

RECORDS RETENTION AND DESTRUCTION SCHEDULE

Department Name: Public Health

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| Division                                          | Division Contract | Record Category        | Record Title/Description         | Document Link | Retention Category | Retention Period |                                           |          | Remarks                                                                                                                                                     |
|---------------------------------------------------|-------------------|------------------------|----------------------------------|---------------|--------------------|------------------|-------------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                   |                   |                        |                                  |               |                    | Total            | On-site                                   | Off-site |                                                                                                                                                             |
| Child, Youth & Family Services<br>Family Planning |                   | Administrative Records | Contracts - Personal and Payroll |               | 2 - Current        |                  | 3 Years                                   |          | Title X FP                                                                                                                                                  |
| Child, Youth & Family Services<br>Family Planning |                   | Administrative Records | Employee Records                 |               | 2 - Current        |                  | 2 years after separation                  |          | Secure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll checks, time cards & related documents. |
| Child, Youth & Family Services<br>Family Planning |                   | Administrative Records | Reports Departmental             |               | 2 - Current        |                  | 3 Years                                   |          | Title X FP                                                                                                                                                  |
| Child, Youth & Family Services<br>Family Planning |                   | Administrative Records | Telephone Records                |               | 2 - Current        |                  | Keep as long as there is business utility |          | Administrative Decision                                                                                                                                     |

| Division                                                                                                                   | Division Contract | Record Category        | Record Title/Description | Document Link | Retention Category | Retention Period |                    |          | Remarks                 |
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| Child, Youth & Family Services<br>Family Planning                                                                          |                   | Administrative Records | Audits Reports           |               | 2 - Current        | Total            | On-site<br>3 years | Off-site | Title X FP              |
| Child, Youth & Family Services<br>Family Planning                                                                          |                   | Administrative Records | Statistical Reports      |               | 2 - Current        |                  | 3 Years            |          | Title X FP              |
| Child, Youth & Family Services<br>Family Planning                                                                          |                   | Administrative Records | Correspondence           |               | 2 - Current        |                  | 3 Years            |          | Title X FP              |
| Child, Youth & Family Services<br>Family Planning                                                                          |                   | Administrative Records | Files                    |               | 2 - Current        |                  | 3 Years            |          | Title X FP              |
| Child, Youth & Family Services<br>Family Planning                                                                          |                   | Administrative Records | Credentialing            |               | 1 - Permanent      |                  | Indefinitely       |          | Administrative Decision |
| Child, Youth & Family Services<br>Family Planning                                                                          |                   | Administrative Records | Calendar Personal        |               | 2 - Current        |                  | 2 Years            |          | Administrative Decision |
| Child, Youth & Family Services<br>Family Planning                                                                          |                   | Administrative Records | Memorandums              |               | 2 - Current        |                  | 3 Years            |          | Title X FP              |
| Child, Youth & Family Services:Includes CHDP/CCS, MCAH, and Family Planning (Includes CHDP/CCS, MCAH, and Family Planning) |                   | Administrative Records | State Policy Letters     |               | 1 - Permanent      |                  | Indefinitely       |          |                         |

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| Child, Youth & Family Services:Includes CHDP/CCS, MCAH, and Family Planning (Includes CHDP/CCS, MCAH, and Family Planning) |                   | Administrative Records | Administrative Recordsinvoices |               | 2 - Current        | Total            | On-site | Off-site |         |
| Child, Youth & Family Services:Includes CHDP/CCS, MCAH, and Family Planning (Includes CHDP/CCS, MCAH, and Family Planning) |                   | Administrative Records | Evaluations                    |               | 2 - Current        |                  | 2 Years |          |         |
| Child, Youth & Family Services:Includes CHDP/CCS, MCAH, and Family Planning (Includes CHDP/CCS, MCAH, and Family Planning) |                   | Administrative Records | Meeting Minutes (Staff, State) |               | 2 - Current        |                  | 2 Years |          |         |

| Division                                                                                                                   | Division Contract | Record Category        | Record Title/Description                | Document Link | Retention Category | Retention Period |              |          | Remarks |
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| Child, Youth & Family Services:Includes CHDP/CCS, MCAH, and Family Planning (Includes CHDP/CCS, MCAH, and Family Planning) |                   |                        |                                         |               |                    | Total            | On-site      | Off-site |         |
| Child, Youth & Family Services:Includes CHDP/CCS, MCAH, and Family Planning (Includes CHDP/CCS, MCAH, and Family Planning) |                   | Administrative Records | Pm-160CHDP Med/Billings                 |               | 2 - Current        |                  | 3 Years      |          |         |
| Child, Youth & Family Services:Includes CHDP/CCS, MCAH, and Family Planning (Includes CHDP/CCS, MCAH, and Family Planning) |                   | Administrative Records | Administrative Recordsbudgets           |               | 2 - Current        |                  | 4 years      |          |         |
| Child, Youth & Family Services:Includes CHDP/CCS, MCAH, and Family Planning (Includes CHDP/CCS, MCAH, and Family Planning) |                   | Administrative Records | Mcah Advisory Board Minutes and Records |               | 1 - Permanent      |                  | Indefinitely |          |         |

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| Child, Youth & Family                                                                                                      |                   |                        |                                   |               |                    | Total            | On-site                  | Off-site |                                                                                                                                                             |
| Services:Includes CHDP/CCS, MCAH, and Family Planning (Includes CHDP/CCS, MCAH, and Family Planning)                       |                   | Administrative Records | Master Card File - All Cases      |               | 2 - Current        |                  | Permanent until age 21   |          |                                                                                                                                                             |
| Child, Youth & Family Services:Includes CHDP/CCS, MCAH, and Family Planning (Includes CHDP/CCS, MCAH, and Family Planning) |                   | Administrative Records | Employee Personnel                |               | 2 - Current        |                  | 2 years after separation |          | Secure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll checks, time cards & related documents. |
| Child, Youth & Family Services:Includes CHDP/CCS, MCAH, and Family Planning (Includes CHDP/CCS, MCAH, and Family Planning) |                   | Administrative Records | Microfiche (Provider Information) |               | 2 - Current        |                  | 4 Years                  |          |                                                                                                                                                             |

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| Child, Youth & Family Services:Includes CHDP/CCS, MCAH, and Family Planning (Includes CHDP/CCS, MCAH, and Family Planning) |                   |                        |                                          |               |                          | Total            | On-site | Off-site |                           |
| Child, Youth & Family Services:Includes CHDP/CCS, MCAH, and Family Planning (Includes CHDP/CCS, MCAH, and Family Planning) |                   | Administrative Records | Administrative Records Billing Documents |               | 2 - Current              |                  | 2 Years |          |                           |
| Child, Youth & Family Services:Includes CHDP/CCS, MCAH, and Family Planning (Includes CHDP/CCS, MCAH, and Family Planning) |                   | Administrative Records | Mcah State Fiscal Files                  |               | 2 - Current, 3 - Storage |                  | 2 years | 3 years  | State contract regulation |
| Child, Youth & Family Services:Includes CHDP/CCS, MCAH, and Family Planning (Includes CHDP/CCS, MCAH, and Family Planning) |                   | Administrative Records | Travel Authoriztations                   |               | 2 - Current              |                  | 2 years |          |                           |

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| Child, Youth & Family Services:Includes CHDP/CCS, MCAH, and Family Planning (Includes CHDP/CCS, MCAH, and Family Planning) |                   | Administrative Records | Personal Calendars                                             |               | 2 - Current              | Total            | On-site | Off-site |                           |
| Child, Youth & Family Services:Includes CHDP/CCS, MCAH, and Family Planning (Includes CHDP/CCS, MCAH, and Family Planning) |                   | Administrative Records | Mcah State Contract Correspondence (Program Files, Plan, Etc.) |               | 2 - Current, 3 - Storage |                  | 2 years | 3 years  | State contract regulation |
| Child, Youth & Family Services:Includes CHDP/CCS, MCAH, and Family Planning (Includes CHDP/CCS, MCAH, and Family Planning) |                   | Administrative Records | Administrative Recordsquarterly Reports                        |               | 2 - Current              |                  | 2 years |          |                           |

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| Child, Youth & Family Services:Includes CHDP/CCS, MCAH, and Family Planning (Includes CHDP/CCS, MCAH, and Family Planning) |                   |                        |                                |               |                    | Total            | On-site | Off-site |                       |
|                                                                                                                            |                   | Administrative Records | Administrative Records         |               | 2 - Current        |                  | 2 years |          |                       |
| Child, Youth & Family Services:Includes CHDP/CCS, MCAH, and Family Planning (Includes CHDP/CCS, MCAH, and Family Planning) |                   | Administrative Records | Leave Request                  |               | 2 - Current        |                  | 2 years |          |                       |
| Child, Youth & Family Services:Includes CHDP/CCS, MCAH, and Family Planning (Includes CHDP/CCS, MCAH, and Family Planning) |                   | Administrative Records | Demographics                   |               | 2 - Current        |                  | 2 years |          |                       |
| Community Mental Health Services (CMHS)                                                                                    |                   | Clinical Records       | Tar Forms For Dms and Medi-Cal |               | 2 - Current        |                  | 7 Years |          | Administrative Policy |



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| Community Mental Health Services (CMHS) |                   | Clinical Records | Treatment Profile For Child/Adolescent                                             |               | 2 - Current        | Total            | On-site<br>7 Years | Off-site | Administrative Policy                                   |
| Community Mental Health Services (CMHS) |                   | Clinical Records | Child/Family Intake From Inpatient Hospitalization                                 |               | 2 - Current        |                  | 4 Years            |          | Administrative Policy                                   |
| Community Mental Health Services (CMHS) |                   | Clinical Records | Patient Clinical Records Retained For Research/Tracking                            |               | 2 - Current        |                  | 7 years            | UCSF     | 22 CCR § 70751, 75731, 75055 UCSF affiliation agreement |
| Community Mental Health Services (CMHS) |                   | Clinical Records | Admission Referral                                                                 |               | 2 - Current        |                  | 2 Years            |          | Administrative Policy                                   |
| Community Mental Health Services (CMHS) |                   | Clinical Records | Patient Clinical Records of Unemancipated Minors                                   |               | 2 - Current        |                  | 7 years            |          | 22 CCR §70751, 75731, 75055                             |
| Community Mental Health Services (CMHS) |                   | Clinical Records | Crisis Bed Referral Form and Service Plan                                          |               | 2 - Current        |                  | 5 Years            |          | Administrative Policy                                   |
| Community Mental Health Services (CMHS) |                   | Clinical Records | Sf Mental Health Provider Ab3632/Non-Ab3632 Day Treatment Regulation Referral Form |               | 2 - Current        |                  | 4 Years            |          | Administrative Policy                                   |
| Community Mental Health Services (CMHS) |                   | Clinical Records | Geriatric Servicesinpatient Referral Form                                          |               | 2 - Current        |                  | 4 Years            |          | Administrative Policy                                   |

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| Community Mental Health Services (CMHS) |                   | Clinical Records | Casarc Records                                                                         |               | 2 - Current, 3 - Storage | Total            | On-site<br>7 Years                                                           | Off-site<br>7 Years | 22 CCR                                                                                                                                                |
| Community Mental Health Services (CMHS) |                   | Clinical Records | Prescriptions-Mia Triplicate Ones and Regular Pads                                     |               | 2 - Current              |                  | 3 Years                                                                      |                     | Legal Ret. Dept. Policy                                                                                                                               |
| Community Mental Health Services (CMHS) |                   | Clinical Records | Flu Vaccine Request Form                                                               |               | 2 - Current              |                  | 1 Year                                                                       |                     | Legal Ret. Dept. Policy                                                                                                                               |
| Community Mental Health Services (CMHS) |                   | Clinical Records | Inpatient Medical Records Including Pes and lmds                                       |               | 2 - Current              |                  | Retained for period set by individual hospital policy, not less than 7 years |                     | 22 CCR §70751, 75731, 75055 Administrative policy                                                                                                     |
| Community Mental Health Services (CMHS) |                   | Clinical Records | Controlled Drug Form                                                                   |               | 2 - Current              |                  | 3 Years                                                                      |                     | Administrative Policy                                                                                                                                 |
| Community Mental Health Services (CMHS) |                   | Clinical Records | Initial Contact Card                                                                   |               | 2 - Current              |                  | 7 Years                                                                      |                     | Administrative Policy                                                                                                                                 |
| Community Mental Health Services (CMHS) |                   | Clinical Records | Patient Clinical Records Including X-Rays Films or Reproduction (Persons 18 and Older) |               | 2 - Current              |                  | 7 years                                                                      |                     | Administrative Manual Policy 3.10-7, Division of Mental Health, Substance Abuse and Forensic Services, 5-14-93; Title 22, Div. 5 §70751, 75731, 75055 |

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| Community Mental Health Services (CMHS) |                   | Clinical Records                 | Bed Committee Referral Form                                        |               | 2 - Current        | Total            | On-site<br>2 Years | Off-site | Administrative Policy                                                   |
| Community Mental Health Services (CMHS) |                   | Public Health Records Reportable | Report of Suspected Adult/Elder Abuse                              |               | 1 - Permanent      |                  | Indefinitely       |          | CA W&I Code, Chapter 11, §15630 and 15633, SB1691 (Chapter 594 of 1994) |
| Community Mental Health Services (CMHS) |                   | Public Health Records Reportable | Voter Registration                                                 |               | 2 - Current        |                  | 1 Year             |          | Administrative Decision                                                 |
| Community Mental Health Services (CMHS) |                   | Public Health Records Reportable | Certification Review Hearing Record                                |               | 1 - Permanent      |                  | Indefinitely       |          | Administrative Decision                                                 |
| Community Mental Health Services (CMHS) |                   | Public Health Records Reportable | Communicable Disease Reports to State and Local Health Departments |               | 1 - Permanent      |                  |                    |          | 22 Cal. Code Regs. §70735. Retention period unspecified                 |
| Community Mental Health Services (CMHS) |                   | Public Health Records Reportable | Guidelines For Information Sharing With Police                     |               | 2 - Current        |                  | 5 Years            |          | Administrative Decision                                                 |
| Community Mental Health Services (CMHS) |                   | Public Health Records Reportable | Application For 72-HoUR Detention                                  |               | 2 - Current        |                  | 2 Years            |          | Administrative Decision                                                 |
| Community Mental Health Services (CMHS) |                   | Public Health Records Reportable | Release From Hospital Ama                                          |               | 2 - Current        |                  | 4 Years            |          | Administrative Decision                                                 |

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| Community Mental Health Services (CMHS) |                   | Public Health Records Reportable | Patient's Rights Denials-Monthly Tally                                                |               | 2 - Current        | Total            | On-site<br>2 Years | Off-site | Administrative Decision                                                 |
| Community Mental Health Services (CMHS) |                   | Public Health Records Reportable | Injuries Related Tocriminal Conduct/Reportingrequirement For Health Practitioners     |               | 1 - Permanent      |                  | Indefinitely       |          | Penal Code §11160, et. Seq., as amended by Assembly Bill 1652           |
| Community Mental Health Services (CMHS) |                   | Public Health Records Reportable | Denial of Rights/Seclusion and Restraint Quarterly Report                             |               | 1 - Permanent      |                  | Indefinitely       |          | State Mandate                                                           |
| Community Mental Health Services (CMHS) |                   | Public Health Records Reportable | Official Record of Patient Denied Statutory Rights                                    |               | 2 - Current        |                  | 2 Years            |          | Administrative Decision                                                 |
| Community Mental Health Services (CMHS) |                   | Public Health Records Reportable | Monthly Reporting Involuntary Detentions                                              |               | 1 - Permanent      |                  | Indefinitely       |          | Administrative Decision                                                 |
| Community Mental Health Services (CMHS) |                   | Public Health Records Reportable | Statement Acknowledging Requirement to Report Suspected Physical Abuse of Elder/Adult |               | 1 - Permanent      |                  | Indefinitely       |          | CA W&I Code, Chapter 11, §15630 and 15633, SB1691 (Chapter 594 of 1994) |
| Community Mental Health Services (CMHS) |                   | Public Health Records Reportable | Completed Statement Form (Sfpd)                                                       |               | 2 - Current        |                  | 2 Years            |          | Administrative Decision                                                 |

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| Community Mental Health Services (CMHS)                                  |                   | Public Health Records Reportable | Psychology Autopsyreport                          |               | 1 - Permanent, 3 - Storage | Total            | On-site<br>7 Years | Off-site<br>Indefinitely | Administrative Decision                      |
| Community Mental Health Services (CMHS)                                  |                   | Public Health Records Reportable | Report to Superior Court Patient Requirement      |               | 2 - Current                |                  | 4 Years            |                          | Administrative Decision                      |
| Community Mental Health Services (CMHS)                                  |                   | Public Health Records Reportable | Dms Emergency Response Record                     |               | 2 - Current                |                  | 2 Years            |                          | Administrative Decision                      |
| Community Mental Health Services (CMHS)                                  |                   | Public Health Records Reportable | Critical Incident Reporting:Clinical/Non-Clinical |               | 1 - Permanent, 3 - Storage |                  | 7 Years            | Indefinitely             | Administrative Decision                      |
| Community Public Health Services (CPHS) - Bureau of Records & Statistics |                   | Public Health Records Reportable | Micrographic Copies of Birth & Death Certificates |               | 1 - Permanent              |                  | Indefinitely       | Indefinitely             | Code §6350 et. Seq. Health & Safety §26205.5 |
| Community Public Health Services (CPHS) - Bureau of Records & Statistics |                   | Public Health Records Reportable | Electronic Copies of Birth Certificates           |               | 1 - Permanent              |                  | Indefinitely       |                          | Code §6350 et. Seq. Health & Safety §26205.5 |

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|                                                                          |                   |                                  | Birth and Death Certificate                                                                                                      |               |                    | Total            | On-site            | Off-site     |                                              |
| Community Public Health Services (CPHS) - Bureau of Records & Statistics |                   | Public Health Records Reportable | Including All Documents That Modify Certificate Such as Sealing Notices & Amendments and All Abstacts or Indices Related Thereto |               | 1 - Permanent      |                  | Indefinitely       | Indefinitely | Code §6350 et. Seq. Health & Safety §26205.5 |
| Community Public Health Services - Dental                                |                   | Administrative Records           | Sterilizes Spore Tests and Temperature Graphs                                                                                    |               | 2 - Current        |                  | 3 years            |              | Title 22 and Administrative decision         |
| Community Public Health Services - Dental                                |                   | Administrative Records           | Committee Minutes                                                                                                                |               | 2 - Current        |                  | 3 years            |              | Administrative decision                      |
| Community Public Health Services - Dental                                |                   | Administrative Records           | Employee Licenses                                                                                                                |               | 2 - Current        |                  | Current expiration |              | Administrative decision                      |

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|                                                              |                   |                        |                                                                            |               |                          | Total            | On-site  | Off-site                 |                                                                                                                                                                                                 |
| Community Public Health Services - Dental                    |                   | Administrative Records | Employee Records                                                           |               | 2 - Current, 3 - Storage |                  |          | 3 years post termination | Title 22 and Administrative decisionSecure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll checks, time cards & related documents. |
| Community Public Health Services - Dental                    |                   | Clinical Records       | Patient Clinical Records, Including X-Rays Films (Children Under 21 Years) |               | 2 - Current              |                  | 10 years |                          | Title 22                                                                                                                                                                                        |
| Community Public Health Services - Dental                    |                   | Clinical Records       | Patient Clinical Records Including X-Rays Films (Persons 21 and Older)     |               | 2 - Current              |                  | 5 years  | 2 years                  | Title 22                                                                                                                                                                                        |
| Community Public Health Services-Children's Medical Services |                   | Clinical Records       | Children's Medical Services Case Records (Chdp/Ccs)                        |               | 2 - Current, 3 - Storage |                  | 1 Year   | 5 years                  | Title 17, §2890, 2902, 2903, 2906 and 2890, of California Administrative Code,                                                                                                                  |

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|                                                          |                   |                        |                                       |               |                    | Total            | On-site              | Off-site |                         |
| Community Public Health Services-City Clinic/STD Control |                   | Administrative Records | Medical Credentialing Files           |               | 2 - Current        |                  | 4 years              |          | Administrative Decision |
| Community Public Health Services-City Clinic/STD Control |                   | Administrative Records | City Clinic Quality Assurance Minutes |               | 2 - Current        |                  | Current plus 2 years |          | Administrative Decision |
| Community Public Health Services-City Clinic/STD Control |                   | Administrative Records | Correspondence                        |               | 2 - Current        |                  | Current plus 2 years |          | Administrative Decision |
| Community Public Health Services-City Clinic/STD Control |                   | Administrative Records | Reports, Annual                       |               | 2 - Current        |                  | 3 years              |          | Administrative Decision |
| Community Public Health Services-City Clinic/STD Control |                   | Administrative Records | Medical Staff Applications Rejected   |               | 2 - Current        |                  | 4 years              |          | Administrative Decision |



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|                                                          |                   |                        |                                                      |               |                    | Total            | On-site              | Off-site |                                                                                                                                                                     |
| Community Public Health Services-City Clinic/STD Control |                   | Administrative Records | Employee Records                                     |               | 1 - Permanent      |                  | Indefinitely         |          | Secure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll checks, time cards & related documents.         |
| Community Public Health Services-City Clinic/STD Control |                   | Administrative Records | Md, Rn, Np Licenses                                  |               | 2 - Current        |                  | Current plus 3 years |          | Administrative Decision                                                                                                                                             |
| Community Public Health Services-City Clinic/STD Control |                   | Administrative Records | Employee Records Skills Updates Continuing Education |               | 1 - Permanent      |                  | Indefinitely         |          | Title 22Secure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll checks, time cards & related documents. |
| Community Public Health Services-City Clinic/STD Control |                   | Administrative Records | Absentee Calendar                                    |               | 2 - Current        |                  | Current plus 2 years |          | Administrative Decision                                                                                                                                             |

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| Community Public Health Services-City Clinic/STD Control |                   | Administrative Records | Minutes of Dph Infection Control     |               | 2 - Current        | Total            | On-site              | Off-site | Administrative Decision |
| Community Public Health Services-City Clinic/STD Control |                   | Administrative Records | Disaster Committee Minutes           |               | 2 - Current        |                  | Current plus 2 years |          | Administrative Decision |
| Community Public Health Services-City Clinic/STD Control |                   | Administrative Records | Workers Compensation Employee Health |               | 1 - Permanent      |                  | Indefinitely         |          | Administrative Decision |
| Community Public Health Services-City Clinic/STD Control |                   | Administrative Records | Calendars, Personal                  |               | 2 - Current        |                  | Current              | 3 years  | Administrative Decision |
| Community Public Health Services-City Clinic/STD Control |                   | Administrative Records | Skills Update                        |               | 2 - Current        |                  | Current plus 3 years |          | Administrative Decision |
| Community Public Health Services-City Clinic/STD Control |                   | Administrative Records | Reports of Unusual Occurrences       |               | 2 - Current        |                  | Current plus 2 years |          | Administrative Decision |

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|                                                          |                   |                        |                                          |               |                    | Total            | On-site              | Off-site |                         |
| Community Public Health Services-City Clinic/STD Control |                   | Administrative Records | Ce Continuing Education                  |               | 2 - Current        |                  | Current plus 2 years |          | Administrative Decision |
| Community Public Health Services-City Clinic/STD Control |                   | Administrative Records | Nursing Staff Meeting Minutes            |               | 2 - Current        |                  | 2 years              |          | Administrative Decision |
| Community Public Health Services-City Clinic/STD Control |                   | Administrative Records | Rejected Rn Applicants                   |               | 2 - Current        |                  | 3 years              |          | Administrative Decision |
| Community Public Health Services-City Clinic/STD Control |                   | Administrative Records | Health Commission Reports                |               | 2 - Current        |                  | 2 years              |          | Administrative Decision |
| Community Public Health Services-City Clinic/STD Control |                   | Administrative Records | Nurses Managers Meeting Minutes          |               | 2 - Current        |                  | Current plus 1 years |          | Administrative Decision |
| Community Public Health Services-City Clinic/STD Control |                   | Administrative Records | City Clinic Policy and Procedures Manual |               | 2 - Current        |                  | Current plus 2 years |          | Administrative Decision |

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| Community Public Health Services-Communicable Disease Control |                   |                        |                                |               |                    | Total            | On-site      | Off-site |                         |
| Community Public Health Services-Communicable Disease Control |                   | Administrative Records | Budget Prep Reports            |               | 2 - Current        |                  | Current Year |          | Administrative decision |
| Community Public Health Services-Communicable Disease Control |                   | Administrative Records | Vaccine Inventory              |               | 2 - Current        |                  | 2 years      |          | Administrative decision |
| Community Public Health Services-Communicable Disease Control |                   | Administrative Records | List of Flu Vaccine Recipients |               | 2 - Current        |                  | Current year |          | Administrative decision |
| Community Public Health Services-Communicable Disease Control |                   | Administrative Records | Personnel Records              |               | 1 - Permanent      |                  | Indefinitely |          | Administrative decision |
| Community Public Health Services-Communicable Disease Control |                   | Administrative Records | Bathhouse Files                |               | 1 - Permanent      |                  | Indefinitely |          | Administrative decision |
| Community Public Health Services-Communicable Disease Control |                   | Administrative Records | Summary For Disease Week       |               | 2 - Current        |                  | 20 years     |          | Administrative decision |

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| Community Public Health Services-Communicable Disease Control |                   |                        |                                        |               |                    | Total            | On-site         | Off-site |                         |
| Community Public Health Services-Communicable Disease Control |                   | Administrative Records | Refrigerator Log                       |               | 2 - Current        |                  | Sheet completed |          | Administrative decision |
| Community Public Health Services-Communicable Disease Control |                   | Administrative Records | Budget Submissions                     |               | 2 - Current        |                  | 3 years         |          | Administrative decision |
| Community Public Health Services-Communicable Disease Control |                   | Administrative Records | Correspondence                         |               | 2 - Current        |                  | 10 years        |          | Administrative decision |
| Community Public Health Services-Communicable Disease Control |                   | Administrative Records | List of Flu Swab Recipients            |               | 2 - Current        |                  | Current year    |          | Administrative decision |
| Community Public Health Services-Communicable Disease Control |                   | Administrative Records | Total of Report Cases For Disease Week |               | 1 - Permanent      |                  | Indefinitely    |          | Administrative decision |
| Community Public Health Services-Communicable Disease Control |                   | Administrative Records | Total of Pneumonia & Influenza Deaths  |               | 2 - Current        |                  | 30 years        |          | Administrative decision |

| Division                                                      | Division Contract | Record Category        | Record Title/Description         | Document Link | Retention Category | Retention Period |              |          | Remarks                      |
|---------------------------------------------------------------|-------------------|------------------------|----------------------------------|---------------|--------------------|------------------|--------------|----------|------------------------------|
| Community Public Health Services-Communicable Disease Control |                   | Administrative Records | Kindergarten Immunization Survey |               | 2 - Current        | Total            | On-site      | Off-site | Administrative decision      |
| Community Public Health Services-Communicable Disease Control |                   | Administrative Records | Day Care Immunization Survey     |               | 2 - Current        |                  | 10 years     |          | Administrative decision      |
| Community Public Health Services-Communicable Disease Control |                   | Clinical Records       | Hep B Case Management            |               | 2 - Current        |                  | 7 years      |          | 22 CCR §7075l, 757311, 75005 |
| Community Public Health Services-Communicable Disease Control |                   | Clinical Records       | Hep C Registry                   |               | 1 - Permanent      |                  | Indefinitely |          | Administrative Decision      |
| Community Public Health Services-Communicable Disease Control |                   | Clinical Records       | Consent For Flu Vaccine          |               | 2 - Current        |                  | 7 years      |          | 22 CCR §7075l, 757311, 75005 |
| Community Public Health Services-Communicable Disease Control |                   | Clinical Records       | Animal Bite Reports              |               | 2 - Current        |                  | 10 years     |          | Administrative Decision      |

| Division                                                      | Division Contract | Record Category                  | Record Title/Description         | Document Link | Retention Category | Retention Period |                                  |          | Remarks                         |
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| Community Public Health Services-Communicable Disease Control |                   |                                  |                                  |               |                    | Total            | On-site                          | Off-site |                                 |
| Community Public Health Services-Communicable Disease Control |                   | Clinical Records                 | Consent For Hep B Vaccine        |               | 2 - Current        |                  | 7 years                          |          | 22 CCR §7075l, 757311, 75005    |
| Community Public Health Services-Communicable Disease Control |                   | Clinical Records                 | Hep B Registry                   |               | 1 - Permanent      |                  | Indefinitely                     |          | Administrative Decision         |
| Community Public Health Services-Communicable Disease Control |                   | Public Health Records Reportable | Typhoid Carriers                 |               | 2 - Current        |                  | To clearing or death of carriers |          | CAC 2628 (has been re-codified) |
| Community Public Health Services-Communicable Disease Control |                   | Public Health Records Reportable | Disease Report                   |               | 2 - Current        |                  | 10 years                         |          | Administrative Decision         |
| Community Public Health Services-Communicable Disease Control |                   | Public Health Records Reportable | Outbreak Reports                 |               | 2 - Current        |                  | 20 years                         |          | Administrative Decision         |
| Community Public Health Services-Communicable Disease Control |                   | Public Health Records Reportable | Vaccine Adverse Reaction Reports |               | 2 - Current        |                  | 7 years                          |          |                                 |

| Division                                                          | Division Contract | Record Category        | Record Title/Description                                | Document Link | Retention Category | Retention Period |                        |          | Remarks               |
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| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Fiscal Correspondence - Purchasing Records              |               | 2 - Current        | Total            | On-site                | Off-site |                       |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Dispatch Center Site Review Results                     |               | 2 - Current        |                  | 7 Years                |          | H&SC Section 1797.220 |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Ambulance Provider Application                          |               | 2 - Current        |                  | 7 Years                |          |                       |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Fiscal Correspondence - Budgets and Expenditure Reports |               | 2 - Current        |                  | Current Year + 2 Years |          |                       |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Hospital Data                                           |               | 2 - Current        |                  | 7 Years                |          |                       |



| Division                                                          | Division Contract | Record Category        | Record Title/Description                                                          | Document Link | Retention Category | Retention Period |              |          | Remarks                       |
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| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Sb12-Ems Reports                                                                  |               | 1 - Permanent      | Total            | On-site      | Off-site | H&SC Chapter 2.5              |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Disaster Registry Program Task Force (Inc. Agendas, Minutes, and Other Materials) |               | 2 - Current        |                  | 7 Years      |          | Government Code Section 26202 |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Prehospital Training Program Site Review Results                                  |               | 2 - Current        |                  | 7 Years      |          |                               |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Metropolitan Medical Response System Biological Threat Response Plan              |               | 1 - Permanent      |                  | Indefinitely |          | Confidential                  |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Disaster Registry Program Information and Application Forms                       |               | 2 - Current        |                  | 2 Years      |          |                               |

| Division                                                          | Division Contract | Record Category        | Record Title/Description               | Document Link | Retention Category | Retention Period |              |          | Remarks                             |
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| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Ems System Past Policies and Protocols |               | 1 - Permanent      | Total            | On-site      | Off-site |                                     |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Ems Stakeholder Correspondence - Emsa  |               | 2 - Current        |                  | 7 Years      |          | Government Code Section 26202       |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Ems System Plan                        |               | 1 - Permanent      |                  | Indefinitely |          |                                     |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | OSHA Logs, Summaries and Forms         |               | 2 - Current        |                  | 5 Years      |          | 29 CFR 1904 8 CCR 14307Confidential |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Public Access Defibrillation Site List |               | 2 - Current        |                  | 7 Years      |          |                                     |

| Division                                                          | Division Contract | Record Category        | Record Title/Description                   | Document Link | Retention Category | Retention Period |                                       |          | Remarks               |
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| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Contracts                                  |               | 2 - Current        | Total            | On-site<br>Term of Contract + 5 Years | Off-site |                       |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Ems Related Media Articles - News Clipping |               | 2 - Current        |                  | 2 Years                               |          |                       |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Ems Provider Site Review Results           |               | 2 - Current        |                  | 7 Years                               |          | H&SC Section 1797.220 |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Ems Section Annual Reports                 |               | 1 - Permanent      |                  | Indefinitely                          |          |                       |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Unusual Occurrence Reports                 |               | 2 - Current        |                  | 7 Years                               |          | Confidential          |

| Division                                                          | Division Contract | Record Category        | Record Title/Description                                                 | Document Link | Retention Category | Retention Period |                         |          | Remarks                       |
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| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Clinical Advisory Committee (Inc. Agendas, Minutes, and Other Materials) |               | 2 - Current        | Total            | On-site                 | Off-site | Government Code Section 26202 |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Metropolitan Medical Response System Medical Treatment Protocols         |               | 1 - Permanent      |                  | Indefinitely            |          | Confidential                  |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Employee Training Records                                                |               | 2 - Current        |                  | 5 Years                 |          |                               |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Ambulance Ordinance File                                                 |               | 1 - Permanent      |                  | Indefinitely            |          |                               |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Grant Applications and Reports                                           |               | 2 - Current        |                  | Term of grant + 5 Years |          |                               |

| Division                                                          | Division Contract | Record Category        | Record Title/Description                                                 | Document Link | Retention Category | Retention Period |                                         |          | Remarks                       |
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| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Certificate Review Actions                                               |               | 1 - Permanent      | Total            | On-site                                 | Off-site | Confidential                  |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Research Advisory Committee (Inc. Agendas, Minutes, and Other Materials) |               | 2 - Current        |                  | 7 Years                                 |          | Government Code Section 26202 |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Employee Files                                                           |               | 2 - Current        |                  | 5 Years after termination of employment |          | Confidential                  |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Paramedic Accreditation                                                  |               | 1 - Permanent      |                  | Indefinitely                            |          |                               |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Ems Section Annual Reports                                               |               | 1 - Permanent      |                  | Indefinitely                            |          |                               |

| Division                                                          | Division Contract | Record Category        | Record Title/Description                                                                                   | Document Link | Retention Category | Retention Period |                                                                                                     |          | Remarks                                                                                         |
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|                                                                   |                   |                        |                                                                                                            |               |                    | Total            | On-site                                                                                             | Off-site |                                                                                                 |
|                                                                   |                   |                        | Audit or                                                                                                   |               |                    |                  |                                                                                                     |          | Cannot be destroyed                                                                             |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Litigation-Related Records: Records Related to Existing or Threatened Legal or Financial Dispute or Audit. |               | 2 - Current        |                  | retention period for class of document + approval of City Attorney's Office or Controller's Office. |          | without approval of the City Attorney's Office or the Controller's Office. May be confidential. |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Ambulance Response Data                                                                                    |               | 2 - Current        |                  | 7 Years                                                                                             |          | Title 22, CH4 Section 100167                                                                    |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Ems Stakeholder Correspondence - Other                                                                     |               | 2 - Current        |                  | 7 Years                                                                                             |          | 2 years following implementation of policy or protocol.                                         |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Trauma System Plan                                                                                         |               | 1 - Permanent      |                  | Indefinitely                                                                                        |          |                                                                                                 |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Public Access Defibrillation Training Program List                                                         |               | 2 - Current        |                  | 7 Years                                                                                             |          |                                                                                                 |

| Division                                                          | Division Contract | Record Category        | Record Title/Description                                | Document Link | Retention Category | Retention Period |                                         |          | Remarks                      |
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|                                                                   |                   |                        |                                                         |               |                    | Total            | On-site                                 | Off-site |                              |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Staff Worker's Compensation - Claim Files               |               | 2 - Current        |                  | 3 Years after termination of employment |          | Confidential                 |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Diversion Statistics                                    |               | 2 - Current        |                  | 7 Years                                 |          |                              |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Prehospital Training Program Applications               |               | 2 - Current        |                  | 7 Years                                 |          | Title 22, CH4 Section 100171 |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Correspondence - City Attorney Office                   |               | 1 - Permanent      |                  | Indefinitely                            |          | Confidential                 |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Correspondence - Other Non-Ems and Non-Dph Stakeholders |               | 2 - Current        |                  | 7 Years                                 |          |                              |

| Division                                                          | Division Contract | Record Category        | Record Title/Description                                                           | Document Link | Retention Category | Retention Period |                                                                    |          | Remarks                                                 |
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| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Ems System Policy and Procedure Manual and Protocol Manual<br>Public Comments      |               | 2 - Current        | Total            | On-site<br>2 years following implementation of policy or protocol. | Off-site | 2 years following implementation of policy or protocol. |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Ems Stakeholder Correspondence - Fire Departments                                  |               | 2 - Current        |                  | 7 Years                                                            |          | Government Code Section 26202                           |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Ems System Protocol Manual                                                         |               | 1 - Permanent      |                  | Indefinitely                                                       |          |                                                         |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Operations Advisory Committee Records (Inc. Agendas, Minutes, and Other Materials) |               | 2 - Current        |                  | 7 Years                                                            |          | Government Code Section 26202                           |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Staff Worker's Compensation - Claim Files(Involving Hazmat)                        |               | 2 - Current        |                  | 30 Years after termination of employment                           |          | Confidential                                            |



| Division                                                          | Division Contract | Record Category        | Record Title/Description                      | Document Link | Retention Category | Retention Period |                         |          | Remarks                      |
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| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Time Reports                                  |               | 2 - Current        | Total            | On-site                 | Off-site | Labor Code, Section 1174 (d) |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Emt-1 Certification Files                     |               | 1 - Permanent      |                  | Indefinitely            |          |                              |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Ems System Pilot Projects                     |               | 1 - Permanent      |                  | Indefinitely            |          |                              |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Lease Documents                               |               | 2 - Current        |                  | Term of lease + 5 Years |          |                              |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Ambulance Provider Permit Site Review Results |               | 2 - Current        |                  | 7 Years                 |          |                              |

| Division                                                          | Division Contract | Record Category        | Record Title/Description                                          | Document Link | Retention Category | Retention Period |                                  |          | Remarks                               |
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| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Dph Emergency Operations Plan                                     |               | 1 - Permanent      | Total            | On-site                          | Off-site |                                       |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Applications For Employment                                       |               | 2 - Current        |                  | 2 years from date of application |          | Gov. Code Section 12946. Confidential |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Public Access Defibrillation Physician List                       |               | 2 - Current        |                  | 7 Years                          |          |                                       |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Metropolitan Medical Task Force Concept of Operations             |               | 1 - Permanent      |                  | Indefinitely                     |          | Confidential                          |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Public Access Defibrillation Program Information and Applications |               | 2 - Current        |                  | 2 Years                          |          |                                       |

| Division                                                          | Division Contract | Record Category        | Record Title/Description                                       | Document Link | Retention Category | Retention Period |         |          | Remarks                       |
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| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Ems Stakeholder Correspondence - Prehospital Training Programs |               | 2 - Current        | Total            | On-site | Off-site | Government Code Section 26202 |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Ems Fund Correspondence                                        |               | 2 - Current        |                  | 7 Years |          |                               |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Ems Stakeholder Correspondence - Communications Department     |               | 2 - Current        |                  | 7 Years |          | Government Code Section 26202 |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Qa Correspondence                                              |               | 2 - Current        |                  | 7 Years |          | Confidential                  |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Correspondence - Dph                                           |               | 2 - Current        |                  | 7 Years |          |                               |

| Division                                                          | Division Contract | Record Category        | Record Title/Description                                                   | Document Link | Retention Category | Retention Period |              |          | Remarks                       |
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| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Ems Stakeholder Correspondence - Hospitals                                 |               | 2 - Current        | Total            | On-site      | Off-site | Government Code Section 26202 |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Ems System Research Studies                                                |               | 1 - Permanent      |                  | Indefinitely |          |                               |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Ems Stakeholder Correspondence - Ambulances                                |               | 2 - Current        |                  | 7 Years      |          | Government Code Section 26202 |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Trauma System Audit Committee (Inc. Agendas, Minutes, and Other Materials) |               | 2 - Current        |                  | 7 Years      |          | Government Code Section 26202 |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Ems System Policy and Procedure Manual                                     |               | 1 - Permanent      |                  | Indefinitely |          |                               |

| Division                                                          | Division Contract | Record Category        | Record Title/Description           | Document Link | Retention Category | Retention Period |         |          | Remarks                      |
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| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | System Configuration Files         |               | 2 - Current        | Total            | On-site | Off-site |                              |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Prehospital Care Data              |               | 2 - Current        |                  | 7 Years |          | Title 22, CH4 Section 100171 |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Disaster Registry Program Database |               | 2 - Current        |                  | 7 Years |          | Confidential                 |
| Community Public Health Services-Emergency Medical Services (EMS) |                   | Administrative Records | Hospital Site Review Results       |               | 2 - Current        |                  | 7 Years |          | H&SC Section 1797.220        |
| Community Public Health Services-Environmental Health             |                   | Administrative Records | Well Water Letter                  |               | 2 - Current        |                  | 5 years |          | Administrative Decision      |

| Division                                              | Division Contract | Record Category        | Record Title/Description                | Document Link | Retention Category | Retention Period |         |              | Remarks                 |
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| Community Public Health Services-Environmental Health |                   |                        |                                         |               |                    | Total            | On-site | Off-site     |                         |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Chain or Custody Forms                  |               | 1 - Permanent      |                  | 5 years | Indefinitely | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Application Back Flow Prevention Device |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Evaluation Form                         |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Rmp Work Plans                          |               | 2 - Current        |                  | 5 Years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Food Inspection Report                  |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | UST Closure Applications                |               | 2 - Current        |                  | 5 years |              | Administrative Decision |

| Division                                              | Division Contract | Record Category        | Record Title/Description           | Document Link | Retention Category | Retention Period |         |              | Remarks                 |
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| Community Public Health Services-Environmental Health |                   | Administrative Records | Vending Machine Report             |               | 2 - Current        | Total            | On-site | Off-site     | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Housing Application                |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | SFPD No Permit to Operate          |               | 1 - Permanent      |                  | 5 years | Indefinitely | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Referral to City Attorney's Office |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Citations to Appear                |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Notice to Appear and Show Cause    |               | 1 - Permanent      |                  | 5 years | Indefinitely | Administrative Decision |

| Division                                              | Division Contract | Record Category        | Record Title/Description             | Document Link | Retention Category | Retention Period |         |          | Remarks                 |
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| Community Public Health Services-Environmental Health |                   | Administrative Records | Permit to Operate                    |               | 1 - Permanent      | Total            | On-site | Off-site | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Request to Examine Records           |               | 2 - Current        |                  | 5 years |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Application Cross Connection Control |               | 2 - Current        |                  | 5 years |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Pet Shops and Veterinary Hospitals   |               | 2 - Current        |                  | 5 years |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | UST Notices of Completion            |               | 2 - Current        |                  | 5 years |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Abate Nuisance (Short Form)          |               | 2 - Current        |                  | 5 years |          | Administrative Decision |



| Division                                              | Division Contract | Record Category        | Record Title/Description                   | Document Link | Retention Category | Retention Period |         |          | Remarks                 |
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| Community Public Health Services-Environmental Health |                   | Administrative Records | Daily Report Forms                         |               | 1 - Permanent      | Total            | On-site | Off-site | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Overtime Report                            |               | 2 - Current        |                  | 5 years |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Proof of Service Director of Public Health |               | 2 - Current        |                  | 5 years |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Referral - Garbage Receptacle              |               | 2 - Current        |                  | 5 years |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Hearing Decision Letters                   |               | 2 - Current        |                  | 5 years |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Laundry Inspection Report                  |               | 2 - Current        |                  | 5 years |          | Administrative Decision |

| Division                                              | Division Contract | Record Category        | Record Title/Description                 | Document Link | Retention Category | Retention Period |                                               |              | Remarks                 |
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| Community Public Health Services-Environmental Health |                   | Administrative Records | Policy and Procedures Standards          |               | 2 - Current        | Total            | On-site<br>Life of Policy/Procedure + 5 Years | Off-site     | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Chronology Bureau Chief Hearing          |               | 2 - Current        |                  | 5 years                                       |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Lop Site-Specific Reports/Correspondence |               | 1 - Permanent      |                  | 5 years                                       | Indefinitely | LOP Contract            |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Bureau Hearing Requests                  |               | 2 - Current        |                  | 5 years                                       |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Petty Cash Reimbursement                 |               | 2 - Current        |                  | 5 years                                       |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Hazardous Waste Tax & Fee Payments       |               | 2 - Current        |                  | 5 years                                       |              | Administrative Decision |

| Division                                              | Division Contract | Record Category        | Record Title/Description                   | Document Link | Retention Category | Retention Period |         |              | Remarks                 |
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| Community Public Health Services-Environmental Health |                   | Administrative Records | Report to Tax Collector - License Division |               | 2 - Current        | Total            | On-site | Off-site     | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Establishment Inventory Form               |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Disclaimers                                |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Written Report Memo                        |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Food Borne Illness Report                  |               | 1 - Permanent      |                  | 5 years | Indefinitely | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | File Search Records                        |               | 2 - Current        |                  | 5 years |              | None                    |

| Division                                              | Division Contract | Record Category        | Record Title/Description            | Document Link | Retention Category | Retention Period |         |          | Remarks                 |
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| Community Public Health Services-Environmental Health |                   |                        |                                     |               |                    | Total            | On-site | Off-site |                         |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Approved Payment Fee                |               | 2 - Current        |                  | 5 years |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Daily Check Log                     |               | 2 - Current        |                  | 5 years |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Rmps                                |               | 2 - Current        |                  | 5 years |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Waste Reporting Forms               |               | 2 - Current        |                  | 5 years |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Change Authorization                |               | 2 - Current        |                  | 5 years |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | SFPD Delinquent License Fees Abated |               | 2 - Current        |                  | 5 years |          | Administrative Decision |

| Division                                              | Division Contract | Record Category        | Record Title/Description       | Document Link | Retention Category | Retention Period |         |              | Remarks                 |
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| Community Public Health Services-Environmental Health |                   |                        |                                |               |                    | Total            | On-site | Off-site     |                         |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Case History Questionnaire     |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Lop Staff - Related (Personal) |               | 1 - Permanent      |                  | 5 years | Indefinitely | City Attorney's Memo    |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Referral to Housing Division   |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Order Vacation Sfpd            |               | 1 - Permanent      |                  | 5 years | Indefinitely | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Request Warrant Arrest         |               | 1 - Permanent      |                  | 5 years | Indefinitely | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Inadequate Deposit Letter      |               | 2 - Current        |                  | 5 years |              | Administrative Decision |

| Division                                              | Division Contract | Record Category        | Record Title/Description   | Document Link | Retention Category | Retention Period |         |              | Remarks                 |
|-------------------------------------------------------|-------------------|------------------------|----------------------------|---------------|--------------------|------------------|---------|--------------|-------------------------|
| Community Public Health Services-Environmental Health |                   | Administrative Records | Hazardous Waste Complaints |               | 2 - Current        | Total            | On-site | Off-site     | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Abate Nuisance (Long Form) |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Hazwaste Lab Analysis      |               | 1 - Permanent      |                  | 5 years | Indefinitely | T22CCR62262.40          |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Lop Staff Timesheets       |               | 1 - Permanent      |                  | 5 years | Indefinitely | LOP Contract            |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Memo to Disease Control    |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Pigeon Nuisance            |               | 2 - Current        |                  | 5 years |              | Administrative Decision |

| Division                                              | Division Contract | Record Category        | Record Title/Description     | Document Link | Retention Category | Retention Period |         |              | Remarks                 |
|-------------------------------------------------------|-------------------|------------------------|------------------------------|---------------|--------------------|------------------|---------|--------------|-------------------------|
| Community Public Health Services-Environmental Health |                   |                        |                              |               |                    | Total            | On-site | Off-site     |                         |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Medical Waste Facility Files |               | 1 - Permanent      |                  | 5 years | Indefinitely | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Lop Staff Inspection Notes   |               | 1 - Permanent      |                  | 5 years | Indefinitely | LOP Contract            |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Vendors                      |               | 2 - Current        |                  | 5 years |              | None                    |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Eh Program, Roster           |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Business Plans               |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Monthly Reports              |               | 2 - Current        |                  | 5 years |              | Administrative Decision |

| Division                                              | Division Contract | Record Category        | Record Title/Description                       | Document Link | Retention Category | Retention Period |               |          | Remarks                 |
|-------------------------------------------------------|-------------------|------------------------|------------------------------------------------|---------------|--------------------|------------------|---------------|----------|-------------------------|
| Community Public Health Services-Environmental Health |                   |                        |                                                |               |                    | Total            | On-site       | Off-site |                         |
| Community Public Health Services-Environmental Health |                   | Administrative Records | UST Permit Applications                        |               | 2 - Current        |                  | 5 years       |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Referral to Fire Department                    |               | 2 - Current        |                  | 5 years       |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Complaint Form                                 |               | 2 - Current        |                  | 5 years       |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Floor Plans/Blueprints For Licenses Businesses |               | 2 - Current        |                  | Discretionary |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Claim For Refund                               |               | 2 - Current        |                  | 5 years       |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Daily Deposit Slip                             |               | 2 - Current        |                  | 5 years       |          | Administrative Decision |



| Division                                              | Division Contract | Record Category        | Record Title/Description               | Document Link | Retention Category | Retention Period |         |              | Remarks                 |
|-------------------------------------------------------|-------------------|------------------------|----------------------------------------|---------------|--------------------|------------------|---------|--------------|-------------------------|
| Community Public Health Services-Environmental Health |                   |                        |                                        |               |                    | Total            | On-site | Off-site     |                         |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Investigation Reports/Notice           |               | 1 - Permanent      |                  | 5 years | Indefinitely | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Request Refuse Service and Results     |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Hmac Agendas                           |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Memo of Disposal Report (Condemnation) |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Tattoo Establishment Report            |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Lop Staff Notebooks                    |               | 1 - Permanent      |                  | 5 years | Indefinitely | LOP Contract            |

| Division                                              | Division Contract | Record Category        | Record Title/Description          | Document Link | Retention Category | Retention Period |                                        |              | Remarks                 |
|-------------------------------------------------------|-------------------|------------------------|-----------------------------------|---------------|--------------------|------------------|----------------------------------------|--------------|-------------------------|
| Community Public Health Services-Environmental Health |                   |                        |                                   |               |                    | Total            | On-site                                | Off-site     |                         |
| Community Public Health Services-Environmental Health |                   | Administrative Records | MOUS                              |               | 2 - Current        |                  | 5 years                                |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Federal Disposal Site Application |               | 1 - Permanent      |                  | 5 years                                | Indefinitely | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Housing Inspection Report         |               | 2 - Current        |                  | 5 years                                |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Health Code Violations            |               | 1 - Permanent      |                  | 5 years (or until change of ownership) | Indefinitely | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Resolved                          |               | 1 - Permanent      |                  | 5 years                                | Indefinitely | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Analysis Domestic Water           |               | 2 - Current        |                  | 5 years                                |              | Administrative Decision |

| Division                                              | Division Contract | Record Category        | Record Title/Description   | Document Link | Retention Category | Retention Period |         |          | Remarks                 |
|-------------------------------------------------------|-------------------|------------------------|----------------------------|---------------|--------------------|------------------|---------|----------|-------------------------|
| Community Public Health Services-Environmental Health |                   |                        |                            |               |                    | Total            | On-site | Off-site |                         |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Hearing Calendar           |               | 2 - Current        |                  | 5 years |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Referral to Superintendent |               | 2 - Current        |                  | 5 years |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Referrals                  |               | 2 - Current        |                  | 5 years |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Complaints                 |               | 2 - Current        |                  | 5 years |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Enteric Disease Report     |               | 2 - Current        |                  | 5 years |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Well Application           |               | 2 - Current        |                  | 5 years |          | Administrative Decision |

| Division                                              | Division Contract | Record Category        | Record Title/Description            | Document Link | Retention Category | Retention Period |         |          | Remarks                 |
|-------------------------------------------------------|-------------------|------------------------|-------------------------------------|---------------|--------------------|------------------|---------|----------|-------------------------|
| Community Public Health Services-Environmental Health |                   |                        |                                     |               |                    | Total            | On-site | Off-site |                         |
| Community Public Health Services-Environmental Health |                   | Administrative Records | File Search Requests                |               | 2 - Current        |                  | 5 years |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Hmac Minutes                        |               | 2 - Current        |                  | 5 years |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Complaint Referral (City Planning)  |               | 2 - Current        |                  | 5 years |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Field Screening Forms               |               | 2 - Current        |                  | 5 years |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Swimming Pool/Spa Inspection Report |               | 2 - Current        |                  | 5 years |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Proof of Service Complaint          |               | 2 - Current        |                  | 5 years |          | Administrative Decision |

| Division                                              | Division Contract | Record Category        | Record Title/Description                  | Document Link | Retention Category | Retention Period |         |              | Remarks                 |
|-------------------------------------------------------|-------------------|------------------------|-------------------------------------------|---------------|--------------------|------------------|---------|--------------|-------------------------|
| Community Public Health Services-Environmental Health |                   | Administrative Records | Swimming Pool Operation                   |               | 2 - Current        | Total            | On-site | Off-site     | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Topographic Maps of S.F.                  |               | 1 - Permanent      |                  | 5 years | Indefinitely | LOP Contract            |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Complaint Log                             |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Resolved Director's Hearing               |               | 1 - Permanent      |                  | 5 years | Indefinitely | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Referral to Street Environmental Services |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Hazardous Waste Biennial Reports          |               | 1 - Permanent      |                  | 5 years | Indefinitely | T22CCR62262.40          |

| Division                                              | Division Contract | Record Category        | Record Title/Description             | Document Link | Retention Category | Retention Period |         |              | Remarks                 |
|-------------------------------------------------------|-------------------|------------------------|--------------------------------------|---------------|--------------------|------------------|---------|--------------|-------------------------|
| Community Public Health Services-Environmental Health |                   |                        | Massage                              |               |                    | Total            | On-site | Off-site     |                         |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Establishment Inspection Report      |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Lop Invoices                         |               | 1 - Permanent      |                  | 5 years | Indefinitely | LOP Contract            |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Food Borne Illness Inter Office Memo |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Citation to Appear                   |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Poison Weeds                         |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | UST Closure Reports                  |               | 2 - Current        |                  | 5 years |              | Administrative Decision |

| Division                                              | Division Contract | Record Category        | Record Title/Description      | Document Link | Retention Category | Retention Period |         |              | Remarks                 |
|-------------------------------------------------------|-------------------|------------------------|-------------------------------|---------------|--------------------|------------------|---------|--------------|-------------------------|
| Community Public Health Services-Environmental Health |                   |                        |                               |               |                    | Total            | On-site | Off-site     |                         |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Certificate of Sanitation     |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Food Referral (City Planning) |               | 1 - Permanent      |                  | 5 years | Indefinitely | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Vehicle Inspection Report     |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Delinquent Accounts           |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Notice Board Action           |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Chronologies                  |               | 2 - Current        |                  | 5 years |              | Administrative Decision |

| Division                                              | Division Contract | Record Category        | Record Title/Description     | Document Link | Retention Category | Retention Period |                                                 |          | Remarks                 |
|-------------------------------------------------------|-------------------|------------------------|------------------------------|---------------|--------------------|------------------|-------------------------------------------------|----------|-------------------------|
| Community Public Health Services-Environmental Health |                   | Administrative Records | Certified Mail (Green Cards) |               | 2 - Current        | Total            | On-site                                         | Off-site | None                    |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Inspection Reports           |               | 2 - Current        |                  | 5 years                                         |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | File On Hold Slip            |               | 2 - Current        |                  | 5 years                                         |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Permit to Operate            |               | 1 - Permanent      |                  | Permanent Record (or until change of ownership) |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Notice Garbage Service       |               | 2 - Current        |                  | 5 years                                         |          | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Master File Record           |               | 2 - Current        |                  | 5 years                                         |          | Administrative Decision |



| Division                                              | Division Contract | Record Category        | Record Title/Description      | Document Link | Retention Category | Retention Period |         |              | Remarks                 |
|-------------------------------------------------------|-------------------|------------------------|-------------------------------|---------------|--------------------|------------------|---------|--------------|-------------------------|
| Community Public Health Services-Environmental Health |                   |                        |                               |               |                    | Total            | On-site | Off-site     |                         |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Permit Procedure              |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Application For Special Event |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Hazardous Waste Manifests     |               | 1 - Permanent      |                  | 5 years | Indefinitely | T22CCR62262.40          |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Change of Address Form        |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Claim For Refund              |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Daily Report Forms            |               | 2 - Current        |                  | 5 years |              | Administrative Decision |

| Division                                              | Division Contract | Record Category        | Record Title/Description         | Document Link | Retention Category | Retention Period |         |              | Remarks                 |
|-------------------------------------------------------|-------------------|------------------------|----------------------------------|---------------|--------------------|------------------|---------|--------------|-------------------------|
| Community Public Health Services-Environmental Health |                   |                        |                                  |               |                    | Total            | On-site | Off-site     |                         |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Hazardous Waste Invoices         |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Prop. 65 Reports                 |               | 1 - Permanent      |                  | 5 years | Indefinitely | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Request Citation Da              |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Referral to Street Engineering   |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Lop Administration Info-Contract |               | 1 - Permanent      |                  | 5 years | Indefinitely | LOP Contract            |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Informational Documents (Regs.)  |               | 2 - Current        |                  | 5 years |              | None                    |

| Division                                              | Division Contract | Record Category        | Record Title/Description          | Document Link | Retention Category | Retention Period |              |              | Remarks                 |
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| Community Public Health Services-Environmental Health |                   |                        |                                   |               |                    | Total            | On-site      | Off-site     |                         |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Lop Quarterly Reports             |               | 1 - Permanent      |                  | 5 years      | Indefinitely | LOP Contract            |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Application For Permit to Operate |               | 1 - Permanent      |                  | Indefinitely |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Notices of Compliance             |               | 2 - Current        |                  | 5 years      |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Mail in - Mail Out                |               | 2 - Current        |                  | 5 years      |              | None                    |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Daily Deposit Slips               |               | 2 - Current        |                  | 5 years      |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Food Borne Illness Information    |               | 2 - Current        |                  | 5 years      |              | Administrative Decision |

| Division                                              | Division Contract | Record Category        | Record Title/Description             | Document Link | Retention Category | Retention Period |         |              | Remarks                 |
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| Community Public Health Services-Environmental Health |                   |                        |                                      |               |                    | Total            | On-site | Off-site     |                         |
| Community Public Health Services-Environmental Health |                   | Administrative Records | SFPD Delinquent License Fee          |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Referral to Plumbing Inspection      |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Housing Establishment Inventory Form |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Travel Request                       |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Field Expense Report                 |               | 2 - Current        |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health |                   | Administrative Records | Newspaper Notification-Billing       |               | 1 - Permanent      |                  | 5 years | Indefinitely | LOP Contract            |

| Division                                                                             | Division Contract | Record Category        | Record Title/Description                             | Document Link | Retention Category       | Retention Period |         |              | Remarks                 |
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| Community Public Health Services-Environmental Health                                |                   | Administrative Records | Employee Conference Forms                            |               | 1 - Permanent            | Total            | On-site | Off-site     | Administrative Decision |
| Community Public Health Services-Environmental Health                                |                   | Administrative Records | Lop Purchasing                                       |               | 1 - Permanent            |                  | 5 years | Indefinitely | LOP Contract            |
| Community Public Health Services-Environmental Health                                |                   | Administrative Records | Notice Licensed Refuse                               |               | 2 - Current              |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health                                |                   | Administrative Records | Chronology Director's Hearing                        |               | 2 - Current              |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Environmental Health                                |                   | Administrative Records | Referral to DPW                                      |               | 2 - Current              |                  | 5 years |              | Administrative Decision |
| Community Public Health Services-Fiscal/Accounting - Accounts Payable & Procurements |                   | Administrative Records | Interdepartmental Work Orders, Worksheets, and Files |               | 2 - Current, 3 - Storage |                  | 3 yrs   | 4 yrs        | Administrative Decision |

| Division                                                                             | Division Contract | Record Category        | Record Title/Description                                                                                                                                  | Document Link | Retention Category       | Retention Period |         |          | Remarks                 |
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|                                                                                      |                   |                        | Adpics/Famis Documents                                                                                                                                    |               |                          | Total            | On-site | Off-site |                         |
| Community Public Health Services-Fiscal/Accounting - Accounts Payable & Procurements |                   | Administrative Records | (Contract Orders/Payments, Direct Payment Requests/Vouchers, Departmental Interface Audit Trail Report By Interface Transaction From Controller's Office) |               | 2 - Current, 3 - Storage |                  | 5 yrs   | 2 yrs    | Administrative Decision |
| Community Public Health Services-Fiscal/Accounting - Accounts Payable & Procurements |                   | Administrative Records | Claim For Refunds, Non-Employee Claims, and Other Claims                                                                                                  |               | 2 - Current, 3 - Storage |                  | 3 yrs   | 2 yrs    | Administrative Decision |
| Community Public Health Services-Fiscal/Accounting - Accounts Payable & Procurements |                   | Administrative Records | All Other Adpics/Famis Documents                                                                                                                          |               | 2 - Current, 3 - Storage |                  | 3 yrs   | 2 yrs    | Administrative Decision |

| Division                                                                              | Division Contract | Record Category        | Record Title/Description                                                                                        | Document Link | Retention Category       | Retention Period |         |          | Remarks                 |
|---------------------------------------------------------------------------------------|-------------------|------------------------|-----------------------------------------------------------------------------------------------------------------|---------------|--------------------------|------------------|---------|----------|-------------------------|
|                                                                                       |                   |                        |                                                                                                                 |               |                          | Total            | On-site | Off-site |                         |
| Community Public Health Services- Fiscal/Accounting - Accounts Payable & Procurements |                   | Administrative Records | State Funded Programs (Ccs, CHDP, Chip, Maintenance of Effort, County Health Expenditures, and Other Documents) |               | 2 - Current, 3 - Storage |                  | 5 yrs   | 2 yrs    | Administrative Decision |
| Community Public Health Services- Fiscal/Accounting - Accounts Payable & Procurements |                   | Administrative Records | Garbage Liens/Payments                                                                                          |               | 2 - Current, 3 - Storage |                  | 3 yrs   | 2 yrs    | Administrative Decision |
| Community Public Health Services- Fiscal/Accounting - Budget                          |                   | Administrative Records | Labor Distribution Report                                                                                       |               | 2 - Current, 3 - Storage |                  | 2 yrs   | 3 yr.    | Administrative Decision |
| Community Public Health Services- Fiscal/Accounting - Budget                          |                   | Administrative Records | Phase D Bprep Reports                                                                                           |               | 2 - Current              |                  | 5 yrs   |          | Administrative Decision |
| Community Public Health Services- Fiscal/Accounting - Budget                          |                   | Administrative Records | Project Reconciliation Worksheet & Project Files                                                                |               | 2 - Current, 3 - Storage |                  | 3 yrs   | 4 yrs    | Administrative Decision |

| Division                                                    | Division Contract | Record Category        | Record Title/Description                                                              | Document Link | Retention Category       | Retention Period |         |          | Remarks                 |
|-------------------------------------------------------------|-------------------|------------------------|---------------------------------------------------------------------------------------|---------------|--------------------------|------------------|---------|----------|-------------------------|
|                                                             |                   |                        | Position Substitution/Reassignmentworksheets,                                         |               |                          | Total            | On-site | Off-site |                         |
| Community Public Health Services-Fiscal/Accounting - Budget |                   | Administrative Records | Job Analysis Questionnaire (Jaq), Personnel Classification Action and Misc. Files     |               | 2 - Current, 3 - Storage |                  | 3 yrs   | 2 yrs    | Administrative Decision |
| Community Public Health Services-Fiscal/Accounting - Budget |                   | Administrative Records | Budget Spreadsheets, Program Description Reports, Work Papers,                        |               | 2 - Current              |                  | 5 yrs   |          | Administrative Decision |
| Community Public Health Services-Fiscal/Accounting - Budget |                   | Administrative Records | Hiring Plan Report, Labor Code Correction Forms                                       |               | 2 - Current, 3 - Storage |                  | 1 yr.   | 1 yr.    | Administrative Decision |
| Community Public Health Services-Fiscal/Accounting - Budget |                   | Administrative Records | Health Commission Reports, Revenue and Expenditure Wkshts, Resolutions and Ordinances |               | 2 - Current, 3 - Storage |                  | 3 yrs   | 2 yrs    | Administrative Decision |
| Community Public Health Services-Fiscal/Accounting - Budget |                   | Administrative Records | Budget Organization Charts                                                            |               | 2 - Current              |                  | 3 yrs   |          | Administrative Decision |



| Division                                                          | Division Contract | Record Category        | Record Title/Description                                                                                                                                                              | Document Link | Retention Category       | Retention Period |         |          | Remarks                 |
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| Community Public Health Services-Fiscal/Accounting - Budget       |                   | Administrative Records | Grant Awards, Budget Spreadsheets, Files, Cost Reports, & Other                                                                                                                       |               | 2 - Current, 3 - Storage | Total            | On-site | Off-site | Administrative Decision |
| Community Public Health Services-Fiscal/Accounting - Cost Reports |                   | Administrative Records | Targeted Case Management (Tcm)/Medical Administrative Claims (Maa) Cost Report, Administrative Claims, Agreements, Claiming Plans, Time Surveys, Invoices, Billing Documents, & Other |               | 2 - Current, 3 - Storage |                  | 5 yrs   | 2 yrs    | Administrative Decision |
| Community Public Health Services-Fiscal/Accounting - Cost Reports |                   | Administrative Records | Fee Schedules, Patient Rates, Fee Tags, Other Rates and Fee Documents                                                                                                                 |               | 2 - Current, 3 - Storage |                  | 3 yrs   | 2 yrs    | Administrative Decision |
| Community Public Health Services-Fiscal/Accounting - Cost Reports |                   | Administrative Records | Annual Overhead Reports                                                                                                                                                               |               | 2 - Current, 3 - Storage |                  | 5 yrs   | 2 yrs    | Administrative Decision |
| Community Public Health Services-Fiscal/Accounting - Cost Reports |                   | Administrative Records | Federal Cash Reimbursement & Federal Cash Management Report                                                                                                                           |               | 2 - Current, 3 - Storage |                  | 5 yrs   | 2 yrs    | Administrative Decision |

| Division                                                                   | Division Contract | Record Category        | Record Title/Description                       | Document Link | Retention Category       | Retention Period |                  |                   | Remarks                 |
|----------------------------------------------------------------------------|-------------------|------------------------|------------------------------------------------|---------------|--------------------------|------------------|------------------|-------------------|-------------------------|
| Community Public Health Services-Fiscal/Accounting - Cost Reports          |                   | Administrative Records | Bank Reconciliation, Receipts Processing Forms |               | 2 - Current, 3 - Storage | Total            | On-site<br>3 yrs | Off-site<br>2 yrs | Administrative Decision |
| Community Public Health Services-Fiscal/Accounting - Fiscal Administration |                   | Administrative Records | Audit Files, Misc.                             |               | 2 - Current, 3 - Storage |                  | 5 yrs            | 2 yrs             | Administrative Decision |
| Community Public Health Services-Fiscal/Accounting - Fiscal Administration |                   | Administrative Records | Correspondence - In/Out, Misc.                 |               | 2 - Current, 3 - Storage |                  | 3 yrs            | 2 yrs             | Administrative Decision |
| Community Public Health Services-Fiscal/Accounting - Fiscal Administration |                   | Administrative Records | Personnel Requisitions                         |               | 2 - Current              |                  | 1 yr.            |                   | Administrative Decision |
| Community Public Health Services-Fiscal/Accounting - Fiscal Administration |                   | Administrative Records | Administrative Code                            |               | 1 - Permanent            |                  | Indefinitely     |                   | Administrative Decision |

| Division                                                                   | Division Contract | Record Category        | Record Title/Description                            | Document Link | Retention Category       | Retention Period |              |          | Remarks                 |
|----------------------------------------------------------------------------|-------------------|------------------------|-----------------------------------------------------|---------------|--------------------------|------------------|--------------|----------|-------------------------|
| Community Public Health Services-Fiscal/Accounting - Fiscal Administration |                   | Administrative Records | References, Misc. Books, Manuals                    |               | 1 - Permanent            | Total            | On-site      | Off-site | Administrative Decision |
| Community Public Health Services-Fiscal/Accounting - Fiscal Administration |                   | Administrative Records | Budget Binders, Supplemental Appropriation Requests |               | 2 - Current, 3 - Storage |                  | 2 yrs        | 1 yr.    | Administrative Decision |
| Community Public Health Services-Fiscal/Accounting - Fiscal Administration |                   | Administrative Records | Department's Authorized Signatories                 |               | 1 - Permanent            |                  | Indefinitely |          | Administrative Decision |
| Community Public Health Services-Fiscal/Accounting - Fiscal Administration |                   | Administrative Records | Appropriation Carry Forward Requests                |               | 2 - Current, 3 - Storage |                  | 2 yrs        | 1 yrs    | Administrative Decision |
| Community Public Health Services-Health Promotion & Education              |                   | Administrative Records | Health Education Reference Materials                |               | 1 - Permanent            |                  | Indefinitely |          |                         |

| Division                                                      | Division Contract | Record Category        | Record Title/Description                         | Document Link | Retention Category | Retention Period |                       |          | Remarks                 |
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| Community Public Health Services-Health Promotion & Education |                   | Administrative Records | Grant Related Documentation of Work              |               | 2 - Current        | Total            | On-site               | Off-site | Contract Regulations    |
| Community Public Health Services-Health Promotion & Education |                   | Administrative Records | Project Records, Reports                         |               | 2 - Current        |                  | 1-5 years as required |          | Contract Regulations    |
| Community Public Health Services-Health Promotion & Education |                   | Administrative Records | Disaster Training Materials and Records          |               | 1 - Permanent      |                  | Indefinitely          |          | Department Policy       |
| Community Public Health Services-Health Promotion & Education |                   | Administrative Records | Bsrn Training, Inservices, Workshops and Records |               | 2 - Current        |                  | 4 years               |          | Administrative Decision |
| Community Public Health Services-Health Promotion & Education |                   | Administrative Records | Safety Equipment Provided to Individual          |               | 2 - Current        |                  | Indefinitely          |          |                         |
| Community Public Health Services-Health Promotion & Education |                   | Administrative Records | Ches Trainings, Inservices Workshops and Records |               | 2 - Current        |                  | 5 years               |          | Administrative Decision |

| Division                                                      | Division Contract | Record Category        | Record Title/Description                         | Document Link | Retention Category | Retention Period |              |          | Remarks                 |
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| Community Public Health Services-Health Promotion & Education |                   |                        |                                                  |               |                    | Total            | On-site      | Off-site |                         |
| Community Public Health Services-Health Promotion & Education |                   | Administrative Records | Health Education Literature                      |               | 1 - Permanent      |                  | Indefinitely |          |                         |
| Community Public Health Services-Health Promotion & Education |                   | Administrative Records | Continuing Education Credits/Training Attendance |               | 2 - Current        |                  | 5 years      |          | Administrative Decision |
| Community Public Health Services-Health Promotion & Education |                   | Administrative Records | Consent Forms - For Photo Use                    |               | 1 - Permanent      |                  | Indefinitely |          | Administrative Decision |
| Community Public Health Services-Health Promotion & Education |                   | Administrative Records | Health Education Standards & Practices           |               | 1 - Permanent      |                  | Indefinitely |          | Administrative Decision |
| Community Public Health Services-Health Promotion & Education |                   | Administrative Records | Audiovisual & Other Equipment                    |               | 1 - Permanent      |                  | Indefinitely |          | Administrative Decision |
| Community Public Health Services-Home Health                  |                   | Administrative Records | Annual Cost Report to Medicare                   |               | 2 - Current        |                  | 3 years      |          | Administrative decision |

| Division                                     | Division Contract | Record Category        | Record Title/Description                                                                                                              | Document Link | Retention Category | Retention Period |              |          | Remarks                                                                     |
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|                                              |                   |                        |                                                                                                                                       |               |                    | Total            | On-site      | Off-site |                                                                             |
| Community Public Health Services-Home Health |                   | Administrative Records | Home Health Agency License                                                                                                            |               | 2 - Current        |                  | Current Year |          | Medicare Conditions of Participation and Title 22, CA. Health & Safety Code |
| Community Public Health Services-Home Health |                   | Administrative Records | Policies and Procedures Manual - Includes Bylaws, Organizational Charts, Job Descriptions, Services, Governance, Etc.                 |               | 2 - Current        |                  | Current Year |          | Medicare Conditions of Participation and Title 22, CA. Health & Safety Code |
| Community Public Health Services-Home Health |                   | Administrative Records | Staff Dailies (Phn, Rn, Msw, Pt Ot, Hhaide)                                                                                           |               | 2 - Current        |                  | Current Year |          | Administrative Decision                                                     |
| Community Public Health Services-Home Health |                   | Administrative Records | Employee Records (Include. Performance Appraisals, Education. Records, Infectious Disease Screening Data, Annual Physical Exam Record |               | 2 - Current        |                  | 5 years      |          | Medicare Conditions of Participation and Title 22, CA. Health & Safety Code |
| Community Public Health Services-Home Health |                   | Administrative Records | General Ledger                                                                                                                        |               | 2 - Current        |                  | Current Year |          | Medicare Cond. of Participation                                             |

| Division                                     | Division Contract | Record Category        | Record Title/Description            | Document Link | Retention Category | Retention Period |                                                           |          | Remarks                                                                                                                                |
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| Community Public Health Services-Home Health |                   | Administrative Records | Staff Licenses and Training Records |               | 2 - Current        | Total            | On-site<br>3 years                                        | Off-site | Medicare Conditions of Paretic. & Title 22                                                                                             |
| Community Public Health Services-Home Health |                   | Administrative Records | Annual Reports                      |               | 2 - Current        |                  | 3 years                                                   |          | Title 22, OSHPD, & Admin. Decision                                                                                                     |
| Community Public Health Services-Home Health |                   | Administrative Records | Quarterly Credit Balance Reports    |               | 2 - Current        |                  | 3 years                                                   |          | Medicare Cond. of Participation                                                                                                        |
| Community Public Health Services-Home Health |                   | Clinical Records       | Patient Advanced Directives         |               | 2 - Current        |                  | 7 years                                                   |          | DPH Clinical Services Manual Policy                                                                                                    |
| Community Public Health Services-Home Health |                   | Clinical Records       | Client Home Folder                  |               | 2 - Current        |                  | Until discharge, then consolidate in office client record |          | Medicare Conditions of Participation and Title 22, Division 5, Chapter 6, California Licensing Regulations, State Health & Safety Code |
| Community Public Health Services-Home Health |                   | Clinical Records       | Client Clinical Record              |               | 2 - Current        |                  | 7 years                                                   |          | Clinical Services Manual Policy-DPH                                                                                                    |

| Division                                                          | Division Contract | Record Category                  | Record Title/Description           | Document Link | Retention Category | Retention Period |                               |              | Remarks                                                                                                                       |
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|                                                                   |                   |                                  |                                    |               |                    | Total            | On-site                       | Off-site     | Medicare                                                                                                                      |
| Community Public Health Services-Home Health                      |                   | Clinical Records                 | Client Clinical Record Chart Order |               | 2 - Current        |                  | 7 years                       |              | Conditions of Participation and Title 22, Division 5, Chapter 6, California Licensing Regulations, State Health & Safety Code |
| Community Public Health Services-Housing and Urban Health Program |                   | Administrative Records           | Grant Reports                      |               | 2 - Current        |                  | 5 Years                       |              | Administrative Decision                                                                                                       |
| Community Public Health Services-Housing and Urban Health Program |                   | Administrative Records           | Grant Application                  |               | 1 - Permanent      |                  | 2 Years then Storage          | Indefinitely | Administrative Decision                                                                                                       |
| Community Public Health Services-Housing and Urban Health Program |                   | Administrative Records           | Contractual, Contract Documents    |               | 2 - Current        |                  | Life of Contract plus 2 years | 4 Years      | Administrative Decision                                                                                                       |
| Community Public Health Services-Laboratory                       |                   | Public Health Records Reportable | Laboratory Test Records            |               | 2 - Current        |                  | 2 years                       |              | CFR 493.1107                                                                                                                  |



| Division                                                            | Division Contract | Record Category        | Record Title/Description              | Document Link | Retention Category       | Retention Period |         |               | Remarks                                                     |
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| Community Public Health Services-Newcomers Program                  |                   | Administrative Records | Annual Program Plan and Budget        |               | 2 - Current              | Total            | On-site | Off-site      |                                                             |
| Community Public Health Services-Newcomers Program                  |                   | Administrative Records | Annual Program Plan and Budget        |               | 2 - Current              |                  | 4 years |               | Same as above                                               |
| Community Public Health Services-Newcomers Program                  |                   | Administrative Records | Semi-Annual Narrative Progress Report |               | 2 - Current              |                  | 4 years |               | Same as above                                               |
| Community Public Health Services-Newcomers Program                  |                   | Administrative Records | Quarterly Expenditure Reports         |               | 2 - Current              |                  | 4 years |               | Same as above                                               |
| Community Public Health Services-Newcomers Program                  |                   | Administrative Records | Newcomer's Quarterly Data Reports     |               | 2 - Current              |                  | 4 years |               | Refugee Health Program Standard and Procedures Section V D. |
| Community Public Health Services-Occupational Health & Safety (OHS) |                   | Administrative Records | Lead Medical Removal Records          |               | 2 - Current, 3 - Storage |                  | 5 Years | After 5 years | 8CCR5216                                                    |

| Division                                                            | Division Contract | Record Category        | Record Title/Description                                                                                                                                   | Document Link | Retention Category       | Retention Period |                             |               | Remarks                                                                                                       |
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|                                                                     |                   |                        |                                                                                                                                                            |               |                          | Total            | On-site                     | Off-site      | Not legally mandated.                                                                                         |
| Community Public Health Services-Occupational Health & Safety (OHS) |                   | Administrative Records | Worker's Compensation Loss Control Reports and Specific Case Data                                                                                          |               | 2 - Current              |                  | 5 Years minimum             |               | Needed to manage on-going worker's compensation cases and provide management reports.                         |
| Community Public Health Services-Occupational Health & Safety (OHS) |                   | Administrative Records | OSH Training                                                                                                                                               |               | 2 - Current              |                  | 1 Year                      |               | 8CCR3204                                                                                                      |
| Community Public Health Services-Occupational Health & Safety (OHS) |                   | Administrative Records | Injury & Illness Records Which Include the Employers First Report of Occupational Injury, the OSHA 200 Log Supervisors Incident Investigation Report, Etc. |               | 2 - Current, 3 - Storage |                  | 6 Years                     | After 6 years | 8CCR1407Note: Often needed longer as worker's compensation claim may remain open for future medical treatment |
| Community Public Health Services-Occupational Health & Safety (OHS) |                   | Administrative Records | Material Safety Data Sheets                                                                                                                                |               | 2 - Current              |                  | Duration of use or 30 years |               |                                                                                                               |

| Division                                                            | Division Contract | Record Category        | Record Title/Description                                   | Document Link | Retention Category       | Retention Period |         |               | Remarks                                                                                |
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| Community Public Health Services-Occupational Health & Safety (OHS) |                   | Administrative Records | Lead Exposure Assessment Data                              |               | 2 - Current, 3 - Storage | Total            | On-site | Off-site      | 8CCR5216                                                                               |
| Community Public Health Services-Occupational Health & Safety (OHS) |                   | Administrative Records | Bloodborne Pathogen Training Records                       |               | 2 - Current              |                  | 3 Years |               | 8CCR5193                                                                               |
| Community Public Health Services-Occupational Health & Safety (OHS) |                   | Administrative Records | Occupational Medicine Records, Including First Aid Records |               | 2 - Current, 3 - Storage |                  | 5 Years | After 5 Years | 8CCR3204                                                                               |
| Community Public Health Services-Occupational Health & Safety (OHS) |                   | Administrative Records | Injury and Illness Prevention Program Records              |               | 2 - Current, 3 - Storage |                  | 5 Years | After 5 years | 8CCR3203Required for a minimum of 1 years, but should be retained for at least 5 years |

| Division                                                            | Division Contract | Record Category        | Record Title/Description                                                                                                                                                                                                                                                                                                                                | Document Link | Retention Category       | Retention Period |         |               | Remarks  |
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|                                                                     |                   |                        | Occupational Exposure and Exposure Assessment Records. This Includes Industrial Hygiene Data and May Include Material Safety Data Sheets If Used as Part of the Assessment. Definition Is Very Broad and Applies to Most Technical Reports and Correspondence Generated By OSH Where as Exposure Assessment Is Made. This Is A Majority of OUR Reports. |               |                          | Total            | On-site | Off-site      |          |
| Community Public Health Services-Occupational Health & Safety (OHS) |                   | Administrative Records |                                                                                                                                                                                                                                                                                                                                                         |               | 2 - Current, 3 - Storage |                  | 5 Years | After 5 Years | 8CCR3204 |

| Division                                                            | Division Contract | Record Category        | Record Title/Description                       | Document Link | Retention Category       | Retention Period |                                  |               | Remarks                                                                                                                                                     |
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|                                                                     |                   |                        |                                                |               |                          | Total            | On-site                          | Off-site      |                                                                                                                                                             |
| Community Public Health Services-Occupational Health & Safety (OHS) |                   | Administrative Records | Personnel Records, Performance Appraisal, Etc. |               | 2 - Current              |                  | Duration of employment + 5 years |               | Secure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll checks, time cards & related documents. |
| Community Public Health Services-Occupational Health & Safety (OHS) |                   | Administrative Records | Radiation License Information                  |               | 2 - Current, 3 - Storage |                  | 3 Years                          | After 3 years | 10CFR20L                                                                                                                                                    |
| Community Public Health Services-Occupational Health & Safety (OHS) |                   | Administrative Records | Regulations and Technical Information          |               | 2 - Current              |                  | As long as needed and current    |               |                                                                                                                                                             |
| Community Public Health Services-Occupational Health & Safety (OHS) |                   | Administrative Records | Annual Budget and Expenditure Information      |               | 2 - Current              |                  | 5 years                          |               | Not legally mandated                                                                                                                                        |

| Division                                                            | Division Contract | Record Category        | Record Title/Description                              | Document Link | Retention Category       | Retention Period |              |               | Remarks                                                                   |
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| Community Public Health Services-Occupational Health & Safety (OHS) |                   | Administrative Records | Recruitment & Selection Information and Documentation |               | 2 - Current              | Total            | On-site      | Off-site      | May be required by HR/EEO at the time Civil Service examination are given |
| Community Public Health Services-Occupational Health & Safety (OHS) |                   | Administrative Records | Asbestos Training Records                             |               | 2 - Current, 3 - Storage |                  | 5 years      | After 5 years | 8CCR5208 Note: This is employment by CCSF not DPH                         |
| Community Public Health Services-Public Health Laboratory           |                   | Administrative Records | Quality Control Records                               |               | 2 - Current              |                  | 2 years      |               | CFR 493.1107                                                              |
| Community Public Health Services-Public Health Laboratory           |                   | Administrative Records | Permits                                               |               | 1 - Permanent            |                  | Indefinitely |               | Administrative Decision                                                   |
| Community Public Health Services-Public Health Laboratory           |                   | Administrative Records | Employee Records                                      |               | 1 - Permanent            |                  | Indefinitely |               | County Policy                                                             |
| Community Public Health Services-Public Health Laboratory           |                   | Administrative Records | Instrument Printouts                                  |               | 2 - Current              |                  | 2 years      |               | CFR 493.1107                                                              |

| Division                                                  | Division Contract | Record Category        | Record Title/Description                                                          | Document Link | Retention Category | Retention Period |              |              | Remarks                            |
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| Community Public Health Services-Public Health Laboratory |                   |                        |                                                                                   |               |                    | Total            | On-site      | Off-site     |                                    |
| Community Public Health Services-Public Health Laboratory |                   | Administrative Records | Laboratory License                                                                |               | 1 - Permanent      |                  | Indefinitely |              | Administrative Decision            |
| Community Public Health Services-Public Health Laboratory |                   | Administrative Records | Budget Documents                                                                  |               | 2 - Current        |                  | 5 years      |              | Administrative Decision            |
| Community Public Health Services-Public Health Laboratory |                   | Administrative Records | Lab Inspection Reports                                                            |               | 1 - Permanent      |                  | Indefinitely |              | Administrative Decision            |
| Community Public Health Services-Records & Statistics     |                   | Administrative Records | Employee Timesheets                                                               |               | 2 - Current        |                  | 5 Years      |              | Administrative Decision            |
| Community Public Health Services-Records & Statistics     |                   | Administrative Records | Burial Permits (Copies 1 & 3)                                                     |               | 2 - Current        |                  | 1 Year       |              | Health & Safety Code Section 10306 |
| Community Public Health Services-Records & Statistics     |                   | Administrative Records | Birth Certificate Lists (List of Certificates Sent to Dph By Reporting Hospitals) |               | 1 - Permanent      |                  | Indefinitely | Indefinitely | Administrative Decision            |

| Division                                              | Division Contract | Record Category                  | Record Title/Description                                               | Document Link | Retention Category | Retention Period |                         |          | Remarks                 |
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| Community Public Health Services-Records & Statistics |                   | Administrative Records           | Official Correspondence-Information From State Office                  |               | 2 - Current        | Total            | On-site                 | Off-site | Administrative Decision |
| Community Public Health Services-Records & Statistics |                   | Administrative Records           | Personal Correspondence-Request For Vital Records                      |               | 2 - Current        |                  | 3 Months                |          | Administrative Decision |
| Community Public Health Services-Records & Statistics |                   | Administrative Records           | Application For Certified Copies                                       |               | 2 - Current        |                  | 5 Years                 |          | Administrative Decision |
| Community Public Health Services-TB                   |                   | Public Health Records Reportable | Electronic Rvct Health Records                                         |               | 1 - Permanent      |                  | Indefinitely            |          | Administrative Decision |
| Community Public Health Services-TB                   |                   | Public Health Records Reportable | Report of Verifiable Case of TB (Rvct)                                 |               | 1 - Permanent      |                  | Indefinitely            |          | Administrative Decision |
| Community Public Health Services-TB Program           |                   | Administrative Records           | Administrative Manuals; Clinical Services and Infection Control Manual |               | 2 - Current        |                  | Per DPH/SFGH guidelines |          | Per DPH/SFGH guidelines |
| Community Public Health Services-TB Program           |                   | Administrative Records           | Case Morbidity Report                                                  |               | 1 - Permanent      |                  | Indefinitely            |          | Administrative Decision |



| Division                                    | Division Contract | Record Category        | Record Title/Description                                                                       | Document Link | Retention Category | Retention Period |                      |              | Remarks                                                                                                                                                                                                                                               |
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| Community Public Health Services-TB Program |                   | Administrative Records | Semiannual Program Management Reports                                                          |               | 1 - Permanent      | Total            | On-site Indefinitely | Off-site     | Grant Requirement                                                                                                                                                                                                                                     |
| Community Public Health Services-TB Program |                   | Administrative Records | Employee Records Including Performance Appraisals, Skills Update, Continuing Education Records |               | 1 - Permanent      |                  |                      | Indefinitely | Title 22, Primary care or community health clinic regulations, maintained by DPH PersonnelSecure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll checks, time cards & related documents. |
| Community Public Health Services-TB Program |                   | Administrative Records | TB Working Papers                                                                              |               | 1 - Permanent      |                  | Indefinitely         |              | Administrative/arch significance                                                                                                                                                                                                                      |
| Community Substance Abuse Services          |                   | Administrative Records | Site Specific Emergency Response Plan                                                          |               | 2 - Current        |                  | 2 Years              |              | Administrative Decision                                                                                                                                                                                                                               |
| Community Substance Abuse Services          |                   | Administrative Records | Monitoring Report Summary                                                                      |               | 2 - Current        |                  | 1 Year               |              | Administrative Decision                                                                                                                                                                                                                               |

| Division                           | Division Contract | Record Category        | Record Title/Description             | Document Link | Retention Category | Retention Period |                   |          | Remarks                 |
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| Community Substance Abuse Services |                   | Administrative Records | Ada Self Evaluation                  |               | 2 - Current        | Total            | On-site<br>1 Year | Off-site | Administrative Decision |
| Community Substance Abuse Services |                   | Administrative Records | Client Satisfaction Survey           |               | 2 - Current        |                  | 2 Years           |          | Administrative Decision |
| Community Substance Abuse Services |                   | Administrative Records | Monitoring Report Findings           |               | 2 - Current        |                  | 1 Year            |          | Administrative Decision |
| Community Substance Abuse Services |                   | Administrative Records | Grievance Appeal/Incident Reports    |               | 2 - Current        |                  | 5 Years           |          | Administrative Decision |
| Community Substance Abuse Services |                   | Administrative Records | Quarterly Reports Performance Report |               | 2 - Current        |                  | 1 Year            |          | Administrative Decision |

| Division                                           | Division Contract | Record Category        | Record Title/Description                                           | Document Link | Retention Category | Retention Period |                                                                                                                                                                                                                                                                                  |          | Remarks                                                                                                                                                                                                                                                                                 |
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|                                                    |                   |                        |                                                                    |               |                    | Total            | On-site                                                                                                                                                                                                                                                                          | Off-site |                                                                                                                                                                                                                                                                                         |
| Community Substance Abuse Services (CSAS)          |                   | Clinical Records       | Clinical Records                                                   |               | 2 - Current        |                  | Clinical records shall be retained not less than four (4) years from the date the record is officially closedMedi-Cal participant records must be kept at least seven (7) years from the date of last discharge or visit, and at least one (1) year past a minor's 18th birthday |          | 22 CCR §51009Combined Treatment Standards for Alcohol & Drug Program, 1992 Drug Medi-Cal Certification Standards for substance Abuse Clinics III.J.2.Title 42, §2.1 through 2.67-1 Federal Regulations, §11834.13, 11834.14(d) Health and Safety Code. Title 22, §80080(f) and 87570(d) |
| Department of Public Health - Contracts Management |                   | Administrative Records | Board of Supervisors' Resolutions to Apply, Accept & Expend Grants |               | 2 - Current        |                  | 2                                                                                                                                                                                                                                                                                |          | Administrative Decision                                                                                                                                                                                                                                                                 |
| Department of Public Health - Contracts Management |                   | Administrative Records | Proposals in Response to An RFP                                    |               | 2 - Current        |                  | 2                                                                                                                                                                                                                                                                                |          | Administrative Decision                                                                                                                                                                                                                                                                 |

| Division                                           | Division Contract | Record Category        | Record Title/Description                                                                    | Document Link | Retention Category | Retention Period |                               |          | Remarks                 |
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|                                                    |                   |                        | Laws, and City Charter, Admin. Code, Rules, Regulations, Policies & Procedures On Contracts |               |                    | Total            | On-site                       | Off-site |                         |
| Department of Public Health - Contracts Management |                   | Administrative Records |                                                                                             |               | 2 - Current        |                  | 2                             |          | Administrative Decision |
| Department of Public Health - Contracts Management |                   | Administrative Records | Contract Development/Working Papers                                                         |               | 2 - Current        |                  | Life of Contract plus 2 years |          | Administrative Decision |
| Department of Public Health - Contracts Management |                   | Administrative Records | Contract Working Drafts                                                                     |               | 2 - Current        |                  | Until Contract is Certified   |          |                         |
| Department of Public Health - Contracts Management |                   | Administrative Records | Contract Support Documents                                                                  |               | 2 - Current        |                  | Life of Contract plus 5 years |          | Legal Counsel           |
| Department of Public Health - Contracts Management |                   | Administrative Records | Compliance Documents                                                                        |               | 2 - Current        |                  | 3                             |          | Legal Counsel           |
| Department of Public Health - Contracts Management |                   | Administrative Records | Grant Reports                                                                               |               | 2 - Current        |                  | 5 years                       |          | Administrative Decision |
| Department of Public Health - Contracts Management |                   | Administrative Records | List of Contracts                                                                           |               | 2 - Current        |                  | 2                             |          | Administrative Decision |

| Division                                                         | Division Contract | Record Category        | Record Title/Description                                                                                                                                                                                                                                       | Document Link | Retention Category | Retention Period |                               |          | Remarks                 |
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| Department of Public Health - Contracts Management               |                   | Administrative Records | RFP (Including Proposals in Response to the RFP)                                                                                                                                                                                                               |               | 2 - Current        | Total            | On-site<br>5                  | Off-site | Legal Counsel           |
| Department of Public Health - Contracts Management               |                   | Administrative Records | Certified Contract                                                                                                                                                                                                                                             |               | 2 - Current        |                  | Life of Contract plus 5 years |          | CFR 420.302(d)          |
| Department of Public Health - Equal Employment Opportunity (EEO) |                   | Administrative Records | Eeo Complaint Log: Record of Complaints of Discrimination Filed Against Dph. Categories of Log Include: Complainant Name, Work Location, Respondent, Basis and Specific Charges, Date Complaint Filed, Disposition of Investigation and Staff Person Assigned. |               | 2 - Current        |                  | 2 yrs                         | 5-10 yrs | Administrative Decision |

| Division                                                         | Division Contract | Record Category        | Record Title/Description                                                                                                                                                   | Document Link | Retention Category | Retention Period |         |              | Remarks                                                                                           |
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|                                                                  |                   |                        | African American Health Services                                                                                                                                           |               |                    | Total            | On-site | Off-site     |                                                                                                   |
| Department of Public Health - Equal Employment Opportunity (EEO) |                   | Administrative Records | Specialist Certification: Record of Employee Course Work, Job Experience, Passing of Oral Exam, Program Manager's Request and Justification For Special Working Condition. |               | 1 - Permanent      |                  | 5 Years | Indefinitely | Administrative Decision                                                                           |
| Department of Public Health - Equal Employment Opportunity (EEO) |                   | Administrative Records | Dph Labor Force Statistics: Annual Labor Force Review of Department's Labor Force By Race and Gender (Eeo-4 & DFEH-Ocp-002)                                                |               | 2 - Current        |                  | 1 yr.   | 5-10 yrs     | 1964 Title VII of the Civil Rights Act, as amended and California Fair Employment and Housing Act |

| Division                                                         | Division Contract | Record Category        | Record Title/Description                                                                                                                                                                          | Document Link | Retention Category | Retention Period |              |              | Remarks                                                                                                                                                        |
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|                                                                  |                   |                        | Gay Health Services                                                                                                                                                                               |               |                    | Total            | On-site      | Off-site     |                                                                                                                                                                |
| Department of Public Health - Equal Employment Opportunity (EEO) |                   | Administrative Records | Certification: Record of Employee Course Work, Job Experience, Passing of Oral Exam, Program Manager's Request and Justification For Special Working Condition.                                   |               | 1 - Permanent      |                  | 5 Years      | Indefinitely | Administrative Decision                                                                                                                                        |
| Department of Public Health - Equal Employment Opportunity (EEO) |                   | Administrative Records | Recruitment Records: Dph's Affirmative Action Recruitment Plans/Classification, Recruitment Activities /Permanent and Provisional Selection Processes, Job Announcements, Applicant Resumes, Etc. |               | 2 - Current        |                  | Current Year |              | 1964 Title VII of the Civil Rights Act, amended, California Fair Employment and Housing Act, and DHR's practice to review selection process of City employees. |

| Division                                                         | Division Contract | Record Category        | Record Title/Description                                                                                                                                                        | Document Link | Retention Category | Retention Period |         |              | Remarks                                                                  |
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|                                                                  |                   |                        | Bilingual                                                                                                                                                                       |               |                    | Total            | On-site | Off-site     |                                                                          |
| Department of Public Health - Equal Employment Opportunity (EEO) |                   | Administrative Records | Services: Log of Dph Bilingual Employees By Name, Classification and Languages Spoken.                                                                                          |               | 1 - Permanent      |                  | 5 Years | Indefinitely | 1979 Federal Office of Civil Rights (OCR) Settlement Agreement with DPH. |
| Department of Public Health - Equal Employment Opportunity (EEO) |                   | Administrative Records | Bilingual Services: Testing and Language Certification: Record of Employee Passing Language Exam and Program Manager's Request and Justification For Special Working Condition. |               | 1 - Permanent      |                  | 5 Years | Indefinitely | 1979 Federal Office of Civil Rights (OCR) Settlement Agreement with DPH. |



| Division                                                         | Division Contract | Record Category        | Record Title/Description                                                                                                                                                              | Document Link | Retention Category | Retention Period |              |              | Remarks                                                                                                                                          |
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|                                                                  |                   |                        | Eeo Investigation File: Record and Documents of Complaint Investigation. Includes: Intake Notes, Witnesses and Department's Response, and Any Other Relevant Documentation and Notes. |               |                    | Total            | On-site      | Off-site     |                                                                                                                                                  |
| Department of Public Health - Equal Employment Opportunity (EEO) |                   | Administrative Records | Eeo Investigation File: Record and Documents of Complaint Investigation. Includes: Intake Notes, Witnesses and Department's Response, and Any Other Relevant Documentation and Notes. |               | 2 - Current        |                  | 2 yrs        | 5-10 yrs     | 1 yr. per 1964 Title VII of the Civil Rights Act, as amended and California Fair Employment and Housing Act. 2+ yrs per administrative decision. |
| Department of Public Health - Equal Employment Opportunity (EEO) |                   | Administrative Records | Eeo Training: Attendance Log - Record of Employees Who Attend EEO Training.                                                                                                           |               | 1 - Permanent      |                  | 5 Years      | Indefinitely | Administrative Decision                                                                                                                          |
| Department of Public Health - Finance Office                     |                   | Administrative Records | Subject Matter Files                                                                                                                                                                  |               | 2 - Current        |                  | Current Year |              | Administrative Decision                                                                                                                          |
| Department of Public Health - Finance Office                     |                   | Administrative Records | Phase D Reports                                                                                                                                                                       |               | 2 - Current        |                  | 7 Years      |              | Administrative Decision                                                                                                                          |
| Department of Public Health - Finance Office                     |                   | Administrative Records | Executive Budget Committee Agendas                                                                                                                                                    |               | 2 - Current        |                  | Current Year |              | Administrative Decision                                                                                                                          |

| Division                                        | Division Contract | Record Category        | Record Title/Description                                   | Document Link | Retention Category | Retention Period |              |          | Remarks                                                                                                                    |
|-------------------------------------------------|-------------------|------------------------|------------------------------------------------------------|---------------|--------------------|------------------|--------------|----------|----------------------------------------------------------------------------------------------------------------------------|
|                                                 |                   |                        |                                                            |               |                    | Total            | On-site      | Off-site |                                                                                                                            |
| Department of Public Health - Finance Office    |                   | Administrative Records | Famrs060 Labor Distribution By Organization and Index Code |               | 2 - Current        |                  | 2 years      | 3 years  | Secure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll checks |
| Department of Public Health - Finance Office    |                   | Administrative Records | Departmental Appeal Board/Hcfa Worksheet                   |               | 2 - Current        |                  | 3 Years      |          | Administrative Decision                                                                                                    |
| Department of Public Health - Finance Office    |                   | Administrative Records | Monthly Financial Indicator Reports                        |               | 2 - Current        |                  | Current Year |          | Administrative Decision                                                                                                    |
| Department of Public Health - Finance Office    |                   | Administrative Records | Ordinance Changes                                          |               | 2 - Current        |                  | Current Year |          | Administrative Decision                                                                                                    |
| Department of Public Health - Health Commission |                   | Administrative Records | Agendas/Minutes                                            |               | 1 - Permanent      |                  | Indefinitely |          | Administrative Decision                                                                                                    |
| Department of Public Health - Health Commission |                   | Administrative Records | Files - Information                                        |               | 2 - Current        |                  | 1 Year       |          | Administrative Decision                                                                                                    |
| Department of Public Health - Health Commission |                   | Administrative Records | Resolutions                                                |               | 1 - Permanent      |                  | Indefinitely |          | Administrative Decision                                                                                                    |

| Division                                        | Division Contract | Record Category        | Record Title/Description                                                                                                                                                | Document Link | Retention Category | Retention Period |                                                                 |          | Remarks                 |
|-------------------------------------------------|-------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------|------------------|-----------------------------------------------------------------|----------|-------------------------|
| Department of Public Health - Health Commission |                   | Administrative Records | Correspondence                                                                                                                                                          |               | 2 - Current        | Total            | On-site<br>1 Year                                               | Off-site | Administrative Decision |
| Department of Public Health - Health Commission |                   | Administrative Records | Rules of Order                                                                                                                                                          |               | 1 - Permanent      |                  | Indefinitely                                                    |          | Administrative Decision |
| Department of Public Health - Health Commission |                   | Administrative Records | Personnel Action Report                                                                                                                                                 |               | 2 - Current        |                  | 5 Years                                                         |          | Administrative Decision |
| Department of Public Health - Health Commission |                   | Administrative Records | Tapes of Meetings                                                                                                                                                       |               | 2 - Current        |                  | 30 Days                                                         |          | Brown Act               |
| Department of Public Health - Health Commission |                   | Administrative Records | Packets                                                                                                                                                                 |               | 2 - Current        |                  | 3 Years                                                         |          | Administrative Decision |
| Department of Public Health - Personnel         |                   | Administrative Records | Supervisor's File                                                                                                                                                       |               | 2 - Current        |                  | Retained only as long as necessary, forwarded to Personnel file |          |                         |
|                                                 |                   |                        | Administrative Files Personnel-Related Records of An Employee Not Kept in Personnel Folders:Discrimination Complaints, Investigations, Resolutions.Grievancesbackground |               |                    |                  |                                                                 |          |                         |

| Division                                | Division Contract | Record Category        | Record Title/Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Document Link | Retention Category |       | Retention Period |          | Remarks |
|-----------------------------------------|-------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------|-------|------------------|----------|---------|
|                                         |                   |                        | Polygraph                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |               |                    | Total | On-site          | Off-site |         |
| Department of Public Health - Personnel |                   | Administrative Records | Investigation Reports and Results of Examinations (Including Confidential Statements By Previous Employers)Criminal Records.Medical Records, Including:- Pre-Employment Medical Examination Records- Fitness For Duty Medical Records- Catastrophic Illness Documents- Result of Psychological Testingrecruitment Files, Including Applications and Resumes of Applicants.Conflict of Interest Statementsunfair Labor Practice Complaints or Contract Disputes.Sealed Documents (E.G. Record Sealed By MOU)Workers' Compensation Records. |               | 2 - Current        |       | 5 Years          | 0        |         |

| Division                                | Division Contract | Record Category        | Record Title/Description                                                            | Document Link | Retention Category | Retention Period |                                                                                               |                          | Remarks                                                                                                                                                                                                                                                |
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| Department of Public Health - Personnel |                   | Administrative Records | Employee Pay Records File                                                           |               | 1 - Permanent      | Total            | On-site<br>5 Years                                                                            | Off-site<br>Indefinitely | San Francisco Administrative Code                                                                                                                                                                                                                      |
| Department of Public Health - Personnel |                   | Administrative Records | Personnel Transfer                                                                  |               | 2 - Current        |                  | Records to recurring department within 5 working days of employee separation retain photocopy |                          | These Guidelines, adopted by the Civil Service Commission at its meeting of April 6, 1992, are effective on May 1, 1992:a) Charter §3.661 General Powers and Dutiesb) Civil Service Commission Rule 30 - Personnel Records.C) City Attorney's Opinion. |
| Department of Public Health - Personnel |                   | Administrative Records | Former Employees File (A Folder of Original or Photocopied Employment History Form) |               | 2 - Current        |                  | 0                                                                                             | Indefinitely             |                                                                                                                                                                                                                                                        |
| Department of Public Health - Personnel |                   | Administrative Records | Personnel Separation                                                                |               | 2 - Current        |                  | 5 calendar years from separation date                                                         |                          |                                                                                                                                                                                                                                                        |
| Department of Public Health - Personnel |                   | Administrative Records | Employment History Summary                                                          |               | 1 - Permanent      |                  | 5 Years                                                                                       | Indefinitely             |                                                                                                                                                                                                                                                        |

| Division                                          | Division Contract | Record Category        | Record Title/Description                              | Document Link | Retention Category | Retention Period |                                                           |          | Remarks                                                                                                                               |
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|                                                   |                   |                        |                                                       |               |                    | Total            | 3 years or one year after separation, whichever is longer |          |                                                                                                                                       |
|                                                   |                   |                        |                                                       |               |                    |                  | On-site                                                   | Off-site |                                                                                                                                       |
| Department of Public Health - Personnel           |                   | Administrative Records | Ins Form I-9 File Employment Eligibility Verification |               | 2 - Current        |                  |                                                           |          |                                                                                                                                       |
| Department of Public Health - Personnel - Payroll |                   | Administrative Records | W-4 Form                                              |               | 2 - Current        |                  | 5 years                                                   | 0        | Secure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll                   |
| Department of Public Health - Personnel - Payroll |                   | Administrative Records | Word Processing/Bi-Lingual Approval Letters           |               | 2 - Current        |                  | 5 years                                                   | 0        |                                                                                                                                       |
| Department of Public Health - Personnel - Payroll |                   | Administrative Records | Report C121 (Timekeepers Ref. Report) Microfiche      |               | 2 - Current        |                  | 5 years                                                   | 0        | Labor Code 1174(d)Secure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll |

| Division                                          | Division Contract | Record Category        | Record Title/Description                              | Document Link | Retention Category | Retention Period |         |          | Remarks                                                                                                                                |
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|                                                   |                   |                        |                                                       |               |                    | Total            | On-site | Off-site |                                                                                                                                        |
| Department of Public Health - Personnel - Payroll |                   | Administrative Records | W-2 File                                              |               | 2 - Current        |                  | 5 years | 0        | Secure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll.                   |
| Department of Public Health - Personnel - Payroll |                   | Administrative Records | PDF Problem Description Forms                         |               | 2 - Current        |                  | 5 years | 0        | Secure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll.                   |
| Department of Public Health - Personnel - Payroll |                   | Administrative Records | Uniform Allowance                                     |               | 2 - Current        |                  | 5 years | 0        |                                                                                                                                        |
| Department of Public Health - Personnel - Payroll |                   | Administrative Records | Payroll Forms (Retirement/Health Services Processing) |               | 2 - Current        |                  | 5 years | 0        | Labor Code 1174(d)Secure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll. |

| Division                                          | Division Contract | Record Category        | Record Title/Description                | Document Link | Retention Category | Retention Period |         |          | Remarks                                                                                                             |
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|                                                   |                   |                        |                                         |               |                    | Total            | On-site | Off-site | Labor Code 1174(d)                                                                                                  |
| Department of Public Health - Personnel - Payroll |                   | Administrative Records | Comp Time Sheets                        |               | 2 - Current        |                  | 5 years | 0        | Secure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll |
| Department of Public Health - Personnel - Payroll |                   | Administrative Records | Report 940 (Employee Tax Status Report) |               | 2 - Current        |                  | 5 years | 0        | Secure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll |
| Department of Public Health - Personnel - Payroll |                   | Administrative Records | Report 936 (Time Roster Codes Report)   |               | 2 - Current        |                  | 1 year  |          | Secure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll |



| Division                                          | Division Contract | Record Category        | Record Title/Description           | Document Link | Retention Category | Retention Period |         |          | Remarks                                                                                                                               |
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|                                                   |                   |                        |                                    |               |                    | Total            | On-site | Off-site |                                                                                                                                       |
| Department of Public Health - Personnel - Payroll |                   | Administrative Records | Timesheets                         |               | 2 - Current        |                  | 5 years | 0        | Labor Code 1174(d)Secure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll |
| Department of Public Health - Personnel - Payroll |                   | Administrative Records | Fica/Sdi Problem Description Forms |               | 2 - Current        |                  | 5 years | 0        | Secure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll.                  |
| Department of Public Health - Personnel - Payroll |                   | Administrative Records | Workers Compensation               |               | 2 - Current        |                  | 5 years | 0        | Secure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll                   |

| Division                                          | Division Contract | Record Category        | Record Title/Description                           | Document Link | Retention Category | Retention Period |         |          | Remarks                                                                                                                                |
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|                                                   |                   |                        |                                                    |               |                    | Total            | On-site | Off-site | Labor Code 1174(d)Secure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll  |
| Department of Public Health - Personnel - Payroll |                   | Administrative Records | Time Roster                                        |               | 2 - Current        |                  | 5 years | 0        |                                                                                                                                        |
| Department of Public Health - Personnel - Payroll |                   | Administrative Records | Report 10 (Payroll/Deduction Register) Microfiche  |               | 2 - Current        |                  | 5 years | 0        | Labor Code 1174(d)Secure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll  |
| Department of Public Health - Personnel - Payroll |                   | Administrative Records | Payroll Deduction Authorization/Cancellation Forms |               | 2 - Current        |                  | 5 years | 0        | Labor Code 1174(d)Secure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll. |

| Division                                          | Division Contract | Record Category        | Record Title/Description                                          | Document Link | Retention Category | Retention Period |                                  |              | Remarks                                                                                                                               |
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|                                                   |                   |                        |                                                                   |               |                    | Total            | On-site                          | Off-site     |                                                                                                                                       |
| Department of Public Health - Personnel - Payroll |                   | Administrative Records | PARS                                                              |               | 2 - Current        |                  | 5 years                          | 0            | Secure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll.                  |
| Department of Public Health - Personnel - Payroll |                   | Administrative Records | Misc. Payroll Reference Documents                                 |               | 2 - Current        |                  | 5 years                          | 0            | Labor Code 1174(d)Secure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll |
| Department of Public Health - Personnel - Payroll |                   | Administrative Records | Retroactive Payments                                              |               | 2 - Current        |                  | 5 years                          | 0            | Secure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll.                  |
| Department of Public Health - Personnel - Payroll |                   | Administrative Records | History Sheets (Will Be Removed 1 Yr. After Employee Passed Away) |               | 1 - Permanent      |                  | 1 yr. after employee passed away | Indefinitely |                                                                                                                                       |

| Division                                          | Division Contract | Record Category        | Record Title/Description                                                                                                     | Document Link | Retention Category       | Retention Period |                       |          | Remarks                                                                                                              |
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|                                                   |                   |                        | Inquiries From D.A. (Family Support), Franchise Tax Board, Irs, Insurance, Edd (Unemployment/Sdi), Colonial, Subpoenas, Etc. |               | 2 - Current              | Total            | On-site               | Off-site | Secure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll. |
| Department of Public Health - Personnel - Payroll |                   | Administrative Records |                                                                                                                              |               | 2 - Current              |                  | 5 years               | 0        |                                                                                                                      |
| Department of Public Health - Personnel - Payroll |                   | Administrative Records | Overtime Reports                                                                                                             |               | 2 - Current              |                  | 5 years               | 0        | Secure permission from San Francisco Employees' Retirement System prior to destruction for items related to payroll. |
| Department of Public Health - Policy & Planning   |                   | Administrative Records | Dph Health Initiatives                                                                                                       |               | 2 - Current, 3 - Storage |                  | 5 years, then storage |          | Administrative Decision                                                                                              |
| Department of Public Health - Policy & Planning   |                   | Administrative Records | Policy Papers and Positions                                                                                                  |               | 2 - Current, 3 - Storage |                  | 3 years, then storage |          | Administrative Decision                                                                                              |
| Department of Public Health - Policy & Planning   |                   | Administrative Records | Various Health-Related Publications (Non-Dph)                                                                                |               | 2 - Current, 3 - Storage |                  | 5 years, then storage |          | Administrative Decision                                                                                              |
| Department of Public Health - Policy & Planning   |                   | Administrative Records | Dph Annual Reports                                                                                                           |               | 1 - Permanent            |                  | Indefinitely          |          | Administrative Decision                                                                                              |

| Division                                        | Division Contract | Record Category        | Record Title/Description | Document Link | Retention Category       | Retention Period |                       |          | Remarks                                                         |
|-------------------------------------------------|-------------------|------------------------|--------------------------|---------------|--------------------------|------------------|-----------------------|----------|-----------------------------------------------------------------|
| Department of Public Health - Policy & Planning |                   | Administrative Records | Legislative Analyses     |               | 2 - Current, 3 - Storage | Total            | On-site, then storage | Off-site | Administrative Decision                                         |
| Department of Public Health - Policy & Planning |                   | Administrative Records | Mayor Summit(S)          |               | 2 - Current, 3 - Storage |                  | 2 years, then storage |          | Administrative Decision                                         |
| Department of Public Health - Policy & Planning |                   | Administrative Records | Needs Assessments        |               | 1 - Permanent            |                  | 3 years, then storage |          | Administrative Decision                                         |
| Department of Public Health - Policy & Planning |                   | Administrative Records | Personnel Files          |               | 1 - Permanent            |                  | Indefinitely          |          |                                                                 |
| Department of Public Health - Policy & Planning |                   | Administrative Records | Grant Applications       |               | 2 - Current, 3 - Storage |                  | 2 years, then storage |          | Administrative Decision                                         |
| Department of Public Health - Public Relations  |                   | Administrative Records | Public Record Requests   |               | 2 - Current              |                  | 0                     |          | Administrative Decision                                         |
| Jail Health Services                            |                   | Administrative Records | SFGH Appointment Log     |               | 2 - Current              |                  | 3 years               |          | Administrative Decision                                         |
| Jail Health Services                            |                   | Administrative Records | Staff Schedules          |               | 2 - Current              |                  | 5 years               |          | DPH Policy procedure No. 504 CMA Standard 504, Title 22 §70751C |
| Jail Health Services                            |                   | Administrative Records | Duplicate Chart Log      |               | 2 - Current              |                  | 7 years               |          | Administrative Decision                                         |
| Jail Health Services                            |                   | Administrative Records | Assignment Sheets        |               | 2 - Current              |                  | 2 years               |          | Administrative Decision                                         |

| Division             | Division Contract | Record Category        | Record Title/Description                                                                  | Document Link | Retention Category | Retention Period |              |          | Remarks                 |
|----------------------|-------------------|------------------------|-------------------------------------------------------------------------------------------|---------------|--------------------|------------------|--------------|----------|-------------------------|
| Jail Health Services |                   | Administrative Records | Individual Time Record                                                                    |               | 2 - Current        | Total            | On-site      | Off-site | Administrative Decision |
| Jail Health Services |                   | Administrative Records | Chart Conversion Logs                                                                     |               | 2 - Current        |                  | 7 years      |          |                         |
| Jail Health Services |                   | Administrative Records | Inmate Grievances (To Be Kept in Fs Admin. Offices, Nursing Maintains Record For 2 Years) |               | 2 - Current        |                  | 2 years      |          | Administrative Decision |
| Jail Health Services |                   | Administrative Records | Payroll/Overtime Records                                                                  |               | 2 - Current        |                  | 2 years      |          | Administrative Decision |
| Jail Health Services |                   | Administrative Records | Master Patient Index                                                                      |               | 1 - Permanent      |                  | Indefinitely |          | Administrative Decision |
| Jail Health Services |                   | Administrative Records | Staff Licensure                                                                           |               | 2 - Current        |                  | 2 years      |          | Administrative Decision |
| Jail Health Services |                   | Administrative Records | Communication Book                                                                        |               | 2 - Current        |                  | 2 years      |          | Administrative Decision |
| Jail Health Services |                   | Administrative Records | Md Clinic List                                                                            |               | 2 - Current        |                  | 3 year       |          | Administrative Decision |
| Jail Health Services |                   | Administrative Records | Dental Referral Log (To Be Kept By Dds)                                                   |               | 2 - Current        |                  | 1 year       |          | Administrative Decision |
| Jail Health Services |                   | Administrative Records | Chart Destruction Log                                                                     |               | 2 - Current        |                  | 7 years      |          | Administrative Decision |
| Jail Health Services |                   | Administrative Records | Pending Lists                                                                             |               | 2 - Current        |                  | 30 days      |          | Administrative Decision |

| Division             | Division Contract | Record Category        | Record Title/Description                             | Document Link | Retention Category | Retention Period |                    |          | Remarks                 |
|----------------------|-------------------|------------------------|------------------------------------------------------|---------------|--------------------|------------------|--------------------|----------|-------------------------|
| Jail Health Services |                   | Administrative Records | Comp-Time/Holiday Records                            |               | 2 - Current        | Total            | On-site<br>2 years | Off-site | Administrative Decision |
| Jail Health Services |                   | Administrative Records | Fiscal Records                                       |               | 2 - Current        |                  | 5 years            |          | Administrative Decision |
| Jail Health Services |                   | Administrative Records | Laboratory/X-Ray Logs                                |               | 2 - Current        |                  | 1 year             |          | Administrative Decision |
| Jail Health Services |                   | Administrative Records | Correspondence/Subpoenas                             |               | 2 - Current        |                  | 7 years            |          | Administrative Decision |
| Jail Health Services |                   | Administrative Records | Staff Development Records                            |               | 2 - Current        |                  | 7 Years            |          | Administrative Decision |
| Jail Health Services |                   | Administrative Records | Continuous Quality Improvement Records               |               | 1 - Permanent      |                  | Indefinitely       |          | Administrative Decision |
| Jail Health Services |                   | Administrative Records | Morbidity and Mortality Files                        |               | 1 - Permanent      |                  | Indefinitely       |          | Administrative Decision |
| Jail Health Services |                   | Administrative Records | Unusual Occurrence Reports                           |               | 2 - Current        |                  | 7 Years            |          | Administrative Decision |
| Jail Health Services |                   | Administrative Records | Cma Accreditation Requirements                       |               | 2 - Current        |                  | 4 yers             |          | Administrative Decision |
| Jail Health Services |                   | Administrative Records | Information Pertaining to Suits AgainstCCSf, Dph, Fs |               | 2 - Current        |                  | 3 years            |          | Administrative Decision |

| Division             | Division Contract | Record Category        | Record Title/Description                               | Document Link | Retention Category       | Retention Period |              |          | Remarks                           |
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| Jail Health Services |                   | Administrative Records | Open Chart Log                                         |               | 2 - Current              | Total            | On-site      | Off-site | Administrative Decision           |
| Jail Health Services |                   | Administrative Records | Daily Report Sheets                                    |               | 2 - Current              |                  | 7 years      |          | Administrative Decision           |
| Jail Health Services |                   | Clinical Records       | Patient Records                                        |               | 2 - Current, 3 - Storage |                  | 3 Years      | 4 years  | Title 22, §70751 CMA standard 504 |
| Jail Health Services |                   | Clinical Records       | Death Logs                                             |               | 1 - Permanent            |                  | Indefinitely |          | Administrative Decision           |
| Jail Health Services |                   | Clinical Records       | Refrigerator Check Sheet                               |               | 2 - Current              |                  | 2 Years      |          | Administrative Decision           |
| Mental Health        |                   | Administrative Records | Sample Order For Production of Mental Health Records   |               | 2 - Current              |                  | 7 yrs        |          | Legal Ret. Dept. Policy           |
| Mental Health        |                   | Administrative Records | Notification of Provision of Summary Alternative       |               | 2 - Current              |                  | 7 yrs        |          | Legal Ret. Dept. Policy           |
| Mental Health        |                   | Administrative Records | Office of the Day Log (Od)                             |               | 2 - Current              |                  | 2 yrs        |          | Administrative Decision           |
| Mental Health        |                   | Administrative Records | Quality Management Review Outpatient Notice of Concern |               | 2 - Current              |                  | 4 yrs        |          | Legal Ret. Dept. Policy           |
| Mental Health        |                   | Administrative Records | Medi-Cal Eligibility Form                              |               | 2 - Current              |                  | 4 yrs        |          | Legal Ret. Dept. Policy           |



| Division      | Division Contract | Record Category        | Record Title/Description                             | Document Link | Retention Category | Retention Period |         |          | Remarks                 |
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|               |                   |                        | Notice of Action                                     |               |                    | Total            | On-site | Off-site |                         |
| Mental Health |                   | Administrative Records | Termor Reduction of Services                         |               | 2 - Current        |                  | 2 yrs   |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Request Log                                          |               | 2 - Current        |                  | 7 yrs   |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Oath of Confidentiality For Research                 |               | 2 - Current        |                  | 7 yrs   |          | Administrative Decision |
| Mental Health |                   | Administrative Records | Outpatient Servicetime Report Form - Adult           |               | 2 - Current        |                  | 2 yrs   |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Oath of Confidentiality (Staff)                      |               | 2 - Current        |                  | 7 yrs   |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Quality Management Review Outpatient Reference Sheet |               | 2 - Current        |                  | 4 yrs   |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Medication and Supply Order Form                     |               | 2 - Current        |                  | 3 yrs   |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Quality Review Outpatient Chart. Worksheet           |               | 2 - Current        |                  | 4 yrs   |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Cmhs Monitoring Report Findings                      |               | 2 - Current        |                  | 2 years | 3 years  | Administrative Decision |

| Division      | Division Contract | Record Category        | Record Title/Description                                                                | Document Link | Retention Category | Retention Period |                  |          | Remarks                 |
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| Mental Health |                   | Administrative Records | Administration Activity Slip Patient Related                                            |               | 2 - Current        | Total            | On-site<br>7 yrs | Off-site | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Provider Data Form                                                                      |               | 2 - Current        |                  | 1 Year           |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Denial of Access/Detrimental Effect On Relationship (Minor)                             |               | 2 - Current        |                  | 7 yrs            |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Certification of Disability                                                             |               | 2 - Current        |                  | 5 yrs            |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Registered Bed Continued Stay Report Sheet                                              |               | 2 - Current        |                  | 4 yrs            |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Documentation of Health Plan's Denial of Coverage                                       |               | 2 - Current        |                  | 4 Yrs            |          | Administrative Decision |
| Mental Health |                   | Administrative Records | Quality Review Inpatient Chart Worksheet                                                |               | 2 - Current        |                  | 4 yrs            |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Patient's Consent to Disclosure of Medical Records and Waiver of Evidentiary Privileges |               | 2 - Current        |                  | 7 yrs            |          | Legal Ret. Dept. Policy |

| Division      | Division Contract | Record Category        | Record Title/Description                                   | Document Link | Retention Category | Retention Period |         |          | Remarks                 |
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|               |                   |                        |                                                            |               |                    | Total            | On-site | Off-site |                         |
| Mental Health |                   | Administrative Records | Notification of Alternative to Review Mental Health Record |               | 2 - Current        |                  | 7 yrs   |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Quality Management Review Outpatient Quality Review        |               | 2 - Current        |                  | 4 yrs   |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Response to Request For Information                        |               | 2 - Current        |                  | 4 yrs   |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Quality Management Inpatient Reference Sheet               |               | 2 - Current        |                  | 4 yrs   |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Quality Management Review Inpatient Quality Review         |               | 2 - Current        |                  | 4 yrs   |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Parent Satisfaction Survey                                 |               | 2 - Current        |                  | 2 yrs   |          | Administrative Decision |
| Mental Health |                   | Administrative Records | Affidavit of Custodian of Medical Records                  |               | 2 - Current        |                  | 7 yrs   |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Employee Records                                           |               | 1 - Permanent      |                  |         |          | Tittle 22               |
| Mental Health |                   | Administrative Records | Dms Formulary Change Form                                  |               | 2 - Current        |                  | 3 yrs   |          | Legal Ret. Dept. Policy |

| Division      | Division Contract | Record Category        | Record Title/Description                                                                               | Document Link | Retention Category | Retention Period |                  |          | Remarks                 |
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| Mental Health |                   | Administrative Records | Notice of CertificationNSF County                                                                      |               | 2 - Current        | Total            | On-site<br>2 yrs | Off-site | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Quality Management Review Inpatient Notice of Concern                                                  |               | 2 - Current        |                  | 4 yrs            |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Site Survey Form                                                                                       |               | 2 - Current        |                  | 4 yrs            |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Forms Order                                                                                            |               | 2 - Current        |                  | 1 Year           |          | Administrative Decision |
| Mental Health |                   | Administrative Records | Notice to Mental Health Providers of Necessity to Reviewing /Redacting Subpoenaed Mental Health Record |               | 2 - Current        |                  | 7 yrs            |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Appeal Form For Adults-Target Population Criteria                                                      |               | 1 - Permanent      |                  | Indefinitely     |          | Dept. Policy            |
| Mental Health |                   | Administrative Records | Inpatient Plant Checklist                                                                              |               | 2 - Current        |                  | 4 yrs            |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | UR Committee Minutes                                                                                   |               | 2 - Current        |                  | 4 yrs            |          | Legal Ret. Dept. Policy |

| Division      | Division Contract | Record Category        | Record Title/Description                                                      | Document Link | Retention Category | Retention Period |         |          | Remarks                 |
|---------------|-------------------|------------------------|-------------------------------------------------------------------------------|---------------|--------------------|------------------|---------|----------|-------------------------|
|               |                   |                        |                                                                               |               |                    | Total            | On-site | Off-site |                         |
| Mental Health |                   | Administrative Records | Mental Health Provider Data Form-Cover Sheet                                  |               | 2 - Current        |                  | 4 yrs   |          | Administrative Decision |
| Mental Health |                   | Administrative Records | Monitoring Report Summary-Program Operation                                   |               | 2 - Current        |                  | 2 years | 3 years  | Administrative Decision |
| Mental Health |                   | Administrative Records | Letter Notifying Parties/Court of Intention to Raise Objections to Disclosure |               | 2 - Current        |                  | 7 yrs   |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Justification and Recommendation For Conservatorship                          |               | 2 - Current        |                  | 2 yrs   |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Notification That Minor Patient's Right of Inspection Lies Elsewhere          |               | 2 - Current        |                  | 7 yrs   |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Admission Tracking Form                                                       |               | 2 - Current        |                  | 4 yrs   |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Cmhs Billing Slips (All Providers)                                            |               | 2 - Current        |                  | 7 yrs   |          | Department. Policy      |
| Mental Health |                   | Administrative Records | Facility Bill                                                                 |               | 2 - Current        |                  | 7 yrs   |          | Department. Policy      |

| Division      | Division Contract | Record Category        | Record Title/Description                                         | Document Link | Retention Category | Retention Period |         |          | Remarks                 |
|---------------|-------------------|------------------------|------------------------------------------------------------------|---------------|--------------------|------------------|---------|----------|-------------------------|
| Mental Health |                   | Administrative Records | Movement Tracking Form                                           |               | 2 - Current        | Total            | On-site | Off-site | Legal Ret. Dept. Policy |
|               |                   |                        |                                                                  |               |                    |                  |         |          |                         |
| Mental Health |                   | Administrative Records | Application For Dmstraining Funds                                |               | 2 - Current        |                  | 1 Year  |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Agreement For Improving Expediting Services                      |               | 2 - Current        |                  | 5 yrs   |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Involuntary Detention Log                                        |               | 2 - Current        |                  | 1 Year  |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Mental Health Facility 24 Hr-Care Daily Census Report            |               | 2 - Current        |                  | 2 yrs   |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Sf Dms Child/Adolescent and Referral/Request For Shadow Services |               | 2 - Current        |                  | 2 yrs   |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Good Cause Certification Submit Medicare                         |               | 2 - Current        |                  | 7 yrs   |          | Department. Policy      |
| Mental Health |                   | Administrative Records | Request For Information Cover Letter                             |               | 2 - Current        |                  | 7 yrs   |          | Legal Ret. Dept. Policy |

| Division      | Division Contract | Record Category        | Record Title/Description                                          | Document Link | Retention Category | Retention Period |         |          | Remarks                 |
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|               |                   |                        | Notification to Licensed                                          |               |                    | Total            | On-site | Off-site |                         |
| Mental Health |                   | Administrative Records | Professional Named as Alternative to Review Medical Records       |               | 2 - Current        |                  | 7 yrs   |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Acknowledgment For Providers of Request For Inspection            |               | 2 - Current        |                  | 2 yrs   |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Informed Consent For Participation as A Research Subject          |               | 2 - Current        |                  | 2 years | 3 years  | Administrative Decision |
| Mental Health |                   | Administrative Records | Letter to Attorney - Notification of Need For Court Order         |               | 2 - Current        |                  | 2 yrs   |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Quality Improvement Response Report                               |               | 2 - Current        |                  | 4 yrs   |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Notification Toparent/Guardian Right to Inspection Lies Elsewhere |               | 2 - Current        |                  | 7 yrs   |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Transfer/Admission Screening Checklist                            |               | 2 - Current        |                  | 4 yrs   |          | Legal Ret. Dept. Policy |

| Division      | Division Contract | Record Category        | Record Title/Description                                                                       | Document Link | Retention Category | Retention Period |              |          | Remarks                 |
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| Mental Health |                   | Administrative Records | Client Payment Transmittal                                                                     |               | 2 - Current        | Total            | On-site      | Off-site | Department. Policy      |
|               |                   |                        |                                                                                                |               |                    |                  |              |          |                         |
| Mental Health |                   | Administrative Records | Grievance Form-(English/Spanish/Chinese)                                                       |               | 1 - Permanent      |                  | Indefinitely |          | Department. Policy      |
| Mental Health |                   | Administrative Records | Outpatient Servicetime Report-Child                                                            |               | 2 - Current        |                  | 2 yrs        |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Monitoring Report Summary Provider Administration                                              |               | 2 - Current        |                  | 2 years      | 3 years  | Administrative Decision |
| Mental Health |                   | Administrative Records | Client Registration Log                                                                        |               | 2 - Current        |                  | 7 yrs        |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Acknowledgment of Dependent Adult/Elder Abuse Reporting Requirement                            |               | 2 - Current        |                  | 2 yrs        |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Research Committee For the Division of Mental Health and Substance Abuse Minutes and Documents |               | 2 - Current        |                  | 5 yrs        |          | Administrative Decision |
| Mental Health |                   | Administrative Records | Monitoring Report Summary                                                                      |               | 2 - Current        |                  | 2 years      | 3 years  | Administrative Decision |
| Mental Health |                   | Administrative Records | Involuntary Patientadvisement                                                                  |               | 2 - Current        |                  | 2 yrs        |          | Legal Ret. Dept. Policy |



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| Mental Health |                   | Administrative Records | Certification of Record Destruction                            |               | 2 - Current        | Total            | On-site<br>4 yrs | Off-site | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Absence Request (Staff)                                        |               | 2 - Current        |                  | 1 Year           |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Appeal Form For Services Denied to Adults/Older Adults         |               | 1 - Permanent      |                  | Indefinitely     |          | Dept. Policy            |
| Mental Health |                   | Administrative Records | Notification to Patient of Denial of Access to Medical Records |               | 2 - Current        |                  | 7 yrs            |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Client Registration Form                                       |               | 2 - Current        |                  | 7 yrs            |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Request For Accessmedical Records                              |               | 2 - Current        |                  | 7 yrs            |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Client Satisfaction Survey                                     |               | 2 - Current        |                  | 2 yrs            |          | Administrative Decision |
| Mental Health |                   | Administrative Records | Notice of Action Denial of Access to Medical Records           |               | 2 - Current        |                  | 7 yrs            |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Acknowledgment of Request For Copies Request For Payment       |               | 2 - Current        |                  | 7 yrs            |          | Legal Ret. Dept. Policy |

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| Mental Health |                   | Administrative Records | Staff Information Form                         |               | 2 - Current        | Total            | On-site | Off-site | Administrative Decision |
|               |                   |                        |                                                |               |                    |                  |         |          |                         |
| Mental Health |                   | Administrative Records | Atypical Neuroleptics Request Form             |               | 2 - Current        |                  | 3 yrs   |          | Legal Ret. Dept. Policy |
| Mental Health |                   | Administrative Records | Medicare, All Other Insurance Bills and Claims |               | 2 - Current        |                  | 7 years |          | Administrative Decision |



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Related Links:

- Sushine Ordinance Task Force (<http://sfbos.org/index.aspx?page=4459>)
- City and County of San Francisco (<http://sfgov.org>)
- Mayors Office (<http://www.sfmayor.org/>)
- Board of Supervisors (<http://sfbos.org/>)

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