Department is required to retain shall be specified in the attached Record Retention and Destruction Schedule. Records shall be retained for a minimum of two years, although such records may be treated as "storage records" and placed in storage at any time during the applicable retention period. Examples of current records include: invoices for purchases of supplies, departmental memoranda, and budget documents.

Category 3: Storage Records. Storage records are records that are retained offsite. Storage records are subject to the same retention requirements as current records. Examples of storage records include official records of Board action and calendars and minutes of hearings.

Category 4: No Retention Required. Documents and other materials that are not "records" as defined by Admin. Code section 8.1 need not be retained unless retention is otherwise required by local law (or by the attached Retention and Destruction Schedule). Documents and other materials (including originals and duplicates) that are not otherwise required to be retained, are not necessary to the functioning or continuity of the Department and which have no legal significance may be destroyed when no longer needed. Examples include materials and documents generated for the convenience of the person generating them, draft documents rendered moot by departmental action, and duplicate copies of records that are no longer needed. Specific examples include telephone message slips, miscellaneous correspondence not requiring follow-up or departmental action, notepads, e-mails that do not contain information required to be retained under this policy, and chronological files. With limited exceptions, no specific retention requirements are assigned to documents in this category. Instead it is up to the originator or the recipient to determine when the document's business utility has ended.

B. RECORDS NOT ADDRESSED IN THE RECORD RETENTION SCHEDULE

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

C. STORAGE OF RECORDS

Records may be stored in the Department of Building Inspection's office space or equipment if the records are in active use or are maintained in the office for convenience or ready reference. Examples of active files appropriately maintained in the Department's office

space or equipment include active chronological files, research and personnel files, and calendars. Inactive records, for which use or reference has diminished sufficiently to permit removal from the Department of Building Inspection's office space or equipment, may be sent to the City's off-site storage facility or maintained in the Department's storage facility.

D. HISTORICAL RECORDS

Historical records are records that are no longer of use to the Department of Building Inspection but which because of their age or research value may be of historical interest or significance, maybe not be destroyed except in accordance with the procedures set forth in Administrative Code section 8.7.

E. PENDING CLAIMS AND LITIGATION

The retention periods set forth in the attached record retention schedule shall not apply to materials that are otherwise eligible for destruction, but which may be relevant to a pending claim of litigation against the City. Once a department becomes aware of the existence of a claim against the department, the department should retain all documents and other materials related to the claim until such time as the claim or subsequent litigation has been resolved. Where a department has reason to believe that one or more other departments also have records relating to the claim or litigation, these departments should also be notified of the need to retain such records.

APPROVALS:

Approved by Building Inspection Commission:



Ephraim Hirsch
President

1/4/05
Date Approved

Approved as to Records Relating to Financial Matters:

Ed Harrington
Controller

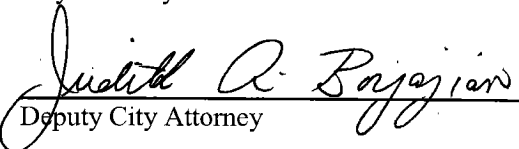


Controller Staff

2/6/06
Date Approved

Approved as to Records of Legal Significance:

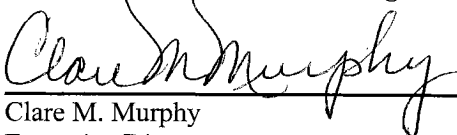
Dennis J. Herrera
City Attorney



Deputy City Attorney

12-28-05
Date Approved

Approved as to Records Relating to Payroll Matters:



Clare M. Murphy
Executive Director,
Retirement System

3/16/05
Date Approved
by the Retirement Board

DBI RECORD RETENTION SCHEDULE

Department Name: Building Inspection

Department Contact: Patty Herrera

Contact Phone Number 558-6130

PROGRAM / DIVISION	RECORD CATEGORY	TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS
				Total	On Site	Off Site	
Administration Services / Administration & Finance	Finance and Budget	ADPICS	2	5 Years	3 Years	2 Years	
Administration Services / Administration & Finance	Finance and Budget	As Needed Master Agreements	2	5 Years	3 Years	2 Years	
Administration Services / Administration & Finance	Finance and Budget	Budget Line Items Explanation . Phase D	2	1 Year	1 Year		
Administration Services / Administration & Finance	Finance and Budget	Budget Spread Sheets	2	5 Years	5 Years		
Administration Services / Administration & Finance	Finance and Budget	Carry Forward	2	5 Years	3 Years	2 Years	
Administration Services / Administration & Finance	Finance and Budget	Contract Folders (Construction)	1	5 Years	Up to final acceptance	Remainder	
Administration Services / Administration & Finance	Finance and Budget	Contract Folders (Professional Services)	2	5 Years	Up to Final Acceptance	Remainder	
Administration Services / Administration & Finance	Finance and Budget	Contract Insurance Manual	2	Permanent	Until Superseded		
Administration Services / Administration & Finance	Finance and Budget	Contract Plans	2	5 Years	3 Years	2 Years	
Administration Services / Administration & Finance	Finance and Budget	Contract Specification	2	5 Years	3 Years	2 Years	
Administration Services / Administration & Finance	Finance and Budget	FAMIS Report	2	5 Years	3 Years	2 Years	
Administration Services / Administration & Finance	Finance and Budget	Fee Schedule	3	Permanent	Until Superseded		
Administration Services / Administration & Finance	Finance and Budget	Final Contract Agreements and MOU's	2	20+ Years	Life of Agreement	20 Years	
Administration Services / Administration & Finance	Finance and Budget	FPS Reports	2	5 Years	3 Years	2 Years	
Administration Services / Administration & Finance	Finance and Budget	Gas, Oil Receipts/Auto Equip Reports	2	5 Years	3 Years	2 Years	

DBI RECORD RETENTION SCHEDULE

PROGRAM / DIVISION	RECORD CATEGORY	TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS
				Total	On Site	Off Site	
Administration Services / Administration & Finance	Finance and Budget	General Provisions	1	Permanent	Until Superseded		
Administration Services / Administration & Finance	Finance and Budget	Job Orders	2	5 Years	3 Years	2 Years	
Administration Services / Administration & Finance	Finance and Budget	Prep Budget Documents-Phase D	2	5 Years	5 Years		
Administration Services / Administration & Finance	Finance and Budget	Receipts Processing Forms	2	5 Years	3 Years	2 Years	
Administration Services / Administration & Finance	Finance and Budget	Request for Proposals	2	3 Years	Until Awarded	2 Years after bid	
Administration Services / Administration & Finance	Finance and Budget	Standard Specification	1	Permanent	Until Superseded		
Administration Services / Administration & Finance	Finance and Budget	Supplemental Appropriation Request	2	1 Year	1 Year		
Administration Services / Administration & Finance	Finance and Budget	Valuation Data Scheduled (Marshal & Swift)	3	Permanent	Until Superseded		
Administration Services / Administration & Finance	Finance and Budget	Work Orders	2	5 Years	3 Years	2 Years	
Administration Services / Administration & Finance	Health & Safety	DMV Pin Pull Reports (maintained by DPW for DBI)	2	6 Months	6 Months		
Administration Services / Administration & Finance	Health & Safety	DMV Suspended License Reports	2	5 Years	5 Years		
Administration Services / Personnel & Payroll	Personnel	Class Specifications	2	Permanent	Until Superseded		
Administration Services / Personnel & Payroll	Personnel	Conflict of Interest Statements	2	7 Years	7 Years		
Administration Services / Personnel & Payroll	Personnel	Criminal Records	2	5 Years	3 Years	2 Years	5 Years If No Litigation
Administration Services / Personnel & Payroll	Personnel	CSC Report	2	Permanent	Until Superseded		
Administration Services / Personnel & Payroll	Personnel	CSC Seniority Roster	2	2 Years	1 Year	1 Year	
Administration Services / Personnel & Payroll	Personnel	Department Policy Book	1	Permanent	Until Superseded		

DBI RECORD RETENTION SCHEDULE

PROGRAM / DIVISION	RECORD CATEGORY	TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS
				Total	On Site	Off Site	
Administration Services / Personnel & Payroll	Personnel	Discrimination & Harassment Complaints, Investigations & Resolutions	2	5 Years	5 Years		5 Years If No Litigation
Administration Services / Personnel & Payroll	Personnel	Eligible Lists	2	1 Year	1 Year		
Administration Services / Personnel & Payroll	Personnel	Employee/Personnel Files	2	5 Years	3 Years	2 Years	5 Years If No Litigation
Administration Services / Personnel & Payroll	Personnel	Employment History Summary	1	Permanent	Until Separated	Remainder	
Administration Services / Personnel & Payroll	Personnel	FPS Bi-Weekly Reports	2	2 Years	1 Year	1 Year	
Administration Services / Personnel & Payroll	Personnel	General Employment History Records	2	5 Years	3 Years	2 Years	5 Years If No Litigation
Administration Services / Personnel & Payroll	Personnel	Grievances	2	5 Years	5 YEARS		5 Years If No Litigation
Administration Services / Personnel & Payroll	Personnel	INS Form I-9 File	2	3 Years	Until Separated	Remainder	
Administration Services / Personnel & Payroll	Personnel	Job Announcements	2	2 Years	2 Years		
Administration Services / Personnel & Payroll	Personnel	Medical Records	2	5 Years	3 Years	2 Years	5 Years If No Litigation
Administration Services / Personnel & Payroll	Personnel	Notices of Certificates - CSC Copies - Bureau Copies	2	2 Years	2 Years		
Administration Services / Personnel & Payroll	Personnel	Oath of Allegiance	2	5 Years	Until Separated	5 Years	5 Years If No Litigation
Administration Services / Personnel & Payroll	Personnel	OEPF Transmittal Receipts	2	5 Years	Until Separated	5 Years	
Administration Services / Personnel & Payroll	Personnel	PARS	2	15 Months	Until Separated	15 Months	

DBI RECORD RETENTION SCHEDULE

PROGRAM / DIVISION	RECORD CATEGORY	TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS
				Total	On Site	Off Site	
Administration Services / Personnel & Payroll	Personnel	Payroll Records	2	5 Years	8 Months	4 ½ Years	5 Years If No Litigation, however, no time rolls, time cards, payroll checks or related records will be destroyed w/o obtaining approval from the SFERS first.
Administration Services / Personnel & Payroll	Personnel	Payroll/Personnel Procedures Manual	1	Permanent	Until Superseded		
Administration Services / Personnel & Payroll	Personnel	Performance Documents	2	5 Years	3 Years	2 Years	5 Years If No Litigation
Administration Services / Personnel & Payroll	Personnel	Personnel Policies & Procedures	1	Permanent	Until Superseded		
Administration Services / Personnel & Payroll	Personnel	Personnel Requisitions	2	1 Year	1 Year		
Administration Services / Personnel & Payroll	Personnel	Records of Corrective Action	2	5 Years	3 Years	2 Years	5 Years If No Litigation
Administration Services / Personnel & Payroll	Personnel	Recruitment file, including application & resumes	2	5 Years	5 Years		5 Years If No Litigation
Administration Services / Personnel & Payroll	Personnel	Training Documents	2	5 Years	3 Years	2 Years	5 Years If No Litigation
Administration Services / Personnel & Payroll	Personnel	Workers Compensation Records	2	5 Years	3 Years	2 Years	5 Years If No Litigation
Director's Office	Administrative	Brochures	3	2 Years	2 Years		
Director's Office	Administrative	Calendars . Dept Head	4	2 Years	2 Years		
Director's Office	Administrative	Chronological Files	2	2 Years	2 Years		
Director's Office	Administrative	Daily Diaries	4	2 Years	2 Years		
Director's Office	Administrative	Daily Status Reports	2	2 Years	1 Year	1 Year	
Director's Office	Administrative	Department Quarterly Reports	2	5 Years	5 Years		
Director's Office	Administrative	Duplicates of memo, letter, computer printout, etc.	2	2 Years	2 Years		

DBI RECORD RETENTION SCHEDULE

PROGRAM / DIVISION	RECORD CATEGORY	TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS
				Total	On Site	Off Site	
Director's Office	Administrative	Letter, memos, responses and general correspondence	2	2 Years	2 Years		
Director's Office	Administrative	Monthly Reports	2	2 Years	2 Years		
Director's Office	Administrative	Notepads	4	2 Years	2 Years		
Director's Office	Administrative	Old Magazines, Catalogs, Journals	4	2 Years	2 Years		
Director's Office	Administrative	Personal Files	2	2 Years	2 Years		
Director's Office	Administrative	Phone Message Slips	2	2 Years	2 Years		
Director's Office	Program Management	Abatement Appeals Board	1	Permanent	Permanent		
Director's Office	Program Management	Access Appeals Commission	1	Permanent	Permanent		
Director's Office	Program Management	Agendas, Notices, and Minutes of Commission Meetings	1	Permanent	Permanent		
Director's Office	Program Management	Audio/Video recording of meetings	1	Permanent	Permanent		
Director's Office	Program Management	Board of Appeals	1	Permanent	Permanent		
Director's Office	Program Management	Board of Examiners	1	Permanent	Permanent		
Director's Office	Program Management	Commission Correspondence	2	2 Years	2 Years		
Director's Office	Program Management	Commission Files	1	Permanent	Permanent		Kept with Commission Secretary
Director's Office	Program Management	Commission Packets	2	3 Years	3 Years		
Director's Office	Program Management	Motions and Resolutions	1	Permanent	Permanent		
Inspection Services	Program Management	Annual Inspection Checklist	3	2 Years	Until Abated	Remainder	
Inspection Services	Program Management	Application for Permit of Occupancy	2	Permanent	Scanned		No longer issued since 1998, archived in HIS

DBI RECORD RETENTION SCHEDULE

PROGRAM / DIVISION	RECORD CATEGORY	TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS
				Total	On Site	Off Site	
							street files
Inspection Services	Program Management	Certificate of Final Completion (CFC)	1	Permanent	Microfilmed		
Inspection Services	Program Management	Complete Inspection Checklists	3	2 Years	Until Abated	Remainder	
Inspection Services	Program Management	Electrical Permits	1	Permanent	Microfilmed Until 11/02		Microfilmed through 11/02. Permits currently issued and retrieved electronically.
Inspection Services	Program Management	Energy Checklists	3	2 Years	Until Abated	Remainder	
Inspection Services	Program Management	Field Investigation Reports	3	5 Years	5 Years		
Inspection Services	Program Management	Hotel Conversion Checklists	3	2 Years	Until Abated	Remainder	
Inspection Services	Program Management	Inspection Status Reports	2	2 Years	2 Years		
Inspection Services	Program Management	Inspector Job Cards	1	Permanent	Microfilmed		
Inspection Services	Program Management	Permit of Occupancy	2	Permanent	Scanned		No longer issued since 1998, archived in HIS files.
Inspection Services	Program Management	Plumbing Permits	3	Permanent	Microfilmed		
Inspection Services	Program Management	Security Checklists	3	2 Years	Until Abated	Remainder	
Inspection Services	Program Management	Temporary Certificates of Occupancy (TCO)	2	Permanent	Microfilmed		
Inspection Services / Lead Abatement	Health & Safety	Accident Reports	2	5 Years	5 Years		

DBI RECORD RETENTION SCHEDULE

PROGRAM / DIVISION	RECORD CATEGORY	TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS
				Total	On Site	Off Site	
Inspection Services / Lead Abatement	Health & Safety	Baseline Hazard Survey (maintained for DBI)	2	3 Years	3 Years		
Inspection Services / Lead Abatement	Health & Safety	DBI Statistic Reports	2	5 Years	5 Years		
Inspection Services / Lead Abatement	Health & Safety	Educational Curriculum & Attendance Sheets	2	3 Years	3 Years		
Inspection Services / Lead Abatement	Health & Safety	Employer's Report of Occupational Injury or Illness	2	5 Years	5 Years		
Inspection Services / Lead Abatement	Health & Safety	Equipment Accident Report	2	5 Years	5 Years		
Inspection Services / Lead Abatement	Health & Safety	Industrial Hygiene Reports (maintained by DPW)	1	Permanent	Until Superseded	70 Years	
Inspection Services / Lead Abatement	Health & Safety	Injury and Illness Prevention Program & Policies (maintained for DBI)	2	3 Years	3 Years		
Inspection Services / Lead Abatement	Health & Safety	OSHA 200 Log	2	5 Years	5 Years		
Inspection Services / Lead Abatement	Health & Safety	Reports of Damage to City Property	2	5 Years	5 Years		
Inspection Services / Lead Abatement	Health & Safety	Respiratory Protection Records (maintained by DPW)	2	3 Years	3 Years		
Inspection Services / Lead Abatement	Health & Safety	Worker's Compensation Expenditure Report	2	5 Years	5 Years		
Inspection Services / Code Enforcement	Program Management	Affidavits	3	Until Abated	Until Abated		
Inspection Services / Code Enforcement	Program Management	Case History & Action	3	Until Abated	Until Abated		
Inspection Services / Code Enforcement	Program Management	Director's Complaints	3	Until Abated	Until Abated		
Inspection Services / Code Enforcement	Program Management	Heat/Hot Water Notices	3	Until Abated	Until Abated		
Inspection Services / Code Enforcement	Program Management	Inspection Correction Notices	2	Until Abated	Until Abated		
Inspection Services / Code Enforcement	Program Management	Notice of Compliance (Franchise Tax Board)	3	Permanent	Permanent		Not Microfilmed, Hard Copies in HIS

DBI RECORD RETENTION SCHEDULE

PROGRAM / DIVISION	RECORD CATEGORY	TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS
				Total	On Site	Off Site	
							Street Files
Inspection Services / Code Enforcement	Program Management	Notice of Non-Compliance (Franchise Tax Board)	3	Until Abated	Until Abated		
Inspection Services / Code Enforcement	Program Management	Notice of Violation	3	Until Abated	Until Abated		
Inspection Services / Code Enforcement	Program Management	Notice to Show Cause	3	3 Years	1 Year	2 Years	
Inspection Services / Code Enforcement	Program Management	Order of Abatement	3	Until Abated	Until Abated		
Inspection Services / Code Enforcement	Program Management	UMB Notices	3	Permanent	Permanent		Located in PCS UMB Files
Permit Services	Program Management	Application & Permit Registers Printout	2	2 Years	1 Year	1 Year	
Permit Services	Program Management	Application Extension Requests	2	2 Years	1 Year	1 Year	
Permit Services	Program Management	Building Applications	1	Permanent	Microfilmed		
Permit Services	Program Management	Cancelled Applications	1	Permanent	Microfilmed		
Permit Services	Program Management	Cancelled Plans	2	2 Years	1 Year	1 Year	
Permit Services	Program Management	Issued Plans	1	Permanent	Microfilmed		
Permit Services	Program Management	Permit Extensions	2	Permanent	Microfilmed		
Permit Services	Program Management	Pre-Application Meeting Notes	2	2 Years	2 Years		
Permit Services	Program Management	Soil Reports for Specific Project	1	Permanent	For Life of Building		CURRENTLY MICROFILMED FROM _____ TO _____ HARD COPIES STORED WITH PCS
Permit Services	Program	Special Inspection Reports	1	Permanent	Permanent		Not Currently

DBI RECORD RETENTION SCHEDULE

PROGRAM / DIVISION	RECORD CATEGORY	TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD			REMARKS
				Total	On Site	Off Site	
	Management						Microfilmed. Hard Copies Stored with PCS
Permit Services	Program Management	Worker's Compensation Certificates	2	5 Years	2 Years	3 Years	
Permit Services / Technical Services	Program Management	Administrative Bulletins	3	Permanent	Until Superseded		
Permit Services / Technical Services	Program Management	Building Codes	1	Permanent	Until Superseded		Retain one copy in Director's Office
Permit Services / Technical Services	Program Management	Code Interpretation (General)	2	7 Years	2 Years	5 Years	
Permit Services / Technical Services	Program Management	Code Interpretation Related to Specific Projects	1	Permanent	Until Superseded		
Permit Services / Technical Services	Program Management	Code Rulings	3	5 Years	Until Superseded	5 Years	
Permit Services / Technical Services	Program Management	Electrical Codes	1	Permanent	Until Superseded		Retain one copy in Director's Office
Permit Services / Technical Services	Program Management	Housing Codes	1	Permanent	Until Superseded		Retain one copy in Director's Office
Permit Services / Technical Services	Program Management	Mechanical Codes	1	Permanent	Until Superseded		Retain one copy in Director's Office
Permit Services / Technical Services	Program Management	Plumbing Codes	1	Permanent	Until Superseded		Retain one copy in Director's Office