RESOLUTION No. 007-01-COE
[Revised Departmental Record Retention and Destruction Policy]

ADOPTION OF DEPARTMENT OF THE ENVIRONMENT RECORD RETENTION AND DESTRUCTION POLICY

WHEREAS, Chapter 8 of the San Francisco Administrative Code requires each department head to maintain records and create a records retention and destruction schedule; now, therefore, be it

RESOLVED, that the Commission on the Environment adopts the attached Record Retention and Destruction Policy for the Department of the Environment; and, be it

FURTHER RESOLVED, that the Commission on the Environment empowers the President of the Commission to sign off on the Department of the Environment Record Retention and Destruction Policy on behalf of the Commission.

I hereby certify that this resolution was adopted by the Commission on the Environment at its regular meeting on May 21, 2001.

Sraddha Mehta
Commission Secretary

VOTE:

Ayes: Commissioners Hayes, Bingham, Shah, Werbe, Rodriguez, and Bradford-Bell.
Noes: None.
Absent: Commissioner Evans.