

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 Family Planning		Administrative Records	Contracts - Personal and Payroll		2 - Current		3 Years		Title X FP
Child, Youth & Family Services 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 Family Planning		Administrative Records	Reports Departmental		2 - Current		3 Years		Title X FP
Child, Youth & Family Services 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
Child, Youth & Family Services Family Planning		Administrative Records	Audits Reports		2 - Current	Total	On-site 3 years	Off-site	Title X FP
Child, Youth & Family Services Family Planning		Administrative Records	Statistical Reports		2 - Current		3 Years		Title X FP
Child, Youth & Family Services Family Planning		Administrative Records	Correspondence		2 - Current		3 Years		Title X FP
Child, Youth & Family Services Family Planning		Administrative Records	Files		2 - Current		3 Years		Title X FP
Child, Youth & Family Services Family Planning		Administrative Records	Credentialing		1 - Permanent		Indefinitely		Administrative Decision
Child, Youth & Family Services Family Planning		Administrative Records	Calendar Personal		2 - Current		2 Years		Administrative Decision
Child, Youth & Family Services 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		

Division	Division Contract	Record Category	Record Title/Description	Document Link	Retention Category	Retention Period			Remarks
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		

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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



Division	Division Contract	Record Category	Record Title/Description	Document Link	Retention Category	Retention Period			Remarks
Community Mental Health Services (CMHS)		Clinical Records	Treatment Profile For Child/Adolescent		2 - Current	Total	On-site 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 7 Years	Off-site 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 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

Division	Division Contract	Record Category	Record Title/Description	Document Link	Retention Category	Retention Period			Remarks
Community Mental Health Services (CMHS)		Public Health Records Reportable	Patient's Rights Denials-Monthly Tally		2 - Current	Total	On-site 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

Division	Division Contract	Record Category	Record Title/Description	Document Link	Retention Category	Retention Period			Remarks
Community Mental Health Services (CMHS)		Public Health Records Reportable	Psychology Autopsyreport		1 - Permanent, 3 - Storage	Total	On-site 7 Years	Off-site 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

Division	Division Contract	Record Category	Record Title/Description	Document Link	Retention Category	Retention Period			Remarks
						Total	On-site	Off-site	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		Administrative Records	Employee Records		2 - Current, 3 - Storage			3 years post termination	
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,

Division	Division Contract	Record Category	Record Title/Description	Document Link	Retention Category	Retention Period			Remarks
						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

Division	Division Contract	Record Category	Record Title/Description	Document Link	Retention Category	Retention Period			Remarks
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

Division	Division Contract	Record Category	Record Title/Description	Document Link	Retention Category	Retention Period			Remarks
						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

Division	Division Contract	Record Category	Record Title/Description	Document Link	Retention Category	Retention Period			Remarks
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

Division	Division Contract	Record Category	Record Title/Description	Document Link	Retention Category	Retention Period			Remarks
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
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
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		Current Year + 2 Years		
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		



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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
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		

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Community Public Health Services-Emergency Medical Services (EMS)		Administrative Records	Contracts		2 - Current	Total	On-site 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
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
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
						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
Community Public Health Services-Emergency Medical Services (EMS)		Administrative Records	Staff Worker's Compensation - Claim Files		2 - Current	Total	On-site 3 Years after termination of employment	Off-site	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
Community Public Health Services-Emergency Medical Services (EMS)		Administrative Records	Ems System Policy and Procedure Manual and Protocol Manual Public Comments		2 - Current	Total	On-site 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
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
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
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
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
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
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
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
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
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
Community Public Health Services-Environmental Health		Administrative Records	Policy and Procedures Standards		2 - Current	Total	On-site 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
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
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
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
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
Community Public Health Services-Environmental Health		Administrative Records	SFPD Delinquent License Fee		2 - Current	Total	On-site	Off-site	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
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
			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
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 - Budget		Administrative Records	Grant Awards, Budget Spreadsheets, Files, Cost Reports, & Other		2 - Current, 3 - Storage		5 yrs	2 yrs	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 3 yrs	Off-site 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
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
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
						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
Community Public Health Services-Home Health		Administrative Records	Staff Licenses and Training Records		2 - Current	Total	On-site 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
						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
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
						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
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
			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
						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
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
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
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
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
Community Substance Abuse Services		Administrative Records	Ada Self Evaluation		2 - Current	Total	On-site 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
						Total	On-site	Off-site	22 CCR
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		\$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
			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
Department of Public Health - Contracts Management		Administrative Records	RFP (Including Proposals in Response to the RFP)		2 - Current	Total	On-site 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
			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
			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
			Bilingual			Total	On-site	Off-site	
Department of Public Health - Equal Employment Opportunity (EEO)		Administrative Records	Bilingual 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
			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 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
Department of Public Health - Personnel		Administrative Records	Employee Pay Records File		1 - Permanent	Total	On-site 5 Years	Off-site 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
						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
						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
						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
						Total	On-site	Off-site	Labor Code 1174(d)
Department of Public Health - Personnel - Payroll		Administrative Records	Timesheets		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	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
						Total	On-site	Off-site	
Department of Public Health - Personnel - Payroll		Administrative Records	Time Roster		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	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
						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
			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					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 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
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
			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
Mental Health		Administrative Records	Administration Activity Slip Patient Related		2 - Current	Total	On-site 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
						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
Mental Health		Administrative Records	Notice of CertificationNSF County		2 - Current	Total	On-site 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
			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
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



Division	Division Contract	Record Category	Record Title/Description	Document Link	Retention Category	Retention Period			Remarks
Mental Health		Administrative Records	Certification of Record Destruction		2 - Current	Total	On-site 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

Division	Division Contract	Record Category	Record Title/Description	Document Link	Retention Category	Retention Period			Remarks
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



City and County of San Francisco  
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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/>)

Support:

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- Get Help (<http://help>)