

RECORDS RETENTION AND DESTRUCTION SCHEDULE

Department Name: Animal Care and Control
Department Contact: Deb Campbell

Contact Phone Number: 415-554-9427

Department Website: www.sfgov.org/acc/

Division	Division Contact	Record Category	Record Title / Description	Document Link	Retention Category	Retention Period		Remarks
Total						On-site	Off-site	
		Accounting	Audit Reports		1 - Permanent			Until microfilmed in duplicate
		Accounting	Budget Documents		2 - Current	1	4	Administrative Decision
		Accounting	Cancelled Checks		2 - Current	1	4	Administrative Decision
		Accounting	Daily Collection Receipts		2 - Current	1	4	Administrative Decision
		Accounting	Payments - Bpos:		2 - Current	1	4	Administrative Decision
		Accounting	Payments - Contracts		2 - Current	1	19	Administrative Decision
		Accounting	Payments - P.O.'s		2 - Current	1	4	Administrative Decision
		Accounting	Payments -D.P.V.'s		2 - Current	1	4	Administrative Decision
		Accounting	Personal Services Contracts		2 - Current	1	19	Administrative Decision
		Accounting	Phone Bills		2 - Current	1	4	Administrative Decision
		Accounting	Request For Proposals (RFP's)		2 - Current	1	4	Administrative Decision
		Accounting	Spay/Neuter Contracts		2 - Current	1	4	Administrative Decision
		Accounting	Time Rosters		2 - Current	1	4	Administrative Decision
		Animal Records	Activity Records		2 - Current	5	5	On electronic format

Division	Division Contract	Record Category	Record Title Description	DocumentLink	Retention Category	Retention Period			Remarks
						Total	On-site	Off-site	
		Animal Records	Cat Registration		2 - Current		N/A	N/A	Cat registration is for the life of the animal
		Animal Records	Complaints		2 - Current		3	7	Administrative Decision
		Animal Records	Cruelty Reports/Cases		2 - Current		3	7	Administrative Decision
		Animal Records	Dog License		1 - Permanent		3	2	Dog Licenses are for the life of the animal
		Animal Records	Kennel Cards (Paper)		1 - Permanent		1	2	Administrative Decision
		Animal Records	Kennel Records (Computer)		2 - Current		5	5	Administrative Decision
		Animal Records	Veterinary Medical Records		2 - Current		1	2	Administrative Decision
		Animal Records	Vicious/Dangerous Dogs		2 - Current		N/A	N/A	Important to retain active for Field Officers safety
		General and Administrative Records	Calendar, Prop. G		4 - No Retention Required		2	N/A	Required by Admin Code 67.29-5
		General and Administrative Records	Calendars [Other Than Dept. Head]		4 - No Retention Required		N/A	N/A	Administrative Decision
		General and Administrative Records	Commission of Animal Control & Welfare (CACW)		2 - Current		1	2	Administrative Decision
		General and Administrative Records	E-Mail - All Other Matters-Retained as Required By Public Law.		1 - Permanent		N/A	N/A	Administrative Decision
		General and Administrative Records	E-Mail - Informational, Printed and Filed Under the Corresponding Subject/Title		2 - Current		1	2	Administrative Decision
		General and Administrative Records	Federal Animal Ordinances		1 - Permanent			N/A	Until microfilmed in duplicate
		General and Administrative Records	Interdepartmental		2 - Current		1	1	Administrative Decision

Division	Division Contract	Record Category	Record Title Description	Document Link	Retention Category	Retention Period			Remarks
						Total	On-site	Off-site	
		General and Administrative Records	Local Animal Ordinances		1 - Permanent			N/A	Until microfilmed in duplicate
		General and Administrative Records	Other Agencies		2 - Current		1	1	Administrative Decision
		General and Administrative Records	Other City Agencies		2 - Current		1	1	Administrative Decision
		General and Administrative Records	Public		2 - Current		2	N/A	Administrative Decision
		General and Administrative Records	State Animal Ordinances		1 - Permanent			N/A	Until microfilmed in duplicate
		Personnel	Current		2 - Current		While employee is active	N/A	Administrative Decision
		Personnel	Department Payroll		2 - Current		3	2	Administrative Decision
		Personnel	Previous		2 - Current		1	4	Administrative Decision
		Personnel	Time Cards		2 - Current		3 months	2	Administrative Decision
		Personnel	Volunteer Personnel File		2 - Current		volunteer	3	Administrative Decision
		Policies & Procedures	Department Policies/Procedures		1 - Permanent		N/A	N/A	Until microfilmed in duplicate
		Policies & Procedures	Other Agency Policy/Procedures		1 - Permanent		N/A	N/A	Until microfilmed in duplicate
		Safety	Accident/Injuries (Staff)		2 - Current		1	2	Administrative Decision
		Safety	Accident/Injuries (Volunteers)		2 - Current		1	2	Administrative Decision
		Safety	Equipment Inspection/Repairs		2 - Current		1	1	Administrative Decision
		Safety	Inspections		2 - Current		1	1	Administrative Decision
		Safety	Safety Worksheets		1 - Permanent		1	1	Administrative Decision

Division	Division Contract	Record Category	Record Title Description	Document Link	Retention Category	Retention Period			Remarks
						Total	On-site	Off-site	
		Telephone Calls	Phone Records		1 - Permanent		3 months	N/A	Administrative Decision

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IMPORTANT: For detailed instructions to complete this table, please see document Information on Preparing a Departmental Records Retention Policy page 3

APPROVALS

For a department that does not have a board or commission:

Name of Department	Date Approved
Steve Kawa, Chief of Staff	Date Approved

ALL DEPARTMENTS:

Approval as to Records relating to financial matters:

	Date Approved
Ben Rosenfield, Controller	Date Approved
Controller Staff	Date Approved

Approval as to Records of legal significance:

	Date Approved
Dennis J. Herrera, City Attorney	Date Approved
City Deputy Attorney	Date Approved

Approval as to Records relating to payroll matters:

	Date Approved
Jay Huish, Executive Director - Retirement Board	Date Approved

For a department with a board or commission:

Secretary's Signature	Date Approved
Name of Board or Commission	
Name of Department Head	
Signature of Department Head	Date Approved