


(R-86-1443)

RESOLUTION NUMBER R- 265072

ADOPTED ON FEB 18 1986

BE IT RESOLVED, by the Council of The City of San Diego, that the Purchasing Department's Records Disposition Schedule attached as Exhibit A is hereby approved.

APPROVED: JOHN W. WITT, City Attorney

By 
Ted Bromfield
Chief Deputy City Attorney

TB:js:015
01/31/86
Or.Dept:Clerk
R-86-1443
Form=r.none

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT PURCHASING		RECORDS SERIES TITLE ACCOUNT PAYABLE VENDOR UPDATES		
COPIES BY DEPT./SECTION .	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	DUPLICATE	Destroy	after entering	
		data into vendor	update	
		log.		

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Account Payable Vendor Update (Form PA-2501) consists of Accounts payable, Purchase Order and Bid Authorization. Used for entry into Vendors Update Log.

Arranged alphabetically by vendor name.

Retention Criteria: Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles A. [Signature]</i>	<i>Jack O. Thorge</i>	<i>Ted Bonfield</i> City Deputy

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT PURCHASING		RECORDS SERIES TITLE ADMINISTRATIVE POLICY FILES		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	RECORD	2	P	P

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Administrative Policy Files consist of all outgoing correspondence and memoranda originating from the department director. These files reflect the development of City policy and have significant historical value.

Arranged chronologically.

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d); decision to maintain permanently to meet the historical needs of the City.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	<i>Jack O. Zhoyse</i>	<i>Ted Bromfield</i> Chief Deputy

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE ADMINISTRATIVE WORKING FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	ORIGINAL	2	-	2

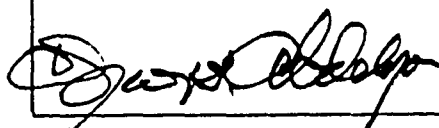
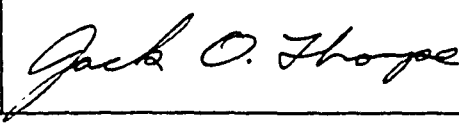
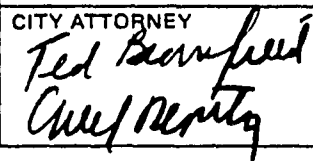
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Administrative Working Files consist of records on a range of subjects relating to the work of the department. These files contain special studies and/or other information used for reference and research. These files are found in each division of the department.

Contents of these files include memoranda, bids, contracts, proposals, inventory requests, revenue reports, reports, notes, and correspondence.

Arranged alphabetically by subject or unarranged.

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE BID FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	ORIGINAL	1	4	5


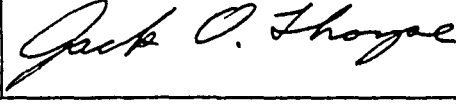
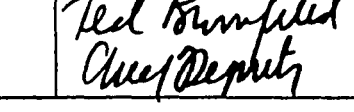
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Bid Files consist of bids and related documentation received by the Purchasing Department from vendors. Bids are proposals for the supplying of goods and/or services for use by the City. In addition to the bids these files contain documents from City department originating the request for goods and/or services.

File contents include memoranda, Departmental Budget Requests (FM-336), Tabulation of Bids (PA-673), resolutions, Requests for Council Action, proposal forms, General Proposals (PA-962-B), manufacturer estimates and invoices, and correspondence.

Arranged numerically by bid number.

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		 Chief Deputy

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT PURCHASING		RECORDS SERIES TITLE BID INDEXES		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	ORIGINAL	5	-	5

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Bid Indexes are summary records of information found in Bid Files. Bid Indexes are Form PA-9. Indexes include information such as bid number, job description, contract number, contract amounts, resolution numbers, bidder information, and pertinent dates.

Arranged numerically by bid number.

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Charles A. [Signature]</i>	<i>Jack O. [Signature]</i>	<i>Neil [Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE BUDGET WORKING FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	ORIGINAL	3	2	5

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Budget Working Files consist of the documentation and working papers produced in the preparation, submission and revision of the department's budget.

Files include monthly expenditure reports, copies of the preliminary budget, memoranda, correspondence, statistical data, appropriations information, and personnel payroll information.

Arranged chronologically by fiscal year.

Retention Criteria: Minimum legal requirement established by Government Code section 34090 (d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	<i>Jack O. Zhong</i>	<i>Ted Bunnifant</i> <i>Angel Reppert</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

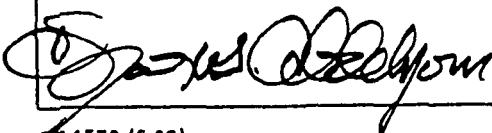
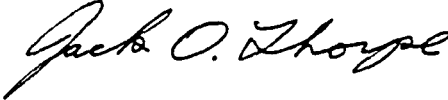
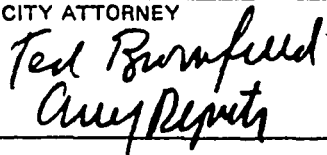
ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE BUSINESS AFFIRMATIVE ACTION COMPLIANCE FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	ORIGINAL	2 or until business no longer participates in the program, whichever occurs later.		

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Business Affirmative Action Compliance Files consist of documents relating to businesses' compliance with the City's Affirmative Action Program. Vendors providing goods and/or services, contractors, consultants, grantees, and lessees doing business with the City must sign and submit Certificates of Compliance pledging their compliance with the City's Affirmative Action Program. Files also include Self-Certifications from businesses owned by minorities or women, certifying their ownership, letters of transmittal, letters from the City requesting that forms be completed and returned, Current Work Force Data Sheets showing the ethnic background of employees, resolutions awarding contracts, and Verifications of Work Force Size for lessees having fewer than 15 employees.

Arranged by type or category of business and alphabetically thereunder or chronologically thereunder.

Retention Criteria: Minimum legal requirement established by Government Code section 34090 (d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT PURCHASING		RECORDS SERIES TITLE COMPETITIVE BID LISTS		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	ORIGINAL	2	-	2

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Competitive Bid Lists contain summary information on bids submitted by vendors. Used for reference.

Unarranged.

Retention Criteria: Minimum legal requirement established by Government Code section 34090 (d).

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	<i>Jack O. Thorne</i>	<i>Ted Brunford City Deputy</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE CONSTRUCTION CONTRACT FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	DUPLICATE	Destroy	when reference	
		value ceases.		

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Construction Contract Files consist of quarterly reports on contract compliance and Authorizations to Issue Notice to Proceed. This latter form is sent from Purchasing to Engineering and Development, notifying Engineering staff that a contractor is complying with the City's Affirmative Action Program and may proceed with the work.

Arranged chronologically.

Retention Criteria: Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Garland A. [Signature]</i>	<i>Jack O. Thorge</i>	<i>Ted. Burnfield Chief Deputy</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE COPY MACHINE FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	ORIGINAL	3	-	3

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Copy Machine Files consist of records of copy machines rented for use by the City and payments to the copy machine companies. Files include invoices, Purchase Orders (PA-2555B), memoranda, Accounts Payable Transmittal Forms (AC-1514), Purchase Requisitions (PA-2159), Accounts Payable Remittance Advice Overflow printouts, Accounts Payable Vendor Updates (PA-2501), correspondence, lists of copier locations, and notes.

Unarranged or arranged by subject.

Retention Criteria: Minimum legal requirement established by Government Code section 34090 (d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>James J. Beckman</i>	<i>Jack O. Thorpe</i>	<i>Ted Rumsfeld</i> <i>Chief Deputy</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE COPY MACHINE LEASE AGREEMENTS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	ORIGINAL	Term of	-	Term of
		agreement		agreement
		+ 2		+ 2

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Copy Machine Lease Agreements contain agreements between the City and Vendors for the lease or rental of copy machines by the City. Also included in these files are resolutions and correspondence.

Unarranged.

Retention Criteria: Minimum legal requirement established by Government Code section 34090 (d).

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>James G. Robinson</i>	<i>Jack O. Zhorge</i>	<i>Teel Bonfield</i> <i>Chief Deputy</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE CURRENT VENDOR FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	ORIGINAL	Destroy when no longer active in bidding or after two years, whichever occurs later.		

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Current Vendor Files contain the names of all vendors bidding for City purchasing contracts. Files include Certificates of Compliance, business cards, and correspondence.

Arranged alphabetically by the name of the vendor.

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	<i>Jack O. Thorne</i>	<i>Ted Bonfield</i> <i>Cheryl Reilly</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE DEPARTMENT ORGANIZATION TABLES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING/ CENTRAL STORES	ORIGINAL	2	-	2

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Department Organization Tables consist of information City departments. Information includes department numbers, organization numbers, organization titles, and dates. Used for reference.

Arranged numerically by department number.

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	<i>Jack O. Zhongae</i>	<i>Teel Rumpfield</i> <i>City Deputy</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

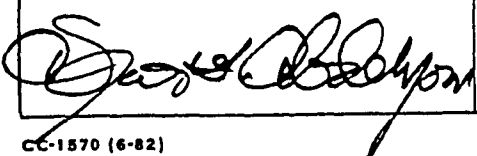
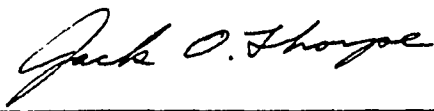
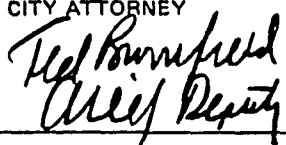
ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE EQUAL OPPORTUNITY STATUS OF CONTRACTOR COMPLIANCE REPORTS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	ORIGINAL	2	-	2

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Equal Opportunity Status of Contractor Compliance Reports is Computer printout showing which vendors have complied with the City's Affirmative Action Program.

Arranged alphabetically.

Retention Criteria: Minimum legal requirement established by Government Code section 34090 (d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION EVALUATION, /CITY OF SAN DIEGO


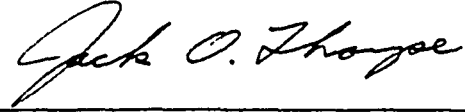
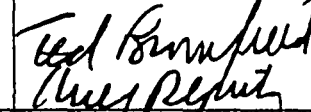
ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE INVOICE CONTROL REPORTS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	ORIGINAL	1	2	3

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Invoice Control Reports are computer printouts giving information on credits and transfers and details on central stores purchases and activities.

Arranged chronologically.

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

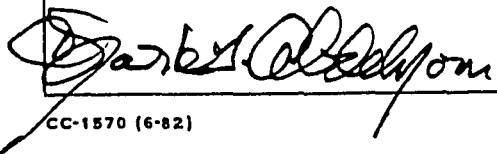
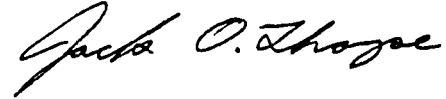
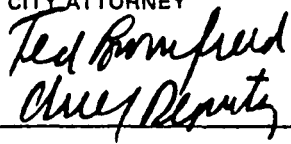
ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE INVOICE REGISTER			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	ORIGINAL	2	-	2

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

The Invoice Register consists of store numbers and purchase credits which departments earn by returning items obtained from central stores.

Arranged chronologically.

Retention Criteria: Minimum legal requirement established by Government Code section 34090 (d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

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R-265072

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT PURCHASING		RECORDS SERIES TITLE INVOICE STATUS REPORTS		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	ORIGINAL	3	-	3

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Invoice Status Reports are computer printouts of the status of accounts with other agencies for which Central Stores acts as a supplier/warehouse.

Arranged numerically.

Retention Criteria: Minimum legal requirements established by Government Code section 34090 (d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>James M. Bishop</i>	<i>Jack O. Thorpe</i>	<i>Red Kumpf</i> <i>Chief Deputy</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE MINORITY VENDOR CONTACT LOG			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	ORIGINAL	2	-	2

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Minority Vendor Contact Log is a record of minority vendors contacted and notified of bid or contract availability. It contains date of contact, stock or requirement, name of business, action, dollar amount or estimate.

Arranged chronologically.

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Jordan O. Johnson</i>	<i>Jack O. Thorne</i>	<i>Ken Bonfield</i> <i>City Attorney</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE MOTOR VEHICLE RECORD CARDS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	ORIGINAL	2 or until vehicle dis-	posed of, whichever	
		occurs later.		

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Motor Vehicle Record Cards contain registration and other information about City owned vehicles.

Arranged by active or inactive, numerically by equipment number thereunder.

Retention Criteria: Minimum legal requirement established by Government Code section 34090 (d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Joselyn A. Bell</i>	<i>Jack O. Zhong</i>	<i>Teel Burnfield</i> <i>City Deputy</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE OFFICE MANAGEMENT FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	ORIGINAL	3	-	3

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Office Management Files consist of records which document the day to day administration of the office. Files include typewriter repair records, mileage reports, requisitions, bills, receipts, petty cash receipts, Stores Requisitions (PA-1434), parking stamp records, and Requests for Direct Payment (AC-468).

Arranged alphabetically by subject or unarranged.

Retention Criteria: Minimum legal requirement established by Government Code section 34090 (d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Janet Allison</i>	<i>Jack O. Thorne</i>	<i>Paul Bonifant</i> Chief Deputy

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE PERSONNEL FILES - INDIVIDUAL			
COPIES BY DEPT./SECTION PURCHASING	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
	CURRENT EMPLOYEES	Retain all records in	office.	
	TRANSFERRING EMPLOYEES	See * below.		
	TERMINATED EMPLOYEES	Destroy all records	two (2)	
		years after employee	terminate	

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

PERSONNEL FILES - INDIVIDUAL contains records for current and past employees of the department. Records are divided into two groups:

Group A records include: Accident reports, counseling documentation, disciplinary action records, education and training records, Emergency Notification Information Forms, employee recognition awards (e.g. exceptional merit increases, discretionary leave, bonus pay), employment application and resume (if copies available), injury reports and records, letters of commendation or appreciation, medical data pertinent to the new job, name change records, payroll deduction forms, performance evaluation report or supplemental performance report (latest copy only), Vehicle Collision Review and Prevention Program Certification Form, and waivers or extensions of probationary period (if pertinent to the new job).

Group B records include: Appointing authority selection interview documentation, discharge and employee separation records, job descriptions, leave requests, letters of complaint against the employee, long term disability records, medical data not pertinent to the new job, memoranda and/or correspondence regarding grievances, payroll-related records (e.g. Merit Increase Notices, Payroll Change Notices, Notices of Absence or Overtime, Time Sheet Correction Notices, shift differential pay, bilingual pay, standby pay, etc.), performance evaluation reports.

*Disposition for Transferring employees (includes employees changing department due to interdepartmental transfers, class transfers, promotions, and/or demotions):

- a. Transfer Group A records to receiving department.
- b. Losing department destroys Group B records two (2) years after employee transfer

NOTE: When an employee leaves a department either through transfer or termination, the losing department should review its personnel records to determine if there are any records which were not sent originally to Personnel Department and should be forwarded.

Retention Criteria: Minimum legal requirement established by Government Code section 34090 (d).

APPROVED BY:		
CITY CLERK <i>[Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY <i>[Signature]</i> <i>[Signature]</i>

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R-265072

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

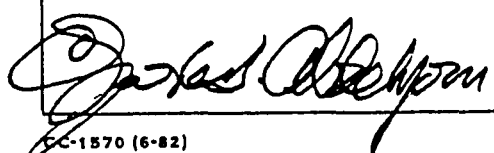
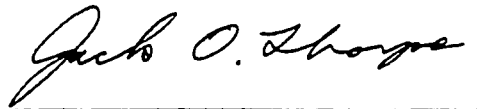
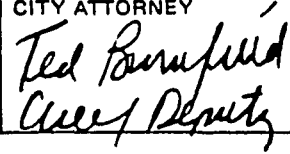
ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE PRINTSHOP PRODUCTION RECORD FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING/ PRINT SHOP	ORIGINAL	2	-	2

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Printshop Production Record Files consist of records of blue-line maps produced and will call sheets which show work completed by workday. Information includes records of who ordered what.

Arranged by blue-line or will call and chronologically thereunder.

Retention Criteria: Minimum legal requirement established by Government Code section 34090 (d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		 Clerk Deputy

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

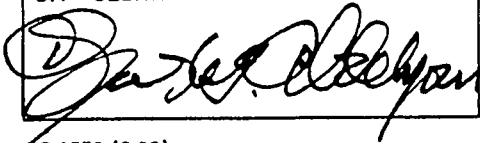
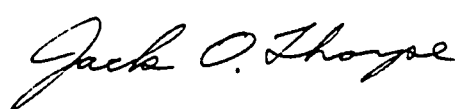
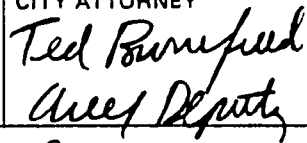
ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE PURCHASE ORDER FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	ORIGINAL	Closure	2	Closure
		+ 1		+ 3

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Purchase Orders (Form PA-2555B) are forms used to administer and document the purchase of supplies and/or services by the City. These files also include invoices purchasing status reports, and Purchase Requisitions (Form PA-2159).

Generally arranged by open or closed, either numerically by purchase order number or alphabetically by company name thereunder.

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		 <i>Arif Deputy</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE REQUESTS FOR COUNCIL ACTION			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	ORIGINAL	2	-	2

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Requests For Council Action consist of 1472's, bids, tabulation of bids, and minority vendor records.

Arranged by bid number.

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	<i>Jack O. Thayer</i>	<i>Ted Brownfield Chief Deputy</i>

CC-1570 (6-82)

01161 R- 265072

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

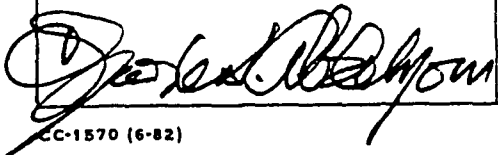
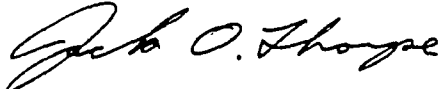
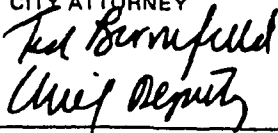
ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE REQUESTS FOR DIRECT PAYMENT			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	ORIGINAL	3	-	3

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Requests for Direct Payment (AC-468) authorize payment to a vendor for supplies and/or services provided to the City.

Arranged alphabetically by vendor name.

Retention Criteria: Minimum legal requirement established by Government Code section 34090 (d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE REQUISITION FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	ORIGINAL	1	2	3

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Requisition Files consist of Stores Requisitions (PA-1434), Print Shop Requisitions (PEA-1469), and Purchase Requisitions (PA-2159). Requisitions are requests by city departments for supplies and/or services to be filled by the Purchasing Department.

Arranged by type of requisition and numerically thereunder.

Retention Criteria: Minimum legal requirement established by Government Code section 34090 (d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	<i>Jack O. Thorge</i>	<i>Ted Burnfield</i> <i>City Deputy</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO


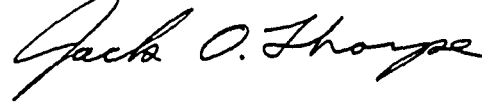
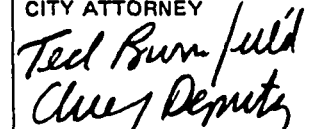
ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE ROUTE SLIPS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	DUPLICATE	6 months	-	6 months

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Route Slips (CM-8) are records of complaints by citizens regarding City policies or procedures which are referred to staff for review and response. Route Slips originate from the Mayor or Council who maintain originals for up to four years. The Route Slip process is coordinated by the Citizens Assistance Department which maintains copies of Route Slips for five years.

Arranged chronologically.

Retention Criteria: Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		 Ted Burnfield Chief Deputy

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

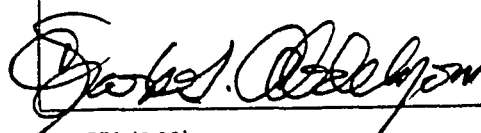
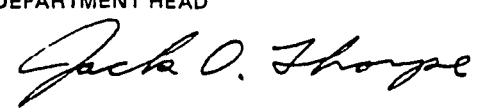
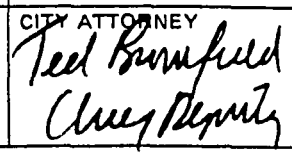
ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE STORES INVENTORY RECORDS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	ORIGINAL	2	-	2

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Stores Inventory Records consist of information on materials which are available in central stores or which have been requisitioned that week. These records are used to keep track of the status of the stocks of central stores. Records include Microfiche W05-700, W05-888, W00901 and printout/catalogue of available items.

Arranged by type of report and either chronologically or numerically by item number thereunder.

Retention Criteria: Minimum legal requirement established by Government Code section 34090 (d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE STORES ORDER CARDS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	ORIGINAL	Inactive	-	Inactive
		+ 2		+ 2

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Stores Order Cards contain information on stock purchases which have been made. They are used for reference when a particular item needs to be purchased again. Once a card is filled with information it is placed into an inactive file.

Arranged numerically by stock number.

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>James S. Althoff</i>	<i>Jack O. Thorne</i>	<i>Teel Brunfield</i> <i>Wesley Remitz</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE TAB SHEETS ON BIDS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	DUPLICATE	Destroy	when reference	value ceases.

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Tab Sheets on Bids consist of bids, resolutions, and tab sheets which list all the bidders on a project. Used for reference.

Arranged numerically by bid number.

Retention Criteria: Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	<i>Jack O. Thorpe</i>	<i>Ted Bromfield</i> <i>Chief Deputy</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE TECHNICAL REFERENCE MATERIALS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	DUPLICATE	Destroy	when reference	value ceases.

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Technical Reference Materials consist of both City and non City publications used for reference purposes. These publications include brochures from the National Association of Printers and Lithographers, various catalogues, Administrative Regulations, and the Council Policy Manual.

Unarranged.

Retention Criteria: Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>James A. [Signature]</i>	<i>Jack O. [Signature]</i>	<i>Ted Brownfield</i> <i>Chief Deputy</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE VENDOR FORM UPDATE BOOK			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	ORIGINAL	2	-	2

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Vendor Form Update Book is the Record of vendors to whom is sent Form CM-1551, Equal Opportunity Program for Contractors Doing Business with the City of San Diego. The record is sent to those requesting it or anyone doing business with City. Also Work Force Analysis (Form PA-2604) is sent. If a minority or woman controls the business they are sent Form CM-1552, Contractor's Self-Certification Form, to fill out.

Arranged alphabetically by business name.

Retention Criteria: Minimum legal requirement established by Government Code section 34090 (d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Joselyn A. Kelly</i>	<i>Jack O. Thoyse</i>	<i>Ted Barnfield</i> <i>Chief Deputy</i>

OC-1570 (6-82)

C1172 R-265072

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

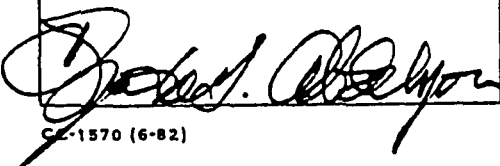
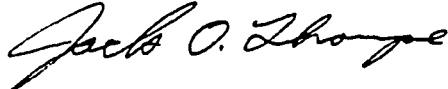
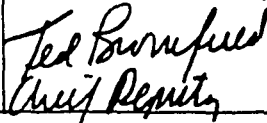
ORIGINATING DEPARTMENT PURCHASING	RECORDS SERIES TITLE VENDOR UPDATE LOG			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	ORIGINAL	2 or until reference value ceases, whichever occurs later.		

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

The Vendor Update Log is used to keep track of new vendors or changes made to information regarding vendors already listed. Information is obtained from Accounts Payable Vendor Update Forms (PA-2501).

Arranged chronologically, alphabetically by vendor name thereunder.

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Schedule 2

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
PURCHASING	INSURANCE POLICIES - EXPIRED			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
Purchasing	Original	-	10	10

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Expired Insurance Policies are various policies insuring the City and/or its employees against loss and/or damages. Types of insurance coverage includes fire, faithful performance of duties by City officials, plate glass, boiler insurance, equipment insurance and surety bonds of various types. Besides the policies themselves, these files contain correspondence, bid, Tabulation of Bid Sheets, resolutions, worksheets, notes, memoranda, and 1472's.

Unarranged.

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d).

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	<i>Jack O. Thorge</i>	<i>Ted. Brumfield</i> <i>(Chief Deputy)</i>

CO 1570 (6-82)

C1171 R-265072

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

Schedule 2

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
PURCHASING	MINORITY BUSINESS DIRECTORY			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
PURCHASING	ORIGINAL	-	5	5

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

The Minority Business Directory is a listing of businesses in the Southern California area which are at least 50% owned by minority group members. The Directory was prepared for use by buyers. Used in the Affirmative Action Compliance Program.

Arranged alphabetically.

Retention Criteria: Minimum legal requirement established by Government Code section 34090 (d).

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	<i>Jacob O. Zhongne</i>	<i>Ted Burnfield Chief Deputy</i>

GC-1570 (6-82)

01175 R- 265072

RECORDS DISPOSITION SCHEDULE

CC-1071 (6-82)

DEPARTMENT (1)	PURCHASING	SCIPD NO (1)	DATE (1)
DIVISION		1	PAGE (1) 1

ITEM NO. (1)	TITLE AND DESCRIPTION OF RECORD SERIES (1)	RETENTION			REMARKS (1)
		DEPT. (1)	P.C. (1)	TOTAL (1)	
1.	<p><u>PERSONNEL FILES - INDIVIDUAL.</u> Contains records for current and past employees of the department. Records are divided into two groups.</p> <p><u>Group A</u> records include: Accident reports, counseling documentation, disciplinary action records (including sealed disciplinary action maintained by a department head), education and training records, Emergency Notification Information Forms, employee recognition awards (e.g., exceptional merit increases, discretionary leave, bonus pay), employment application and resume (if copies available), industrial injury reports and records, letters of commendation or appreciation, medical data pertinent to the new job, name change records, out-of-class assignment records, payroll deduction forms, all performance evaluation and supplemental performance reports completed within the past year (or the last such report if older than one year), Vehicle Collision Review and Prevention Program Certification Form, and waivers or extensions of probationary period (if pertinent to new job).</p> <p><u>Group B</u> records include: Appointing</p>				For both Group A and

01176

R-265072

RECORDS DISPOSITION SCHEDULE

CC-1071 (0-82)

DEPARTMENT (1)	PURCHASING	SCIFD NO (1)	DATE (1)
DIVISION		1	PAGE (1) 2

ITEM NO (1)	TITLE AND DESCRIPTION OF RECORD SERIES (1)	RETENTION			REMARKS (1)
		DEPT. (1)	P.C. (1)	TOTAL (1)	
	<p>authority selection interview documentation (to be maintained in separate files, not in an employee's personnel file), discharge and employee separation records, job descriptions, leave requests, letters of complaint against the employee, long term disability records, medical data not pertinent to the new job, memoranda and/or correspondence regarding grievances, payroll-related records (e.g., Merit Increase Notices, Payroll Change Notices, Notices of Absence or Overtime, Time Sheets Correction Notices, shift differential pay, bilingual pay, standby pay, etc.), performance evaluation reports (other than those in Group A), promotion, demotion and transfer records; reclassification and/or salary adjustment records, Requests for Certification and Personnel Certifications, retirement records, waivers and/or extensions of probationary periods (if not pertinent to the new job).</p>				<p>Group B records please note for transferring/terminating employees. When an employee leave a department the losin department should re-view its personnel records to determine i there are any records that should be forward to the Personnel Department which were not sent.</p>
	a. Current employees (Group A and B records)	Retain records in office.	-	-	
	b. Transferring employees (Group A records). (Note: "Transferring employees" refers to employees changing departments to inter-departmental transfers, class transfers, promotions, demo-	Transfer with employee to receiving department.	-	-	

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R-265072

RECORDS DISPOSITION SCHEDULE

CC-1071 (6-82)

DEPARTMENT (i)	PURCHASING	SCHED. NO (ii)	DATE (i)
DIVISION		1	PAGE (i) 3

ITEM NO. (i)	TITLE AND DESCRIPTION OF RECORD SERIES (ii)	RETENTION			REMARKS (iii)
		DEPT. (i)	P.C. (ii)	TOTAL (i)	
	tions, and/or failures of probation).				
c.	Transferring employees (Group B records)	Losing department destroys records 3 years after employee transfer.	-	Destroy records 3 years after transfer.	
d.	Terminated employees (Group A and B records)	Destroy 3 years after employee has terminated.	-	Terminated + 3 years.	

01178

R-265072

RECORDS DISPOSITION SCHEDULE

CC-1071 (0-82)

		DEPARTMENT (1) Purchasing			SCHEM. NO. (1) 1	DATE (1)
		DIVISION			1	PAGE (1) 4
ITEM NO. (1)	TITLE AND DESCRIPTION OF RECORD SERIES (1)	RETENTION			REMARKS (1)	
		DEPT. (1)	R.C. (1)	TOTAL (1)		
2.	ACCOUNT PAYABLE VENDOR UPDATES. Accounts payable, Purchase Orders and Bid Authorizations. Used for entry into Vendors Update Log. Arranged alphabetically by vendor name. a. Duplicate				Destroy after entering data into Vendor Update Log.	Destroy after entering data into Vendor Update Log.
3.	ADMINISTRATIVE POLICY FILES. All outgoing correspondence and memoranda originating from the department director. These files reflect the development of City policy and have significant historical value. Arranged chronologically. a. Record	2	P	P		

(1173)

R-265072

RECORDS DISPOSITION SCHEDULE

CC 1971 (8-01)

DEPARTMENT (i)	Purchasing	SCIFD. NO (i)	1	DATE (i)	
DIVISION				PAGE (i)	5

ITEM NO (i)	TITLE AND DESCRIPTION OF RECORD SERIES (i)	RETENTION			REMARKS (i)
		DEPT. (i)	P.C. (i)	TOTAL (i)	
4.	ADMINISTRATIVE WORKING FILES. Records on a range of subjects relating to the work of the department. These files contain special studies and/or other information used for reference and research. These files are found in each division of the department. Contents of these files include memoranda, bids, contracts, proposals, inventory requests, revenue reports, reports, notes, and correspondence. Arranged alphabetically by subject or unarranged.	2	-	2	
5.	BID FILES. Bids and related documentation received by the Purchasing Department from vendors. Bids are proposals for the supplying of goods and/or services for use by the City. In addition to the bids these files contain documents from the City department originating the request for goods and/or services. File contents include memoranda, Departmental Budget Request (FM-336), Tabulation of Bids (PA-673), resolutions, Requests for Council Action, proposal forms, General Proposals (PA-962-B), manufacturer estimates and invoices, and correspondence. Arranged numerically by bid number.	1	4	5	

(1130)

8-265072

RECORDS DISPOSITION SCHEDULE

CC-1878 (6-82)

		DEPARTMENT (1) Purchasing			SCIPD NO (2)	DATE (3)
		DIVISION			1	PAGE (4) 6
ITEM NO (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (7)	
		DEPT. (8)	P.C. (9)	TOTAL (10)		
6.	BID INDEXES. Summary records of information found in Bid Files. Bid Indexes are Form PA-9. Indexes include information such as bid number, job description, contract number, contract amounts, resolution numbers, bidder information, and pertinent dates. Arranged numerically by bid number.	5	-	5		
7.	BUDGET WORKING FILES. Documentation and working papers produced in the preparation, submission and revision of the department's budget. Files include monthly expenditure reports, copies of the preliminary budget, memoranda, correspondence, statistical data, appropriations information, and personnel payroll information. Arranged chronologically by fiscal year.	3	2	5		

C1181

R-265072

RECORDS DISPOSITION SCHEDULE

CC-1071 (8-82)

DEPARTMENT (i)	Purchasing	SCIPD NO (ii)	DATE (j)
DIVISION		1	PAGE (k) 7

ITEM NO (i)	TITLE AND DESCRIPTION OF RECORD SERIES (ii)	RETENTION			REMARKS (iii)
		DEPT. (ii)	P.C. (ii)	TOTAL (ii)	
8.	BUSINESS AFFIRMATIVE ACTION COMPLIANCE FILES. Documents relating to businesses' compliance with the City's Affirmative Action Program. Vendors providing goods and/or services, contractors, consultants, grantees, and lessees doing business with the City must sign and submit Certificates of Compliance pledging their compliance with the City's Affirmative Action Program. Files also include Self-Certifications from businesses owned by minorities or women certifying their ownership, letters of transmittal, letters from the City requesting that forms be completed and returned, Current Work Force Data Sheets showing the ethnic background of employees, resolutions awarding contracts, and Verifications of Work Force Size for lessees having fewer than 15 employees. Arranged by type or category of business and alphabetically thereunder or chronologically thereunder.	2 or until business no longer participates in the program, whichever occurs later	-	2 or until business no longer participates in the program, whichever occurs later	
9.	COMPETITIVE BID LISTS. Summary information on bids submitted by vendors. Used for reference. Unarranged.	2	-	2	

R-265072

01182

RECORDS DISPOSITION SCHEDULE

CC-1071 (0-82)

DEPARTMENT (i) Purchasing	SCIPD NO (ii) 1	DATE (i)
DIVISION		PAGE (i) 8

ITEM NO (i)	TITLE AND DESCRIPTION OF RECORD SERIES (i)	RETENTION			REMARKS (ii)
		DEPT. (i)	P.C. (ii)	TOTAL (i)	
10.	<p>CONSTRUCTION CONTRACT FILES. Quarterly reports on contract compliance and Authorizations to Issue Notice to Proceed. This latter form is sent from Purchasing to Engineering and Development, notifying Engineering staff that a contractor is complying with the City's Affirmative Action Program and may proceed with the work. Arranged chronologically</p> <p>a. Duplicate</p>		-		
11.	<p>COPY MACHINE FILES. Records of copy machines rented for use by the City and payments to the copy machine companies. Files include invoices, Purchase Orders (PA-2555B), memoranda, Accounts Payable Transmittal Forms (AC-1514), Purchase Requisitions (PA-2159), Accounts Payable Remittance Advice Overflow printouts, Accounts Payable Vendor Updates (PA-2501), correspondence, lists of copier locations, and notes. Unarranged or arranged by subject.</p>	3	-	3	

R- 265072

CA153

RECORDS DISPOSITION SCHEDULE

CC 1971 (4-82)

DEPARTMENT (i)	Purchasing	SCHED NO (ii)	DATE (ii)
DIVISION		1	PAGE (ii) 9

ITEM NO (i)	TITLE AND DESCRIPTION OF RECORD SERIES (ii)	RETENTION			REMARKS (iii)
		DEPT. (i)	P.C. (ii)	TOTAL (i)	
12.	COPY MACHINE LEASE AGREEMENTS. Agreements between the City and Vendors for the lease or rental of copy machines by the City. Also included in these files are resolutions and correspondence. Unarranged.	Term of agreement +2	-	Term of Agreement +2	
13.	CURRENT VENDOR FILES. The names of vendors bidding for City purchasing contracts. Files include Certificates of Compliance, business cards, and correspondence. Arranged alphabetically by the name of the vendor.	Destroy when no longer active in bidding or after two years, whichever occurs later	-	Destroy when no longer active in bidding or after two years, whichever occurs later	
14.	DEPARTMENT ORGANIZATION TABLES. Information on City departments. Information includes department numbers, organization numbers, organization titles, and dates. Used for reference. Arranged numerically by department number.	2	-	2	

R-265072

(1181

RECORDS DISPOSITION SCHEDULE

CC-1071 (8-82)

DEPARTMENT (i)	Purchasing	SCIFD NO (ii)	DATE (i)
DIVISION		1	PAGE (ii) 10

ITEM NO (i)	TITLE AND DESCRIPTION OF RECORD SERIES (ii)	RETENTION			REMARKS (iii)
		DEPT. (i)	P.C. (ii)	TOTAL (i)	
15.	EQUAL OPPORTUNITY STATUS OF CONTRACTOR COMPLIANCE REPORTS. Computer printout showing which vendors have complied with the City's Affirmative Action Program. Arranged alphabetically.	2	-	2	
16.	INVOICE CONTROL REPORTS. Computer printouts giving information on credits and transfers and details on central stores purchases and activities. Arranged chronologically.	1	2	3	
17.	INVOICE REGISTER. Store numbers and purchase credits which departments earn by returning items obtained from central stores. Arranged chronologically.	2	-	2	
18.	INVOICE STATUS REPORTS. Computer printouts of the status of accounts with other agencies for which Central Stores acts as a supplier/warehouse. Arranged numerically.	3	-	3	

R-265072

01185

RECORDS DISPOSITION SCHEDULE

CC-1871 (6-82)

DEPARTMENT (1)	SCHED. NO (2)	DATE (3)
PURCHASING	1	
DIVISION		PAGE (4) 11

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (7)
		DEPT. (8)	R.C. (9)	TOTAL (10)	
19.	MINORITY VENDOR CONTACT LOG. Record of minority vendors contacted and notified of bid or contract availability. It contains date of contact, stock or requirement, name of business, action, dollar amount or estimate. Arranged chronologically.	2	-	2	
20.	MOTOR VEHICLE RECORD CARDS. Registration and other information about City owned vehicles. Arranged by active or inactive, numerically by equipment number thereunder.	2 or until vehicle is disposed of, whichever occurs later	-	2 or until vehicle is disposed of, whichever occurs later	

R-265072

(1186

RECORDS DISPOSITION SCHEDULE

CC-1071 (8-82)

		DEPARTMENT (i) Purchasing			SCHED NO (ii) 1	DATE (i)
		DIVISION			PAGE (i) 12	
ITEM NO (i)	TITLE AND DESCRIPTION OF RECORD SERIES (i)	RETENTION			REMARKS (ii)	
		DEPT. (i)	P.C. (ii)	TOTAL (i)		
21.	OFFICE MANAGEMENT FILES. Records which document the day to day administration of the office. Files include typewriter repair records, mileage reports, requisitions, bills, receipts, petty cash receipts, Stores Requisitions (PA-1434), parking stamp records, and Requests for Direct Payment (AC-468). Arranged alphabetically by subject or unarranged.	3	-	3		
22.	PRINTSHOP PRODUCTION RECORD FILES. Records of blueline maps produced and will call sheets which show work completed by workday. Information includes records of who ordered what. Arranged by blueline or will call and chronologically thereunder.	2	-	2		
23.	PURCHASE ORDERS. Forms (Form PA-2555B) used to administer and document the purchase of supplies and/or services by the City. These files also include invoices, purchasing status reports, and Purchase Requisitions (Form PA-2159). Generally arranged by open or closed, either numerically by purchase order number or alphabetically by company name thereunder.	Closure +1	2	Closure +3		

R-265072

01187

RECORDS DISPOSITION SCHEDULE

CC 1871 (8-82)

DEPARTMENT (i)	Purchasing	SCIFD NO (i)	DATE (i)
DIVISION		1	PAGE (i) 13

ITEM NO (i)	TITLE AND DESCRIPTION OF RECORD SERIES (i)	RETENTION			REMARKS (i)
		DEPT. (i)	P.C. (i)	TOTAL (i)	
24.	REQUEST FOR COUNCIL ACTION. 1472's, bids, tabulation of bids, and minority vendor records. Arranged by bid number.	2	-	2	
25.	REQUESTS FOR DIRECT PAYMENT, Form AC-468. Authorizes payment to a vendor for supplies and/or services provided to the City. Arranged alphabetically by vendor name.	3	-	3	
26.	REQUISITION FILES. Stores Requisitions (PA-1434), Print Shop Requisitions (PEA-1469), and Purchase Requisitions (PA-2159). Requisitions are requests by city departments for supplies and/or services to be filled by the Purchasing Department. Arranged by type of requisition and numerically thereunder.	1	2	3	

R-265072

CLASS

RECORDS DISPOSITION SCHEDULE

CC-1871 (6-82)

DEPARTMENT (i)	Purchasing	SCIFD NO (i)	DATE (i)
DIVISION		1	PAGE (i) 14

ITEM NO (i)	TITLE AND DESCRIPTION OF RECORD SERIES (i)	RETENTION			REMARKS (ii)
		DEPT. (i)	P.C. (i)	TOTAL (i)	
27.	ROUTE SLIPS (CM-8). Records of complaints by citizens regarding City policies or procedures which are referred to staff for review and response. Route Slips originate from the Mayor or Council who maintain originals for up to four years. The Route Slip process is coordinated by the Citizens Assistance Department which maintains copies of Route Slips for five years. Arranged chronologically. a. Duplicate	6 months	-	6 months	
28.	STORE INVENTORY RECORD. Information on materials which are available in central stores or which have been requisitioned that week. These records are used to keep track of the status of the stocks of central stores. Records include Microfiche W050700, W05-888, W00901 and print-out/catalogue of available items. Arranged by type of report and either chronologically or numerically by item number thereunder.	2	-	2	

R-265072

(1189)

RECORDS DISPOSITION SCHEDULE

CC-1071 (8-82)

DEPARTMENT (i)	Purchasing	SCHED NO (i)	DATE (i)
DIVISION		1	PAGE (i) 15

ITEM NO (i)	TITLE AND DESCRIPTION OF RECORD SERIES (i)	RETENTION			REMARKS (i)
		DEPT. (i)	P.C. (i)	TOTAL (i)	
29.	STORE ORDER CARDS. Information on stock purchases which have been made. They are used for reference when a particular item needs to be purchased again. Once a card is filled with information it is placed into an inactive file. Arranged numerically by stock number.	Inactive +2	-	Inactive +2	
30.	TAB SHEETS ON BIDS. Bids, resolutions, and tab sheets which list all the bidders on a project. Used for reference. Arranged numerically by bid number. a. Duplicate	Destroy when reference value ceases.	-	Destroy when reference value ceases.	

B-265072

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RECORDS DISPOSITION SCHEDULE

CC 1971 (8-82)

DEPARTMENT (i)	Purchasing	SCHEM. NO. (ii)	DATE (ii)
DIVISION		1	PAGE (ii) 16

ITEM NO (i)	TITLE AND DESCRIPTION OF RECORD SERIES (i)	RETENTION			REMARKS (ii)
		DEPT. (i)	P.C. (i)	TOTAL (i)	
31.	<p>TECHNICAL REFERENCE MATERIALS. Both City and non City publications used for reference purposes. These publications include brochures from the National Association of Printers and Lithographers, various catalogues, Administrative Regulations, and the Council Policy Manual. Unarranged.</p> <p>a. Duplicate</p>				
		Destroy when reference value ceases.	-	Destroy when reference value ceases	
32.	<p>VENDOR FORM UPDATE BOOK. Record of vendors to whom is sent Form CM-1551, Equal Opportunity Program for Contractors Doing Business with the City of San Diego. The record is sent to those requesting it or anyone doing business with the City. Also Work Force Analysis (Form PA-2604) is sent. If a minority or woman controls the business they are sent Form CM-1552, Contractor's Self-Certification Form, to fill out. Arranged alphabetically by business name.</p>	2	-	2	

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RECORDS DISPOSITION SCHEDULE

CC-1071 (0-82)

DEPARTMENT (i)	Purchasing	SCIFD NO (i)	1	DATE (i)	
DIVISION				PAGE (i)	17

ITEM NO (i)	TITLE AND DESCRIPTION OF RECORD SERIES (i)	RETENTION			REMARKS (i)
		DEPT. (i)	P.C. (i)	TOTAL (i)	
33.	VENDOR UPDATE LOG. Used to keep track of new vendors or changes made to information regarding vendors already listed. Information is obtained from Accounts Payable Vendor Update Forms (PA-2501). Arranged chronologically, alphabetically by vendor name thereunder.	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.	

R- 265372

01192

RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

DEPARTMENT (1)	SCHED. NO.(2)	DATE (3)
Purchasing	2	
DIVISION		PAGE (4)
		1

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
1.	INSURANCE POLICIES - EXPIRED. Various policies insuring the City and/or its employees against loss and/or damages. Types of insurance coverage includes fire, faithful performance of duties by City Officials, plate glass, boiler insurance, equipment insurance, and surety bonds of various types. Files include policies, correspondence, bids, Tabulation of Bid Sheets, resolutions, worksheets, notes, memoranda, and 1472's. Unarranged.	-	10	10	
2.	MINORITY BUSINESS DIRECTORY. A listing of businesses at least 50% owned by minority group members. Used by buyers for the Affirmative Action Compliance Program. Arranged alphabetically.	-	5	5	

R-265072

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FEB 18 1986

Passed and adopted by the Council of The City of San Diego on
by the following vote:

Councilmen	Yeas	Nays	Not Present	Ineligible
Abbe Wolfsheimer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill Cleator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gloria McColl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
William Jones	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ed Struikma	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Gotch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judy McCarty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uvaldo Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VACANT

AUTHENTICATED BY:

ED STRUIKMA

Deputy Mayor of The City of San Diego, California.

CHARLES G. ABDELNOUR

City Clerk of The City of San Diego, California.

By *Barbara Baxter*, Deputy.

(Seal)

Office of the City Clerk, San Diego, California

Resolution Number *R-265072* Adopted FEB 18 1986

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CITY CLERK'S OFFICE

1986 FEB -5 PM 3:43

SAN DIEGO, CALIF.

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