

Key: Category 1 = Permanent or Essential Records  
 Category 2 = Current or Active Records  
 Category 3 = Storage Records Retained Off-Site  
 Category 4 = No Retention Required

San Francisco Airport Commission  
 Executive Directive 18-05  
 Appendix A: Records Retention and Destruction Schedule  
 December 20, 2018

Department Name: Airport  
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DIVISION	RECORD CATEGORY	RECORD TYPE	RETENTION CATEGORY	RETENTION PERIOD	CITATIONS/COMMENTS
ALL DIVISIONS	General Admin	Division policies & procedures	2	Until superseded plus 2 yrs	Department policy
ALL DIVISIONS	General Admin	Emails <ul style="list-style-type: none"> <li>• Nonsubstantive (e.g.: confirming meeting)</li> <li>• Substantive</li> </ul>	4  2/3	No retention required  2 yrs	Delete non-substantive emails on a monthly basis.  Retain substantive emails for 2 yrs or until related project is complete, whichever is later.
ALL DIVISIONS	General Admin	General correspondence	2	2 yrs	CA Gov. Code § 34090; SF Admin Code § 8.3
ALL DIVISIONS	General Admin	Meeting notes	2	Later of 2 yrs or until assignment complete	CA Gov. Code § 34090; SF Admin Code § 8.3
ALL DIVISIONS	General Admin	Reference files	2	2 yrs or until superseded	CA Gov. Code § 34090; SF Admin Code § 8.3
ALL DIVISIONS	General Admin	Research files	2	2 yrs or until superseded	CA Gov. Code § 34090; SF Admin Code § 8.3
ALL DIVISIONS	Legal	General advice	2	Until superseded	Department policy
ALL DIVISIONS	Legal	Written legal opinions	1	Essential	
ALL DIVISIONS	Operations	Executed Permits	2	Duration +4 yrs	CCP § 337
ALL DIVISIONS	Procurement	Bid documents <ul style="list-style-type: none"> <li>• Unsuccessful</li> <li>• Successful</li> </ul>	2  2/3	2 yrs  Term of contract +4 yrs (non-construction)  Term of contract +10 yrs (constr.)	CA Gov. Code § 34090; SF Admin Code § 8.3  CCP § 337  CCP § 337.15
ALL DIVISIONS	Procurement	Draft contracts	2	Retain until contract awarded	CA Gov. Code § 34090; SF Admin Code § 8.3

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ALL DIVISIONS	Procurement	Proposals <ul style="list-style-type: none"> <li>• Unsuccessful</li> <li>• Successful</li> </ul>	2 2/3	2 yrs Term of contract +4 yrs (non-construction) Term of contract +10 yrs (construction)	CA Gov. Code § 34090; SF Admin Code § 8.3  CCP § 337 CCP § 337.15
ALL DIVISIONS	Procurement	RFPs/RFQs  Retain for term of agreement arising from RFP/RFQ	2/3	Term of contract resulting from RFP/RFQ	Department policy
ADMINISTRATION	Airport-wide Policies/ Procedures	Statement of Economic Interest/Form 700	2	7 yrs	CA Gov. Code § 81009(e)
ADMINISTRATION	Airport-wide Policies/ Procedures	Statement of Incompatible Activities	1	Permanent	CA Gov. Code § 34090 SF Campaign & Gov. Conduct Code §3.218
ADMINISTRATION	Community/ Sustainability	Employment and Community Partnership-Interns	2	2 yrs	Department policy
ADMINISTRATION	Community/ Sustainability	Federal certifications (environmental)	1	Permanent	Department policy
ADMINISTRATION	Community/ Sustainability	Federal certifications (procurement)	2	Duration of contract + 4 yrs	CCP § 337
ADMINISTRATION	Community/ Sustainability	Quality Standards Program—	2	Until superseded + 5 yrs	SF Admin Code § 8.3

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		subcontractor payment regulation			
ADMINISTRATION	Community/Sustainability	Regulatory letters (ADEB)	2	Retain for 3 yrs following final payment request.	49 CFR 26; FAA Order 5100.38D
ADMINISTRATION	Employee Health & Safety	Cal/OSHA Log 300	2	5 yrs following the year to which it pertains	Cal/OSHA Standard § 14000.33: <a href="https://www.dir.ca.gov/dosh/etools/recordkeeping/highlights/H1430033.htm">https://www.dir.ca.gov/dosh/etools/recordkeeping/highlights/H1430033.htm</a>
ADMINISTRATION	Employee Health & Safety	CalOSHA (any OSHA record)	2	5 yrs	29 CFR § 1904.33, § 1904.37; Cal/OSHA Standard § 14000.33: <a href="https://www.dir.ca.gov/dosh/etools/recordkeeping/highlights/H1430033.htm">https://www.dir.ca.gov/dosh/etools/recordkeeping/highlights/H1430033.htm</a> ;
ADMINISTRATION	Employee Health & Safety	Ergonomic Evaluations & Reports (employee workspace ergonomics)	2	2 yrs	CSC Citywide Employee Personnel Records Guidelines
ADMINISTRATION	Employee Health & Safety	Fitness Campaigns (employee physical fitness)	2	2 yrs or until superseded	Department policy
ADMINISTRATION	Employee Health & Safety	Incident Reports	2	5 yrs after incident	CalOSHA Standard § 14000.33: <a href="https://www.dir.ca.gov/dosh/etools/recordkeeping/highlights/H1430033.htm">https://www.dir.ca.gov/dosh/etools/recordkeeping/highlights/H1430033.htm</a> ; SF Admin Code § 8.3
ADMINISTRATION	Employee Health & Safety	Tailgate Meeting Attendance & Notes	2	5 yrs	SF Admin Code § 8.3

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ADMINISTRATION	Employee Health & Safety	Workers Compensation Files	2/3	7 yrs after final separation from City employment	2007 Civil Service Commission Citywide Employee Personnel Records Guidelines pg. 30 (X.A.3.j)
ADMINISTRATION	Employee Health & Safety	Medical monitoring files	3	30 years following separation from the City	Cal/OSHA Standard § 14300.33
ADMINISTRATION	Employee training not otherwise required by law/regulation	Course evaluations	2	2 yrs	Department policy
ADMINISTRATION	Employee training not otherwise required by law/regulation	Sign-in sheets	2	2 yrs.	Department policy
ADMINISTRATION	Human Resources	Employee handbook	2	5 yrs after superseded	SF Admin Code § 8.3
ADMINISTRATION	Human Resources	Employee History Summary	1	Permanent	2007 Civil Service Commission Citywide Employee Personnel Records Guidelines pg. 25 (IX. C & D)
ADMINISTRATION	Human Resources	Employee Medical Files	2/3	7 yrs after final separation from City employment	2007 Civil Service Commission Citywide Employee Personnel Records Guidelines pg 28-29 (X. A3e)
ADMINISTRATION	Human Resources	Employee Personnel Files	2/3	7 yrs after final separation from City employment	2007 Civil Service Commission Citywide Employee Personnel Records Guidelines pg. 25 (IX. C & D)
ADMINISTRATION	Human Resources	Grievances (Current)	2	Until grievance is resolved	2007 Civil Service Commission Citywide Employee Personnel Records Guidelines pg. 27 (X. A3b)
ADMINISTRATION	Human Resources	Grievances (Resolved)	2/3	7 yrs after final separation from City employment	2007 Civil Service Commission Citywide Employee Personnel Records Guidelines pg. 27 (X. A3b)

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ADMINISTRATION	Human Resources	Payroll Records	2	2 yrs	SF Admin Code § 8.3/Department policy Secure permission from SFERS prior to destruction
ADMINISTRATION	Human Resources	SFO Time Sheets (Clock in, clock out)	2	2 yrs	SF Admin Code § 8.3/Department policy
ADMINISTRATION	Human Resources	Unfair Labor Practices Complaints and contract disputes	2/3	10 yrs after resolution	2007 Civil Service Commission Citywide Employee Personnel Records Guidelines pg. 29-30 (X. A3h)
ADMINISTRATION	EEO	Discrim/Harassment Complaints	2/3	7 yrs after final separation from City employment	2007 Civil Service Commission Citywide Employee Personnel Records Guidelines pg. 27 (X. A3a)
ADMINISTRATION	EEO	ADA Files	2	7 yrs after final separation from City employment	2007 Civil Service Commission Citywide Employee Personnel Records Guidelines pg. 28-29 (X A3e)
ADMINISTRATION	EEO	EEO Plan/Report	2/3	7 yrs	Civil Service Commission Record Retention Policy Schedule
ADMINISTRATION	EEO	Reports – Misc.	2	5 yrs	SF Admin Code § 8.3
AIRPORT COMMISSION	Commission	Agendas/Meetings/ Minutes	1	Essential	SF Admin Code § 67.29-2, SF Admin Code § 67.16, SF Admin Code § 8.3
AIRPORT COMMISSION	Commission	Audio/Video Meeting Recordings	1	Essential	SF Admin Code § 67.14;
AIRPORT COMMISSION	Commission	Commission Packages	2	5 yrs	SF Admin Code § 8.3
AIRPORT COMMISSION	Commission	Commission Resolutions	1	Essential	SF Admin Code § 8.3
AIRPORT COMMISSION	Commission	General Correspondence	2	5 yrs	SF Admin Code § 8.3
AIRPORT COMMISSION	Commission	Off Calendar Memos	2	5 yrs	SF Admin Code § 8.3

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AIRPORT COMMISSION	Commission	Rules of Order	1	Permanent	SF Admin Code § 8.3
AIRPORT DIRECTOR	Director	Calendar	3	5 yrs	SF Admin Code § 67.29-2; § 8.3
AIRPORT DIRECTOR	Director	Executive Directives	2	Until superseded +5 yrs	SF Admin Code § 8.3. Superseded Executive Directives shall be retained by HR for the duration of retention period.
AIRPORT DIRECTOR	Director	Written Legal Advice	1	Essential or until permission is given by the City Attorney	SF Admin Code § 8.3, § 67.24 (b)
BUSINESS & FINANCE	Accounting	Annual Reports (including Budget & Performance Reports)	2	5 yrs	SF Admin Code § 8.3
BUSINESS & FINANCE	Accounting	Audit Reports	2	7+ yrs	15 USC § 7213; 17 CFR §210.2-06 (at least 7 yrs after audit concludes); CA B&P Code § 5097 (minimum 7 yrs, extended during investigations)
BUSINESS & FINANCE	Accounting	Bank Statements	2	5 yrs or until Controller gives permission	SF Admin § 67.24(f); SF Admin Code § 8.3
BUSINESS & FINANCE	Accounting	Billing Instruction Log	2	5 yrs or until Controller gives permission	SF Admin Code § 8.3, § 67.24(f)
BUSINESS & FINANCE	Accounting	Billing Instructions	2	5 yrs or until Controller gives permission	SF Admin Code § 8.3, § 67.24(f)
BUSINESS & FINANCE	Accounting	Contracts – fully executed and certified:			
		• Construction	2	Term of contract +10 yrs	CCP § 337.15 for construction contracts.
		• All others	2	Term of contract + 4 yrs	CCP § 337 for commodities and professional services.

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					Note: Accounting retains original contracts for all divisions except RDM, which retains the originals of concession leases.
BUSINESS & FINANCE	Accounting	Copy of contracts, leases and other arrangements involving private use, management, operation or allocation of Bond- or CP-financed assets	2	3 yrs after bond is retired	<a href="https://www.irs.gov/tax-exempt-bonds/tax-exempt-bond-faqs-regarding-record-retention-requirements#6">https://www.irs.gov/tax-exempt-bonds/tax-exempt-bond-faqs-regarding-record-retention-requirements#6</a>
BUSINESS & FINANCE	Accounting	Credit Memoranda	2	5 yrs or until Controller gives permission	SF Admin Code § 8.3
BUSINESS & FINANCE	Accounting	Daily Cash Receipts	2	5 yrs or until Controller gives permission	SF Admin § 67.24(f), § 8.3
BUSINESS & FINANCE	Accounting	Direct Vouchers	2	5 yrs or until Controller gives permission	SF Admin § 67.24(f), § 8.3
BUSINESS & FINANCE	Accounting	FAMIS / PeopleSoft Reports	2	5 yrs or until Controller gives permission	SF Admin Code § 8.3
BUSINESS & FINANCE	Accounting	Fixed Assets records	2	Retain until asset is retired/ disposed	SF Admin Code § 8.3
BUSINESS & FINANCE	Accounting	General Ledger	1	Permanent	SF Admin Code § 8.3
BUSINESS & FINANCE	Accounting	Invoices/Payables	2	5 yrs or until Controller gives permission	SF Admin Code § 67.24(f), § 8.3
BUSINESS & FINANCE	Accounting	Misc. Financial Records	2	5 yrs or until Controller gives permission	SF Admin Code § 8.3

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BUSINESS & FINANCE	Accounting	Receipt Processing Forms	2	2 yrs	CA Gov. Code § 34090; SF Admin Code § 8.3
BUSINESS & FINANCE	Accounting	Travel & Reimbursement Records	2	5 yrs	SF Admin Code § 8.3
BUSINESS & FINANCE	Accounting	Voucher Payments	2	5 yrs	SF Admin Code § 8.3
BUSINESS & FINANCE	Accounting	Work Orders & Payments	2	5 yrs	SF Admin Code § 8.3
BUSINESS & FINANCE	Accounting	Worksheets for Calculation of Billings	2	5 yrs	SF Admin Code § 8.3
BUSINESS & FINANCE	Aviation & Parking Management	Airline Affairs Committee Records	2	Duration of the Lease & Use Agreement + 4 yrs	CCP § 337
BUSINESS & FINANCE	Aviation & Parking Management	Airport/Airline MOUs	2	Term of MOU + 4 yrs	CCP § 337
BUSINESS & FINANCE	Aviation & Parking Management	Easements	1	Permanent or until City Attorney authorizes destruction	CA Gov. Code § 34090; SF Admin Code § 8.3
BUSINESS & FINANCE	Aviation & Parking Management	Executed Leases	2	Duration of agreement plus 4 yrs	CCP § 337
BUSINESS & FINANCE	Aviation & Parking Management	License Plate Recognition data	2	4.5 yrs	Dept. Policy/FasTrak

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BUSINESS & FINANCE	Finance	Arbitrage rebate or yield reduction payment calculations, calculations supporting IRS Form 8038-T filing	2	6 yrs after bond is retired	Tax Certificate for the applicable bonds  These are filed electronically in the Capital Finance shared drive. The annual reports can exceed 1,000 pages. They are filed permanently.  An issuer generally is required to calculate, once every five yrs during the life of its bonds, whether or not an arbitrage rebate payment must be made.
BUSINESS & FINANCE	Finance	Bond Issue Files	2	3 yrs after bond is retired	<a href="https://www.irs.gov/tax-exempt-bonds/tax-exempt-bond-faqs-regarding-record-retention-requirements#6">https://www.irs.gov/tax-exempt-bonds/tax-exempt-bond-faqs-regarding-record-retention-requirements#6</a>
BUSINESS & FINANCE	Finance	Bond Transcripts	1	Permanent	SF Admin § 67.24(f); SF Admin Code § 8.3 <a href="https://www.irs.gov/tax-exempt-bonds/tax-exempt-bond-faqs-regarding-record-retention-requirements#6">https://www.irs.gov/tax-exempt-bonds/tax-exempt-bond-faqs-regarding-record-retention-requirements#6</a>
BUSINESS & FINANCE	Finance	Operating Budget Book	2	5 yrs or until Controller gives permission	SF Admin § 67.24(f), § 8.3; CA Gov. Code § 34090;
BUSINESS & FINANCE	Finance	Business Reports	2	5 yrs or until Controller gives permission	SF Admin § 67.24(f), § 8.3; CA Gov. Code § 34090
BUSINESS & FINANCE	Finance	Capital Improvement Plans	2	5 yrs or until Controller gives permission	SF Admin Code § 8.3
BUSINESS & FINANCE	Finance	Concession Revenue Analysis Reports	2	5 yrs or until Controller gives permission	SF Admin Code § 8.3
BUSINESS & FINANCE	Finance	Concession Sales Analysis	2	5 yrs or until Controller gives permission	SF Admin Code § 8.3
BUSINESS & FINANCE	Finance	Copies of investment of Bond and CP proceeds, investment	2	3 yrs after bond is retired	<a href="https://www.irs.gov/tax-exempt-bonds/tax-exempt-bond-faqs-regarding-record-retention-requirements#6">https://www.irs.gov/tax-exempt-bonds/tax-exempt-bond-faqs-regarding-record-retention-requirements#6</a>

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		agreements and related documents			
BUSINESS & FINANCE	Finance	Cost Centers, Concession Billing Instructions	2	5 yrs or until Controller gives permission	SF Admin Code § 8.3
BUSINESS & FINANCE	Finance	Economic Impact Studies	2	5 yrs or until Controller gives permission	SF Admin Code § 8.3
BUSINESS & FINANCE	Finance	FAA Grant Agreements	1	Permanent	<a href="https://www.faa.gov/airports/central/aip/sponsor_guide/media/1700.pdf">https://www.faa.gov/airports/central/aip/sponsor_guide/media/1700.pdf</a>
BUSINESS & FINANCE	Finance	Other Transaction Agreement-related requirements	2	Duration of agreement + 4 yrs	CCP § 337  Per the OTA, the Federal Government has the right to examine or audit relevant financial records for a period not to exceed 3 yrs after the expiration of the terms of this OTA.
BUSINESS & FINANCE	Finance	Rates & Charges Projections	2	5 yrs or until Controller gives permission	SF Admin Code § 8.3
BUSINESS & FINANCE	Finance	Records relating to FAA grant expenditures/ payments made from grant funds	2	3 yrs after the sponsor submits the final payment request	<a href="https://www.faa.gov/airports/central/aip/sponsor_guide/media/1700.pdf">https://www.faa.gov/airports/central/aip/sponsor_guide/media/1700.pdf</a>
BUSINESS & FINANCE	Finance	Statistical Reports	2	5 yrs or until Controller gives permission	SF Admin Code § 8.3
BUSINESS & FINANCE	Hotel Project	Hotel Development Consultant:	2	Duration of contract + 4 yrs	CCP § 337

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		RFQ, Professional Services Agreement, Invoices			
BUSINESS & FINANCE	Hotel Project	Hotel Operator: RFP, Contract, Accounting, Legal		Duration of contract + 4 yrs	CCP § 337
BUSINESS & FINANCE	Inventory	Inventory Logs	1	Essential	
BUSINESS & FINANCE	Revenue Development	Tenant Directory	2	2 yrs or until superseded	SF Admin Code § 8.3; Department policy
BUSINESS & FINANCE	Revenue Development	Tenant Improvement Guide	2	2 yrs on until superseded	SF Admin Code § 8.3; Department policy
BUSINESS & FINANCE	Revenue Development	Tenant Leases – fully executed & certified	2	Duration of lease + 4 yrs	CCP § 337
BUSINESS & FINANCE	Revenue Development	Tenant use permits	2	Duration of permit +4 yrs	CCP § 337
BUSINESS & FINANCE	Revenue Development	Tenant & Airport Correspondence re Intent of Agreements.	2	Duration of lease + 4 yrs	CCP § 337
BUSINESS & FINANCE	Revenue Development	Tenant Insurance Records	2/3	Lease term +4 yrs	CCP § 337
BUSINESS & FINANCE	Risk Management	Claims (Closed)	2	9 yrs	Department policy

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BUSINESS & FINANCE	Risk Management	Claims (Open)	2	Until claim closes and result is final	
BUSINESS & FINANCE	Risk Management	Insurance Policies (Current)	2	Term of policy	
BUSINESS & FINANCE	Risk Management	Insurance Policies (Historical)	3	4 yrs	CCP § 337
BUSINESS & FINANCE	Risk Management	Tenant insurance records	2	Term of leased +4 yrs	CCP § 337
BUSINESS & FINANCE	Special Projects	SFO Medical Clinic: RFP, Contract, Invoices, Financial Reports	2	Duration of contract + 4 yrs	CCP § 337
BUSINESS & FINANCE	Special Projects	Noise Insulation Program: Consultant selection, Contract with Consultant	2	Contract: Duration of contract + 4 yrs	CCP § 337
BUSINESS & FINANCE	Special Projects	Noise Insulation Program: Avigation Easements, Agreements with Homeowners, As-Built Plans, Final Construction Reports, FAA Reports,	1	Permanent	Department policy

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		Database (list of insulated properties, genuine effort, compatible & incompatible land uses)			
BUSINESS & FINANCE	Special Projects	Childcare Services: Contract with County of San Mateo, Invoices	2	Duration of contract + 4 yrs	CCP § 337
ITT	Files and Directories	Backups	1	Permanent	SF Dept. of Technology runs the backup retention.
ITT	Inventory	Hardware/Software	2	For duration of use + 5 yrs)	SF Admin Code § 8.3
ITT	Networks	Configuration Maps	1	Permanent	Department policy
ITT	Networks	Plans	1	Essential	Department policy
MUSEUM	Collection Management Documents	Conservation Treatment Reports and related digital photos	1	Essential	Department policy
MUSEUM	Collection Management Documents	Deed of Gift	1	Essential	Department policy
MUSEUM	Collection Management Documents	Donor Records	1	Essential	Department policy
MUSEUM	Collection Management Documents	Facility Reports from borrower of SFOM collection object	2	Duration of use + 5 yrs	Department policy

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MUSEUM	Collection Management Documents	Incoming Donation Offer – incoming Receipt	2	4 yrs from offer	CCP § 337
MUSEUM	Collection Management Documents	Inventory	2	Minimum 5 yrs or until superseded, whichever is longer	Department policy
MUSEUM	Collection Management Documents	Letter of Agreement for collection use	2	Duration of agreement + 4 yrs	CCP § 337
MUSEUM	Collection Management Documents	Object Records	1	Essential	Department policy
MUSEUM	Collection Management Documents	Outgoing Declined Donation Offer – Outgoing Return Receipt	2	4 yrs from offer	CCP § 337
MUSEUM	Collection Management Documents	Outgoing Loan Form (for object loaned from SFOM Collections)	2	For duration of loan + 4 yrs	CCP § 337
MUSEUM	Collection Management Documents	Research services off-site queries	2	2 yrs.	Department policy
MUSEUM	Collection Management Documents	Research services on-site collection patron use	2	2 yrs.	Department policy

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MUSEUM	Collection Review Committee	Acquisition Summary Report	2	Minimum 5 yrs or until superseded, whichever is longer	Department policy
MUSEUM	Collection Review Committee	Meeting Minutes	2	5 yrs	SF Admin Code § 8.3
MUSEUM	Events	Event permits	2	2 yrs	Department policy
MUSEUM	Exhibition Loan Documents	Before and after conservation treatment digital photos	2	Duration of loan agreement + 4 yrs	CCP § 337
MUSEUM	Exhibition Loan Documents	Certificate of Insurance	2	Duration of loan agreement + 4 yrs	CCP § 337
MUSEUM	Exhibition Loan Documents	Facility Reports	2	Duration of loan agreement + 4 yrs	CCP § 337
MUSEUM	Exhibition Loan Documents	Incoming Loan Receipt	2	Duration of agreement + 4 yrs	CCP § 337
MUSEUM	Exhibition Loan Documents	Letter of Agreement	2	Duration of loan agreement + 4 yrs	CCP § 337
MUSEUM	Exhibition Loan Documents	Loan Agreement Form	2	Duration of agreement + 4 yrs	CCP § 337

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MUSEUM	Exhibition Loan Documents	Monthly Insurance Reports	2	Duration of policy + 4 yrs	CCP § 337
MUSEUM	Exhibition Loan Documents	Object Condition Report – In	2	Duration of loan agreement + 4 yrs	CCP § 337
MUSEUM	Exhibition Loan Documents	Object Condition Report – Out	2	Duration of loan agreement + 4 yrs	CCP § 337
MUSEUM	Exhibition Loan Documents	Object Conservation Treatment Proposal	2	Duration of loan agreement + 4 yrs	CCP § 337
MUSEUM	Exhibition Loan Documents	Object Conservation Treatment Proposal Approval	2	Duration of loan agreement + 4 yrs	CCP § 337
MUSEUM	Exhibition Loan Documents	Object Conservation Treatment Report	2	Duration of loan agreement + 4 yrs	CCP § 337
MUSEUM	Exhibition Loan Documents	Outgoing Loan Return Receipt	2	Duration of agreement + 4 yrs	CCP § 337
MUSEUM	Exhibition Loan Documents	Permit/Agreement/License for reproduction and use of imagery	2	Duration of loan agreement + 4 yrs	CCP § 337
MUSEUM	Operations	Monthly report to Airport Ops re upcoming activities	2	2 yrs	Department policy

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MUSEUM	Operations	Museum/Library activities report	2	2 yrs	Department policy
MUSEUM	Operations	Parking validation log	2	2 yrs	Department policy
MUSEUM	Operations	Scheduling/work request log	2	2 yrs	Department policy
MUSEUM	Operations	Secured area visitors log	2	2 yrs	Department policy
MUSEUM	Operations	Security alarm arm/disarm reports	2	2 yrs	Department policy
MUSEUM	Operations	Volunteer program service hours log	2	2 yrs	Department policy
MUSEUM	Other	American Alliance of Museums accreditation documentation	1	Essential	Department policy
MUSEUM	Other	Oral History Program Interview Subject Release	1	Essential	Department policy
MUSEUM	Required Reporting	Annual Collection Acquisition Report to Commission Secretary	2	5 yrs	SF Admin Code § 8.3
MUSEUM	Required Reporting	Annual Gift Report to Board of Supervisors	2	5 yrs	SF Admin Code § 8.3
MUSEUM	Required Reporting	Annual Gift Report to Public –Website	2	5 yrs	SF Admin Code § 8.3

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MUSEUM	Required Reporting	Monthly Collection Insurance Report to Risk Manager	2	5 yrs	SF Admin Code § 8.3
MUSEUM	Required Reporting	Monthly Gift Report to Airport Director	2	5 yrs	SF Admin Code § 8.3
MUSEUM	Required Reporting	Quarterly Gift Report to Controller	2	5 yrs	SF Admin Code § 8.3
OPERATIONS	All units	Appeals of admin citations	2	2 yrs after time to appeal has lapsed	Department policy
OPERATIONS	Guest Services	Customer complaints	2	2 yrs	Department policy
OPERATIONS	Guest Services	Wag Brigade documents (agreement w/ SPCA; completed and signed pet owner forms)	2	Term of agreement +4 years	CCP § 337
OPERATIONS	Landside	Permits	2	Duration of permit + 4 yrs	CCP § 337
OPERATIONS	Landside	Inspection Records	2	Duration of permit +4 yrs	CCP § 337
OPERATIONS	Landside	Correspondence w/ Permittees	2	Duration of permit +4	CC § 337
OPERATIONS	Landside	LPR Data (License Plate Recognition)	2	4.5 yrs	Follows Fastrak retention period
OPERATIONS	Landside	Trip Data (commercial vehicles, TNCs etc.)	2	Duration of permit +4 yrs	CCP § 337

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OPERATIONS	Safety & Security	Airport Conditions Inspection	2	12 months	14 CFR § 139.301
OPERATIONS	Safety & Security	Badge applications, CHRC, dispositions and related docs for <b>City employees only.</b>	2/3	7 yrs after final separation from City employment	2007 Civil Service Commission Citywide Employee Personnel Records Guidelines pg. 25 (IX. C & D)
OPERATIONS	Safety & Security	Badge applications, CHRC, dispositions and related docs for <b>non-City employees.</b>	2	180 calendar days after badge terminated	TSA Security Directive 1542-04-08M (non-public record)
OPERATIONS	Safety & Security	FAA Part 139 training records	2	24 months	14 CFR § 139.301
OPERATIONS	Safety & Security	FAA AARF training records		24 months	14 CFR § 139.301
OPERATIONS	Safety & Security	FAA Inspections/Certification	1	Permanent	14 CFR § 139.109
OPERATIONS	Safety & Security	Self-Inspections (Safety)	2	5 yrs	SF Admin Code § 8.3
OPERATIONS	Safety & Security	Runway Self-Inspections	2	12 months	14 CFR § 139.301(b)
OPERATIONS	Safety & Security	Emergency Training	2	24 months	14 CFR § 139.301
OPERATIONS	Safety & Security	Movement Area Training	2	24 months	14 CFR § 139.301

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OPERATIONS	Safety & Security	Fueling Agent Inspections	2	12 months	14 CFR § 139.301
OPERATIONS	Safety & Security	Fueling Agent Employee Training	2	12 months	14 CFR § 139.301
OPERATIONS	Safety & Security	Accident/Incident Reports	2	24 months	14 CFR § 139.301
OPERATIONS	Safety & Security	FAA Letters of Investigation & Responses	2	24 months	14 CFR § 139.301
OPERATIONS	Safety & Security	TSA Letters of Investigation and Responses	2	2 years	Department policy
OPERATIONS	Safety & Security	TSA-Required Personnel Training	2	180 days after badge termination	49 CFR § 1542.213(d)
OPERATIONS	Safety & Security	Duty Manager Reports	2	2 yrs	Department policy
OPERATIONS	Safety & Security	GSESIP Inspection Documents	2	2 yrs after mitigation achieved; if no corrective action required, 2 yrs from inspection date	Department policy
OPERATIONS	Safety & Security	Audio Recordings	2	100 days	CA Gov. Code § 34090.6 (city), § 26202.6 (county); SF Admin Code § 8.3-1(c)
OPERATIONS	Safety & Security	CCTV Recordings	2	1 year	Gov't Code § 34090.6 (city), § 26202.6 (county)
OPERATIONS	Safety & Security	eSecure Flight (eSF) application forms for Museum "M" badges	2	30 days from badge issuance	Airport Security Plan, § 6.6.1. Not a public document. 49 CFR § 1520.5(b)(1)
OPERATIONS	Terminal Systems	Billing reports	2	Term of contract + 4 yrs	CCP § 337

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OPERATIONS	Terminal Systems	Fit tests	2	Term of contract + 4 yrs	CCP § 337
OPERATIONS	Terminal Systems	Manufacturer bulletins	2	For life of equipment	Department policy
OPERATIONS	Terminal Systems	Operations reports	2	Duration of contract + 4 yrs	CCP § 337
OPERATIONS	Terminal Systems	Performance reports	2	Duration of contract + 4 yrs	CCP § 337
PLANNING, DESIGN & CONSTRUCTION	Design/Constr.	As-Built Drawings	1	Permanent	Department policy
PLANNING, DESIGN & CONSTRUCTION	Design/Constr.	Bid Documents	2	5 yrs	SF Admin Code § 8.3
PLANNING, DESIGN & CONSTRUCTION	Design/Constr.	Change Orders	2	10 yrs following contract completion	CCP § 337.15
PLANNING, DESIGN & CONSTRUCTION	Design/Constr.	Contract (original)	2	10 yrs following contract completion	CCP § 337.15
PLANNING, DESIGN & CONSTRUCTION	Design/Constr.	Contract Correspondence	2	10 yrs following contract completion	CCP § 337.15
PLANNING, DESIGN & CONSTRUCTION	Design/Constr.	Invoices paid using bond or CP proceeds		3 yrs after bond is retired	<a href="https://www.irs.gov/tax-exempt-bonds/tax-exempt-bond-faqs-regarding-record-retention-requirements#6">https://www.irs.gov/tax-exempt-bonds/tax-exempt-bond-faqs-regarding-record-retention-requirements#6</a>

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PLANNING, DESIGN & CONSTRUCTION	Design/Constr.	Manuals	2	10 yrs following contract completion	CCP § 337.15
PLANNING, DESIGN & CONSTRUCTION	Design/Constr.	Permits	2	10 yrs following project completion	CCP § 337.15
PLANNING, DESIGN & CONSTRUCTION	Design/Constr.	Plans & Specifications	1	Permanent	CA Health & Safety Code § 19850; CA Gov. Code § 4000-4007
PLANNING, DESIGN & CONSTRUCTION	Design/Constr.	Unaccepted Bids/Proposals	2	5 yrs	SF Admin Code § 8.3
PLANNING, DESIGN & CONSTRUCTION	Design/Constr.	Warranties	2	10 yrs following contract completion	CCP § 337.15
PLANNING, DESIGN & CONSTRUCTION	Project Management	Daily Reports	2	10 yrs following contract completion	CCP § 337.15
PLANNING, DESIGN & CONSTRUCTION	Project Management	Inspection Records	2	10 yrs following contract completion	CCP § 337.15
PLANNING, DESIGN & CONSTRUCTION	Project Management	Schedules	2	10 yrs following contract completion	CCP § 337.15
PLANNING, DESIGN & CONSTRUCTION	Planning	Environmental Impact Reports	1	Permanent “reasonable period of time”	Department policy; CA Dept. of Transportation Environmental Handbook Vol. 1 Ch 36

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PLANNING, DESIGN & CONSTRUCTION	Planning	Noise Abatement	2/3	Current yr +10 yrs	City Clerk's Assoc. of California Local Government Record Retention Guidelines, <a href="http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.168.6808&amp;rep=rep1&amp;type=pdf">http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.168.6808&amp;rep=rep1&amp;type=pdf</a>

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