

(R-86-1849)

RESOLUTION NUMBER R- 265440

ADOPTED ON APR 14 1986

BE IT RESOLVED, by the Council of The City of San Diego, that the Records Disposition Schedule for records maintained by the Risk Management Department attached as Exhibit A is hereby adopted.

APPROVED: JOHN W. WITT, City Attorney

By *Ted Bromfield*
Ted Bromfield
Chief Deputy City Attorney

TB:js:015
04/02/86
Or.Dept:Clerk
R-86-1849
Form=r.none

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RECORDS DISPOSITION SCHEDULE

CC-1871 (6-82)

DEPARTMENT (1)	RISK MANAGEMENT	SCHEM. NO.(1)	DATE (1)
DIVISION		1	PAGE (1) 1

ITEM NO. (1)	TITLE AND DESCRIPTION OF RECORD SERIES (1)	RETENTION			REMARKS (1-1)
		DEPT. (1)	R.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>				

00369

For both Group A and

RECORDS DISPOSITION SCHEDULE

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		DEPARTMENT (i)		SCHEM. NO. (j)	DATE (k)
		RISK MANAGEMENT		1	PAGE (l) 2
		DIVISION			
ITEM NO. (i)	TITLE AND DESCRIPTION OF RECORD SERIES (i)	RETENTION			REMARKS (m)
		DEPT. (i)	R.C. (i)	TOTAL (i)	
	<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>a. Current employees (Group A and B records)</p> <p>b. Transferring employees (Group A records). (Note: "Transferring employees" refers to employees changing departments to inter-departmental transfers, class transfers, promotions, demo-</p>				<p>Group B records please note for transferring/terminating employees. When an employee leave a department the l. n 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>
		Retain records in office.	-	-	
		Transfer with employee to receiving department.	-	-	
				00370	

RECORDS DISPOSITION SCHEDULE

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DEPARTMENT (1)	SCHEM. NO. (1)	DATE (1)
RISK MANAGEMENT	1	3
DIVISION	PAGE (1)	

ITEM NO. (1)	TITLE AND DESCRIPTION OF RECORD SERIES (1)	RETENTION			REMARKS (1-1)
		DEPT. (1)	R.C. (1)	TOTAL (1)	
	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.	

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RECORDS DISPOSITION SCHEDULE

CC-1871 (6-82)

		DEPARTMENT (i) RISK MANAGEMENT			SCHFD. NO. (j) 1	DATE (k) PAGE (l) 4
		DIVISION ADMINISTRATION				
ITEM NO. (m)	TITLE AND DESCRIPTION OF RECORD SERIES (n)	RETENTION			REMARKS (o)	
		DEPT. (i)	R.C. (j)	TOTAL (i)		
2.	ADMINISTRATIVE POLICY FILES. Documents which establish City and/or departmental policy and/or possess permanent historical or administrative value. Files contain correspondence, memoranda, and reports originating from the department director. Unarranged.	2 year	P	P		
3.	ADMINISTRATIVE WORKING FILES. Documents used for office administrative purposes. Files relate to services, special studies, various program functions, and activities of the division staff. Files include materials on data processing, staff meetings, suggestion awards, and City and office policies. Files contents include memoranda, correspondence, reports, notes, and agendas. Unarranged.	2 years	-	2 years		
4.	BUDGET WORKING FILES. Documents and working papers used in the preparation, submission, and revision of the department's budget. Files include copies of the preliminary budget, memoranda, statistical data, appropriations information, and personnel payroll information. Arranged chronologically by fiscal year.	3 years	2 years	5 years		

00372

RECORDS DISPOSITION SCHEDULE

CC-1071 (6-82)

DEPARTMENT (1)	RISK MANAGEMENT	SCHEM. NO. (1)	DATE (1)
DIVISION	ADMINISTRATION	1	PAGE (1) 5

ITEM NO. (1)	TITLE AND DESCRIPTION OF RECORD SERIES (1)	RETENTION			REMARKS (1)
		DEPT. (1)	R.C. (1)	TOTAL (1)	
5.	<p>FINANCIAL REPORTS. The financial status of the department's budget, the budget components, and the various employee plans and programs administered by this department. Unarranged.</p> <p>a. Microfiche</p>	3 years	-	3 years	
6.	<p>TECHNICAL REFERENCE MATERIALS. Materials include books, journals, and other publications used for reference purposes. Unarranged.</p> <p>a. Nonrecord</p>	Destroy when reference value ceases.	-	Destroy when reference value ceases.	

RECORDS DISPOSITION SCHEDULE

CC-1871 (8-88)

		DEPARTMENT (1)		SCHEM. NO.(4)	DATE (2)
		RISK MANAGEMENT			
		DIVISION		1	PAGE (3) 6
		EMPLOYEE BENEFITS			
ITEM NO. (4)	TITLE AND DESCRIPTION OF RECORD SERIES (4)	RETENTION			REMARKS (5)
		DEPT. (1)	R.C. (2)	TOTAL (3)	
7.	ADMINISTRATIVE WORKING FILES. Documents on special studies and projects relating to the different activities of this division. Files include Suggestion Awards Program, studies on long term disability, health plans, data processing needs, office space, and advisory committees. Contents: memoranda, reports, correspondence, notes, route slips, bill referrals, newspaper articles, bulletins, medical care plans, meeting agendas, minutes, and 1472's. Arranged alphabetically by subject, arranged by subject, or unarranged.	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases whichever occurs later.	

C9374

RECORDS DISPOSITION SCHEDULE

CC-1871 (6-82)

DEPARTMENT (i) RISK MANAGEMENT	SCHED. NO.(s) 1	DATE (s)
DIVISION EMPLOYEE BENEFITS	PAGE (s) 7	

ITEM NO. (s)	TITLE AND DESCRIPTION OF RECORD SERIES (s)	RETENTION			REMARKS (s)
		DEPT. (r)	R.C. (s)	TOTAL (s)	
8.	<p>BENEFIT PAYMENT FILES. Records of payments made to employee receiving benefit reimbursements, long-term disability payments, or suggestion awards. Files include Requests For Direct Payment (Form AC-468), Accounts Payable Vendor Updates (Form PA-2501), check register printouts, Employee Suggestion Forms (Form RM-400), Gift Certificates, Suggest Award Denial letters, group register payment printouts, financial reports, time sheets, and notes. Arranged alphabetically by employee name; suggestion award payment records are arranged by subject.</p> <p>a. Duplicate</p>	3	2	5	
9.	<p>EMPLOYEE BENEFIT PROGRAM APPLICATIONS. Applications to such programs as the Supplemental Pension Saving Plan (SPSP), Health Plans (Greater San Diego, Citymed, and Kaiser), and Life Insurance. Arranged by the type of benefit program and alphabetically by the name of the employee thereunder.</p>	Supersession of application or termination of employee, whichever occurs first, +2.	-	Supersession of application or termination of employee, whichever occurs first, + 2.	Should an employee change Health plan or conditions of insurance or SPSP, a new application may be needed and in that case, supersedes the previous one. If supersession or termination of employment occurs, the applications are no longer needed.

09375

RECORDS DISPOSITION SCHEDULE

CC-1071 (6-82)

ITEM NO. (i)	TITLE AND DESCRIPTION OF RECORD SERIES (i)	RETENTION			REMARKS (i)
		DEPT. (i)	R.C. (i)	TOTAL (i)	
		DEPARTMENT (i)		SCHEM. NO. (i)	
		RISK MANAGEMENT		1	
		EMPLOYEE BENEFITS		8	
10.	EMPLOYEE INFORMATION PRINTOUTS. Data on City employees including their employee benefits, names, addresses, Social Security Numbers, departments, classifications, birthdates, labor distribution information, Flexible Benefit Program deductions, adjusted gross income, hirings, terminations, Management Benefit Plan information, Flexible Benefit Program changes, and medical and life insurance benefits and payments. Arranged by type of information on the printout and generally alphabetically by employee name thereunder.	2	-	2	
11.	FLEXIBLE BENEFIT PLAN ADMINISTRATIVE WORKING FILES. Records of special studies and reports and other documents used for research and reference. Used to analyze various aspects of the program. Files include accounting reports, annual leave, Citymed, childcare, consultants, data processing, deferred compensation, dental/eye care benefits, life insurance, legal aid benefits, and union groups. Contents: correspondence, memoranda, reports, articles, and Requests for Council Action. Arranged Alphabetically by subject.	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.	

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RECORDS DISPOSITION SCHEDULE

CC-1871 (8-82)

		DEPARTMENT (i)			SCHED. NO. (i)	DATE (i)
		RISK MANAGEMENT			1	9
		DIVISION				
		EMPLOYEE BENEFITS				
ITEM NO. (i)	TITLE AND DESCRIPTION OF RECORD SERIES (i)	RETENTION			REMARKS (ii)	
		DEPT. (i)	R.C. (i)	TOTAL (i)		
12.	FLEXIBLE BENEFIT PLAN FILES. Records of Employee Flexible Benefit Plan and Management Benefit Plan programs. Files include applications, payroll deduction notices, disclosure statements, Requests for Direct Payment (Form AC-468), dental complaint forms, and information on the various plans and on the organizations administering dental and vision plans. Arranged by subject (employee benefits, management benefits, and dental/vision), and alphabetically by employee name thereunder.		-	2 or until reference value ceases whichever occurs later.		
13.	HEALTH PLAN ACTIVITY REPORTS. Records of the use of the various health plans such as Kaiser, Citymed, and Greater San Diego by City employees. Contents: activity reports, invoices, Requests for Direct Payment (Form AC-468), Accounts Payable Vendor Update Forms (PA-2501), memoranda, Kaiser Family Changes (Form NS-4152), and New Enrollment of City Employees (Form NS-4154). Arranged by type of health plan.	2	3	5		

RECORDS DISPOSITION SCHEDULE

CC-1871 (6-82)

ITEM NO. (1)	TITLE AND DESCRIPTION OF RECORD SERIES (1)	RETENTION			REMARKS (1)	
		DEPT. (1)	R.C. (1)	TOTAL (1)		
		DEPARTMENT (1)		RISK MANAGEMENT	SCHED. NO. (1)	DATE (1)
		DIVISION		EMPLOYEE BENEFITS	1	PAGE (1) 10
14.	INSURANCE ADMINISTRATION FILES. Files consist of documents relating to the general administration of the health and life insurance plans used by City employees. Subjects of these files include Death Claims, Finance, Health Care, Programs and Seminars, Insurance Membership with Professional Organizations, Personnel and Survivors Benefit Fund. Contents of these files include memoranda, reports, correspondence, and notes. Arranged by major category and by subject thereunder.		2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.	
15.	LONG TERM DISABILITY ADMINISTRATIVE WORKING FILES. Information on various aspects of the program and records of the overall administration of the program. Contents: Daily Cash Receipts (Form AC-1221), job requests, denial letters, data processing information, memoranda, correspondence, and notes. Arranged alphabetically by subject.	3		-	3	
16.	LONG TERM DISABILITY INFORMATION FILES. Records of employees seeking information regarding this program. Contents: phone messages, correspondence, and notes. Arranged alphabetically by name of employee seeking inquiry.	2		-	2	

C0378

RECORDS DISPOSITION SCHEDULE

CC-1871 (4-82)

		DEPARTMENT (1)		SCHFD. NO (1)	DATE (1)
		RISK MANAGEMENT			
		DIVISION		1	PAGE (1) 11
		EMPLOYEE BENEFITS			
ITEM NO. (1)	TITLE AND DESCRIPTION OF RECORD SERIES (1)	RETENTION			REMARKS (1)
		DEPT. (1)	R.C. (1)	TOTAL (1)	
17.	LONG TERM DISABILITY PROGRAM FILES. Documents pertaining to the administration of this program which pays City employees who are unable to work due to disabilities suffered while employed by the City. Contents: physicians diagnosis, memoranda, claim forms, hospital bills, Long Term Disability (LTD), Disability Abstract Forms (RM-LTD 1001A), LTD Payment Record Forms (RM-LTD 101B), Notice of State Disability Claim Filed, Long Term Disability Form (1-b), LTD Income Plan, LTD Employment Verification Form, Applications (RM-LTD-1005), correspondence, memos, LTD Income Plan Claims Analysis Forms, and notes. Arranged alphabetically by name of recipient.	Closed + 2	97	Closed + 99	
18.	PAYROLL DOCUMENTS. Records relating to payroll deductions, including Payroll Deduction Notices (Form AC-777), Payroll Change Notices (Form AC-29), Requests for Direct Payment (Form AC-468), Accounts Payable Vendor Updates (Form PA-2501), invoices, and medical claim forms. Also includes documents filed for employees who have quit, retired, or were terminated. Arranged alphabetically by subject or by type of form.	3	-	3	These documents are used in the administration of a variety of employee benefit programs, including life insurance and health insurance.

C0379

RECORDS DISPOSITION SCHEDULE

CC-1071 (6-82)

DEPARTMENT (i)	RISK MANAGEMENT	SCHED. NO. (i)	DATE (i)
DIVISION	EMPLOYEE BENEFITS	1	PAGE (i) 12

ITEM NO. (i)	TITLE AND DESCRIPTION OF RECORD SERIES (i)	RETENTION			REMARKS (iii)
		DEPT. (i)	R.C. (i)	TOTAL (i)	
19.	SUGGESTION AWARD FILES. Documents relating to the administration of the Suggestion Award Program. Contents: Suggestion Award Forms (RM-400), agendas and minutes of the Suggestion Awards Committee, memoranda, correspondence, newspaper articles, letters of congratulation, Suggestion Evaluation Forms (ES-1539), Certificates of Merit, cross reference log books, and index cards. Arranged numerically by suggestion award number or alphabetically by name of suggester.	5 or until reference value ceases, whichever occurs later.	-	5 or until reference value ceases, whichever occurs later.	
20.	SUPPLEMENTAL PENSION SAVINGS PLAN ADMINISTRATIVE WORKING FILES. Records of special studies and reports and other documents used for research and reference. Subjects: Advisory Committee, SPSP ballots, Annual Reports, and Flexible Benefits Plan Summaries. Contents: agendas, ballots, bulletins, Correspondence, reports, minutes, and memoranda. Arranged alphabetically by subject.	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.	
21.	SUPPLEMENTAL PENSION SAVINGS PLAN BALLOTS. Record of the votes cast by City employees on proposed changes to the Supplemental Pension Savings Plan. Unarranged.	6 months	18 months	2	

00380

RECORDS DISPOSITION SCHEDULE

CC-1071 (8-92)

DEPARTMENT (i)	RISK MANAGEMENT	SCHEM. NO. (ii)	DATE (ii)
DIVISION	EMPLOYEE BENEFITS	1	PAGE (ii) 13

ITEM NO. (i)	TITLE AND DESCRIPTION OF RECORD SERIES (i)	RETENTION			REMARKS (iii)
		DEPT. (i)	R.C. (ii)	TOTAL (i)	
22.	SUPPLEMENTAL PENSION SAVINGS PLAN INFORMATION FILES. Background information including taxes and general history of this program. Contents: Financial Planning Quarterly Reports, deadlines, Alcohol/Rehabilitation contracts, tax information, tax letters, IRS publications, IRA information, memoranda, minutes and notes from meetings, benefit program schedules, graphs, estimating sheets, newspaper articles, and correspondence. Generally arranged alphabetically by subjects.	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.	
23.	TECHNICAL REFERENCE MATERIALS. Publications from outside sources such as various bulletins, journals, and reference books and City resource documents such as the Municipal Code, Administrative Regulations, City Council Policy Manual, and the City Budget. Unarranged. a. Duplicate	Destroy when reference value ceases.	-	Destroy when reference value ceases.	

C0381

RECORDS DISPOSITION SCHEDULE

CC-1071 (6-82)

DEPARTMENT (i)	RISK MANAGEMENT	SCHED. NO (i)	DATE (i)
DIVISION	PUBLIC LIABILITY	1	PAGE (i) 14

ITEM NO. (i)	TITLE AND DESCRIPTION OF RECORD SERIES (i)	RETENTION			REMARKS (i)
		DEPT. (i)	R.C. (i)	TOTAL (i)	
24.	ADMINISTRATIVE WORKING FILES. Documents pertaining to special studies conducted by this division. Subjects include bill referrals, convention center, police training, paramedic program, Stadium insurance, recreation equipment, and utilities claims policy. Contents include memoranda, correspondence, reports, 1472's, articles, and notes. Unarranged.	2 years or until reference value ceases, whichever occurs later.	-	2 years or until reference value ceases, whichever occurs later.	
25.	CLOSED LIABILITY BINDERS. Summaries of pertinent information on claims previously made against the City. Used for reference. Binders contain Form ES-1543. Includes Cross Reference Sheets used with binders (Forms ES-1543 and ES-1544). Arranged alphabetically by the name of the claimant.	2 years or until reference value ceases, whichever occurs later.	-	2 years or until reference value ceases whichever occurs later.	

C0382

RECORDS DISPOSITION SCHEDULE

CC-1071 (8-82)

		DEPARTMENT (1)		SCHED. NO.(1)	PAGE (1)	DATE (1)
		RISK MANAGEMENT				
		DIVISION		1	15	
		PUBLIC LIABILITY				
ITEM NO. (1)	TITLE AND DESCRIPTION OF RECORD SERIES (1)	RETENTION			REMARKS (1)	
		DEPT. (1)	R.C. (1)	TOTAL (1)		
26.	<p>OFFICE MANAGEMENT FILES. Documents the day-to-day administrative activities of the office. Contents of these files include Requests for Direct Payment (Form AC-468), and Personnel Property Reimbursements (Form RM-1557). Material is arranged by type of form, and chronologically thereunder.</p> <p>a. Duplicate</p>	3 years	-	3 years	Original copies of these records are maintained by the Auditor's Office.	
27.	<p>PUBLIC LIABILITY FILES. Records relating to claims filed against the City for compensation as a result of injury or property damage due, in some part, to alleged liability on the part of the City. Contents include Liability Requests for Action, Claims Against the City (Form RM-9), invoices, correspondence, claims, record sheets, memoranda, Display/UPD Claim Action printouts, summonses, and Notices of Stored Vehicle (Form PD-654). Arranged by open or closed and alphabetically by name of the claimant thereunder.</p>	Closure + 1 year	3 years	Closure + 4 years		

C0383

RECORDS DISPOSITION SCHEDULE

CC-1871 (4-82)

ITEM NO. (*)	TITLE AND DESCRIPTION OF RECORD SERIES (*)	RETENTION			REMARKS (**)
		DEPT. (*)	R.C. (*)	TOTAL (*)	
		DEPARTMENT (*)			SCHEM. NO. (*)
		RISK MANAGEMENT			DATE (*)
		DIVISION			PAGE (*)
		PUBLIC LIABILITY			1 16
28.	RECOVERY FILES. Records pertaining to claims which the City has made against others for loss due to others' liability. Files include correspondence, Claims Invoices (Form RM-1552), Police Reports, (Form PD-154), Vouchers for Payment, Incident Reports, Claims for Damage, Injury or Death Reports (95-106 Standard Form 95), Detailed Cost Estimate Sheets (DOT-8), and photographs. Arranged first by open or closed group; alphabetically thereunder by the name of the person or organization from whom or which recovery is sought.	Closure + 1	3	Closure + 4	Files are closed after the City's claim has been settled to the City's satisfaction.

C0384

RECORDS DISPOSITION SCHEDULE

CC-1878 (4-82)

DEPARTMENT (1)	RISK MANAGEMENT	SCHED. NO. (1)	DATE (1)
DIVISION	PUBLIC LIABILITY	1	PAGE (1) 17

ITEM NO. (1)	TITLE AND DESCRIPTION OF RECORD SERIES (1)	RETENTION			REMARKS (1)
		DEPT. (1)	R.C. (1)	TOTAL (1)	
29.	<p>ROUTE SLIPS. Citizen complaints about City policies or activities. This department's Route Slips (Form CM-8) are concerned with claims for reimbursement for damage allegedly due to City action. Arranged chronologically.</p> <p>a. Duplicate</p>	1 year	-	1 year	Route Slips are coordinated by the Citizen's Assistance Department which maintains them for five years. Originals are maintained either by Citizen's Assistance or the originating Council office.
30.	<p>TECHNICAL REFERENCE MATERIALS. Materials include articles, text-books, and other publications from non-City sources. Used for reference. Unarranged.</p> <p>a. Nonrecord</p>	Destroy when reference value ceases.	-	Destroy when reference value ceases.	

00385

RECORDS DISPOSITION SCHEDULE

CC-1071 (6-82)

		DEPARTMENT (1)		SCHEM. NO. (1)	DATE (1)
		RISK MANAGEMENT			
		DIVISION			PAGE (1)
		REHABILITATION AND EMPLOYEE ASSISTANCE		1	18
ITEM NO. (1)	TITLE AND DESCRIPTION OF RECORD SERIES (1)	RETENTION			REMARKS (1)
		DEPT. (1)	R.C. (1)	TOTAL (1)	
31.	ADMINISTRATIVE WORKING FILES. Documents on various subjects which have been the subject of special studies and/or which are used for reference or research. Subjects include accounting, action rehabilitation consultants, affirmative action, court opinions, and personnel administration. Contents include memoranda, reports, notes, medical releases, bulletins and other publications. Arranged alphabetically by subject.	2 years	-	2 years	
32.	EMPLOYEE ASSISTANCE FILES. Records of employees with personal problems who seek counseling and assistance. Contents include consent to release forms, financial release forms, performance referring forms, and follow-up contact sheets. Arranged numerically by assigned case number.	Closure + 5 years	-	Closure + 5 years.	
33.	REHABILITATION CONTROL CARDS. Summaries of information on rehabilitation cases. Form RH-10 used for reference purposes. Arranged alphabetically by the name of the employee.	2 years or until reference value ceases, whichever occurs later.	-	2 years or until reference value ceases, whichever occurs later.	

RECORDS DISPOSITION SCHEDULE

CC-1871 (6-82)

DEPARTMENT (1)	SCHED. NO.(2)	DATE (2)
RISK MANAGEMENT	1	19
DIVISION REHABILITATION AND EMPLOYEE ASSISTANCE		

ITEM NO. (3)	TITLE AND DESCRIPTION OF RECORD SERIES (4)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (6)	
34.	REHABILITATION EXPENSE FORMS. Records of expenditures made as part of this program. Includes Requests for Direct Payment (Form AC-468). Unarranged. a. Duplicate	3 years	-	3 years	
35.	REHABILITATION FILES. Records pertaining to the rehabilitation of City employees who have suffered injury or illness on the job. Contents of these files include memoranda, medical reports, correspondence, Accounts Payable Vendor Updates (Form PA-2501), Doctor's Supplemental Reports (Form SM-302), Medical Lab Reports (Form MS-3), Vocational Rehabilitation Content Sheets, Notifications From Personnel--certifications for Disabled Employee, and Physicians Statements. Arranged by open or closed, alphabetically by the name of the employee thereunder.	Closure +2	-	Closure +2	

00387

RECORDS DISPOSITION SCHEDULE

CC-1871 (6-92)

DEPARTMENT (i)	RISK MANAGEMENT	SCHED. NO.(j)	DATE (k)
DIVISION	REHABILITATION AND EMPLOYEE ASSISTANCE	1	PAGE (l) 20

ITEM NO. (a)	TITLE AND DESCRIPTION OF RECORD SERIES (b)	RETENTION			REMARKS (m)
		DEPT. (i)	R.C. (j)	TOTAL (k)	
36.	REHABILITATION MONTHLY REPORT SHEETS. Records of the activities of the division; particularly, the number of new claims processed, expenditures made and other information on the Rehabilitation Program. Unarranged. a. Duplicate	2 years	-	2 years	
37.	TECHNICAL REFERENCE MATERIALS. Materials include information on rehabilitation and counseling agencies and services in the area, newsletters, books, record of professional organizations, and other background information used for reference purposes. Arranged alphabetically by subject. a. Nonrecord.	Destroy when reference value ceases.	-	Destroy when reference value ceases.	

C0388

CITY OF SAN DIEGO

RECORDS DISPOSITION SCHEDULE

CC-1871 (6-82)

ITEM NO. (*)	TITLE AND DESCRIPTION OF RECORD SERIES (*)	RETENTION			REMARKS (**)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
		DEPARTMENT (1) RISK MANAGEMENT			SCHED. NO.(4) 1	DATE (3) 21
		DIVISION SAFETY				PAGE (4) 21
38.	ACCIDENT REVIEW BOARD/VEHICLE ACCIDENT FILES. Records of the meetings and findings of the Board and documents on vehicle accidents which involve City vehicles. Files include Accident Review Board decisions, memoranda, reports, correspondence, notes, City Manager Vehicle Collision Review and Prevention Program (Form RM-1555), Vehicle Accident Report (Form RM-1551), Supervisors Vehicle Accident Investigation Report (Form RM-1567), Police Department Traffic Collision Report (Form PD-154), and Collision Summary (Form PD-156). Accident Review Board Files are arranged chronologically, then by department and division and then alphabetically by employee name thereunder; Vehicle Accident Files are arranged chronologically or are unarranged.	5	5	10	The Board is charged with the investigation and determination of the culpability of any involved City employee	

00389

RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

		DEPARTMENT (1)			SCHED. NO.(2)	DATE (3)
		RISK MANAGEMENT				
		DIVISION			1	PAGE (4) 22
		SAFETY				
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
39.	ADMINISTRATIVE WORKING FILES. Records on various subjects compiled as a result of special studies or for reference purposes. Files include injury and damage reduction studies, fire safety, office safety, and forms used City-wide which are issued and revised by the Safety Division. Arranged alphabetically by subject.		-	2 or until reference value ceases, whichever occurs later.		
40.	CAL/OSHA CITATIONS AND CORRESPONDENCE FILES. Citations from CAL/OSHA to the City for unsafe conditions or failure to adequately follow safety rules. Files also include the City's report on follow-up actions taken to the citations and correspondence between the City and CAL/OSHA for clarifications of or variances to various safety standards. Arranged chronologically.	5	5	10		
41.	CAL/OSHA LOGS. Records of employee injuries and illnesses which must be reported to CAL/OSHA. Arranged by department division, chronologically thereunder.	5	-	5	State law requires that the City report all accidents involving loss of consciousness, hospitalization, medical care, and times taken off after the medical care.	

00390

RECORDS DISPOSITION SCHEDULE

CC-1871 (6-82)

DEPARTMENT (1)	SCHED. NO.(2)	DATE (3)
RISK MANAGEMENT	1	23
DIVISION		
SAFETY		

ITEM NO. (4)	TITLE AND DESCRIPTION OF RECORD SERIES (4)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
42.	CORRESPONDENCE-MONTHLY FILES. Memoranda on various safety issues, complaints regarding City equipment, and all other correspondence regarding actions taken and recommended. Arranged chronologically.	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.	
43.	DEPARTMENTAL SAFETY FILES. Documents regarding safety problems within City departments which are investigated by Safety Division staff. Files include memoranda, reports, and complaints. Arranged alphabetically by name of the department.	10	5	15	

RECORDS DISPOSITION SCHEDULE

CC-1871 (6-82)

ITEM NO. (1)	TITLE AND DESCRIPTION OF RECORD SERIES (4)	RETENTION			REMARKS (10)
		DEPARTMENT (1)			
		DEPT. (2)	R.C. (3)	TOTAL (5)	
DEPARTMENT (1) RISK MANAGEMENT DIVISION SAFETY		SCHED. NO.(6) 1			DATE (1) PAGE (4) 24
44.	EXPOSURE AND MEDICAL SURVEILLANCE FILES. Records of tests of City facilities or City employees for exposure to health hazards. Done as a result of the continuing City Safety program or in response to employee complaints. Files include all medical surveillance such as biannual cholinesterase test results, asbestos medical tests, hearing and medical tests and the results to determine the amount and/or extent of exposure. Arranged chronologically by test date or by department, alphabetically by employee thereunder.	10	40	50	

C0392

RECORDS DISPOSITION SCHEDULE

CC-1871 (6-82)

ITEM NO. (*)	TITLE AND DESCRIPTION OF RECORD SERIES (*)	RETENTION			REMARKS (**)
		DEPT. (*)	R.C. (*)	TOTAL (*)	
		DEPARTMENT (*)			
					DEPARTMENT (*) RISK MANAGEMENT DIVISION SAFETY
					SCHED. NO. (*) 1 DATE (*) PAGE (*) 25
45.	INJURY REPORTS. Summary reports of injuries suffered by City employees City-wide and by department. Reports include both minor and other injuries requiring doctor's treatment as a result of accidents and illnesses suffered as a result of employment. Forms include Employee/Employer Reports of Occupational Injury or Illness (Form 1531A), Supervisor's Injury Investigation Report (Form RM-1563), Police Department Supervisor's Injury Investigation Report (Form RM-1564), and Fire Department Supervisor's Injury Investigation Report (Form RM-1565), and Solid Waste Division Supervisor's Injury Investigation Report (Form RM-1566). Arranged chronologically or unarranged.	2	-	2	

00393

RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

		DEPARTMENT (1)		SCHED. NO.(2)	DATE (3)
		RISK MANAGEMENT			
		DIVISION		1	PAGE (4) 26
		SAFETY			
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (7)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
46.	MEDICAL SERVICE ACCOUNTS FILES. Records of employees and their treatment received for communicable diseases. Files include Occupational Health Services (Form ES-1506A), Requests for Direct Payment (Form AC-468), invoices, notes, laboratory reports, Doctor's First Report of Occupational Injury or illness, Reports of Minor Injury (Form RM-1568), correspondence, and memoranda. Arranged chronologically.	3	-	3	
47.	OFFICE MANAGEMENT FILES. Records which document the day-to-day administration of office activities. Files include information of field service accounts for occupational health services - Requests for Direct Payment (Form Ac-468), correspondence, reports, and invoices. Arranged chronologically.	3	-	3	
48.	SAFETY ORGANIZATION FILES. Records of committees and organizations in other agencies which study safety issues. Files include minutes, agenda, correspondence, newsletters, memoranda, and proposals. Arranged by type of organization.	2	-	2	

C0394

RECORDS DISPOSITION SCHEDULE

CC-1871 (6-82)

DEPARTMENT (1)	SCHED. NO.(2)	DATE (3)
RISK MANAGEMENT	1	27
DIVISION		
SAFETY		

ITEM NO. (4)	TITLE AND DESCRIPTION OF RECORD SERIES (5)	RETENTION			REMARKS (6)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
49.	SAFETY TRAINING FILES. Records of employees who have attended safety training classes. Arranged alphabetically by class title, chronologically thereunder.	10	40	50	
50.	SAFETY TRAINING VIDEO TAPE RECORDINGS. Made by City staff for use in safety training classes put on by the Safety Division. Arranged alphabetically by topic.	2 or until superseded or outdated, whichever occurs later.	-	2 or until superseded or outdated, whichever occurs later.	
51.	TECHNICAL REFERENCE MATERIALS. Books, magazines, bulletins, journals, and other publications on a variety of safety issues, used for reference. Unarranged. a. Nonrecord	Destroy when reference value ceases.	-	Destroy when reference value ceases.	
		C0395			

RECORDS DISPOSITION SCHEDULE

CC-1071 (8-82)

		DEPARTMENT (1) RISK MANAGEMENT			SCHED. NO.(1) 1	DATE (1)
		DIVISION WORKER'S COMPENSATION				PAGE (1) 28
ITEM NO. (1)	TITLE AND DESCRIPTION OF RECORD SERIES (1)	RETENTION			REMARKS (1)	
		DEPT. (1)	R.C. (1)	TOTAL (1)		
52.	ADMINISTRATIVE WORKING FILES. Documents on a variety of subjects which reflect the administrative activities of the division director. Subjects include Worker's compensation health care services. Contents of these files include correspondence, 1472's, 1472A's, memoranda, reports, and death benefit payment logs. Arranged alphabetically by subject.	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.		
53.	OFFICE MANAGEMENT FILES. These files reflect the daily administrative activities of the office. Contents include payments to medical groups, revenue collection, and monthly case load reports. Unarranged.	3	-	3		
54.	PROCEDURAL MANUALS. Provide instructions on how to perform routine administrative activities or how to use the computer system. Subjects include staff meetings, transportation, time card processing, and Risk and Insurance Management System. Arranged by type of procedure.	2 or until superseded or outdated, whichever occurs later.	-	2 or until superseded or outdated, whichever occurs later.		

C0396

RECORDS DISPOSITION SCHEDULE

CC-1071 (8-82)

		DEPARTMENT (i)		SCHEM. NO. (i)	DATE (i)
		RISK MANAGEMENT			1
		DIVISION		29	
		WORKER'S COMPENSATION			
ITEM NO. (i)	TITLE AND DESCRIPTION OF RECORD SERIES (i)	RETENTION			REMARKS (i)
		DEPT. (i)	R.C. (i)	TOTAL (i)	
55.	<p>TECHNICAL REFERENCE MATERIALS. Nonrecord publications on worker's compensation used for reference purposes. Includes journals and various legal reference works. Unarranged.</p> <p>a. Nonrecord</p>		Destroy when reference value ceases.	-	Destroy when reference value ceases.
56.	<p>WORKER'S COMPENSATION FILES. Records which document the claims, investigations and administration of illness or injury suffered by City employees on the job and the payment for their treatment. Contents of these files include claim abstract printouts, medical bills, Worker's Compensation Control Card (Form RM-300), Requests for Leave of Absence for Occupational Injury or Illness (Form RM-1566), Claims Record Sheets, Employee-Employer Reports of Occupational Injury or Illness (State Form 1531A), correspondence, medical reports, and notes. Arranged by medical only and other, open or closed, and alphabetically by the name of the claimant thereunder.</p>	2		48	50

C0397

RECORDS DISPOSITION SCHEDULE

CC-1071 (0-82)

DEPARTMENT (1)	RISK MANAGEMENT	SCHEM. NO.(1)	DATE (1)
DIVISION	WORKER'S COMPENSATION		PAGE (1)
		1	30

ITEM NO. (1)	TITLE AND DESCRIPTION OF RECORD SERIES (1)	RETENTION			REMARKS (1)
		DEPT. (1)	R.C. (1)	TOTAL (1)	
57.	WORKER'S COMPENSATION INDEX CARDS. These cards provide a record of injuries suffered by City employees. The cards contain basic information on the employees and whatever injuries they have suffered while employed by the City. Arranged alphabetically by the name of the employee.	2 or until employee terminates, whichever occurs later.	-	2 or until employee terminates whichever occurs later.	

00338

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	ADMINISTRATIVE POLICY FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ ADMINISTRATION	ORIGINAL	2	P	P

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

Administrative Policy Files consist of documents which establish City and/or departmental policy and/or possess permanent historical or administrative value.

These files contain correspondence, memoranda, and reports originating from the department director.

Unarranged.

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>Sparky [Signature]</i>	<i>Bruce [Signature]</i>	<i>Ted [Signature]</i> Chief Deputy

RECORDS RETENTION VALUATION/CITY OF SAN DIEGO

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

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

Administrative Working Files consist of documents used for office administrative purposes. These files relate to services, special studies, various program functions, and activities of the division staff. Files include materials on data processing, staff meetings, suggestion awards, and City and office policies. File contents include memoranda, correspondence, reports, notes, and agendas.

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>[Signature]</i>	<i>Ted Bonifant Clerk Deputy</i>

RECORDS RETENTION VALUATION/CITY OF SAN DIEGO

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

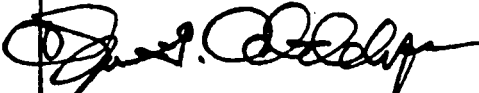
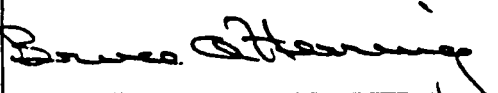
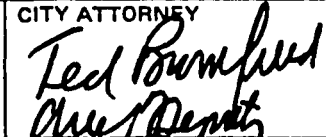
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

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

Files include copies of the preliminary budget, memoranda, statistical data, appropriations information, and personnel payroll informations.

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
		

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

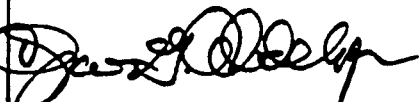
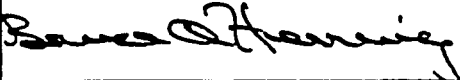

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	FINANCIAL REPORTS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ ADMINISTRATION	MICROFICHE	3	-	3

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

Financial Reports are on microfiche and are prepared by the Auditor's Office for the department. The reports show the financial status of the department's budget, the budget components, and the various employee plans and programs administered by this department.

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	RECORDS SERIES TITLE			
RISK MANAGEMENT	TECHNICAL REFERENCE MATERIALS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT / ADMINISTRATION	NONRECORD	Destroy	when reference	
		value ceases.		

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

Technical Reference Materials consist of books, journals, and other publications used for reference purposes.

Unarranged.

Retention Criteria: San Diego Municipal Code section 22.2604(e).

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	<i>[Signature]</i>	<i>Paul Bonifacio Chief Deputy</i>

RECORDS RETENTION - VALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT RISK MANAGEMENT	RECORDS SERIES TITLE ADMINISTRATIVE WORKING FILES			
COPIES BY DEPT./SECTION :	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/	ORIGINAL	2 or until reference		
EMPLOYEE BENEFITS		value ceases, whichever		
		occurs later.		

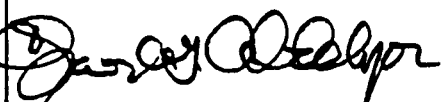
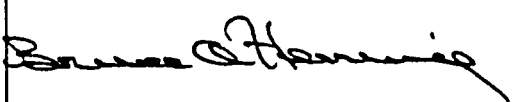
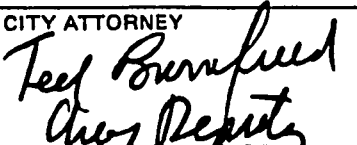
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Administrative Working Files consist of documents on special studies and various administrative projects relating to the different activities of this division. Representative subjects include reports on the Suggestion Awards Program; studies on long term disability, health plans, data processing needs, office space, and various advisory committees.

Contents of these files include memoranda, reports, correspondence, notes, route slips, bill referrals, newspaper articles, bulletins, medical care plans, meeting agendas, minutes, and 1472's.

Arranged alphabetically by subject, arranged 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 VALUATION/CITY OF SAN DIEGO


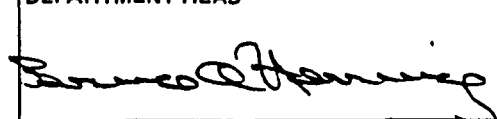
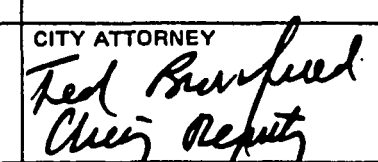
ORIGINATING DEPARTMENT RISK MANAGEMENT	RECORDS SERIES TITLE BENEFIT PAYMENT FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ EMPLOYEE BENEFITS	DUPLICATE	3	2	5

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

Benefit Payment Files consist of records of payments made to employees receiving benefit reimbursements, long-term disability payments, or suggestion awards. Files include Requests for Direct Payment (Form AC-468), Accounts Payable Vendor Updates (Form PA-2501), check register printouts, Employee Suggestion Forms (Form RM-400), Gift Certificates, Suggestion Award Denial letters, group register payment printouts, financial reports, time sheets, and notes.

Arranged alphabetically by employee name; suggestion award payment records are arranged by subject.

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

APPROVED BY:		
CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY 

RECORDS RETENTION VALUATION/CITY OF SAN DIEGO

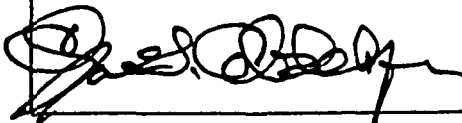
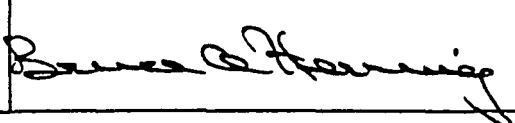
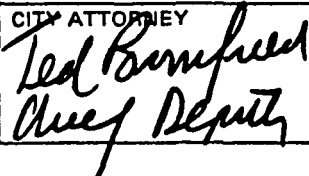
ORIGINATING DEPARTMENT RISK MANAGEMENT		RECORDS SERIES TITLE EMPLOYEE BENEFIT PROGRAM APPLICATIONS		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ EMPLOYEE BENEFITS	ORIGINAL	Supercession of applica-	tion or termination of	
		employee, whichever		
		occurs first, + 2.		

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

Employee Benefit Program Applications are applications to such programs as the Supplemental Pension Savings Plan (SPSP), Health Plans (Greater San Diego, Citymed, and Kaiser), and Life Insurance. Should an employee change health plans or change the conditions of life insurance or SPSP a new application may be necessary. In this instance the new application supersedes the previous application. Once an application is superseded or the employee terminates his or her employment, these applications are no longer needed.

Arranged by type of benefit program and alphabetically by the name of the employee thereunder.

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

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

RECORDS RETENTION VALUATION/CITY OF SAN DIEGO

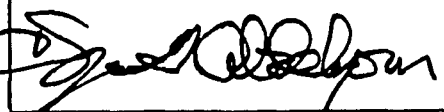
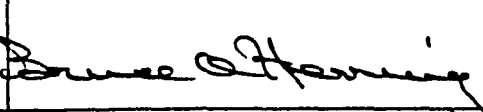
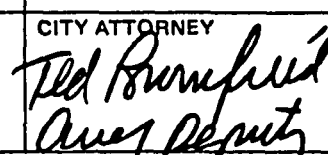
ORIGINATING DEPARTMENT RISK MANAGEMENT		RECORDS SERIES TITLE EMPLOYEE INFORMATION PRINTOUTS		
COPIES BY DEPT./SECTION :	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ EMPLOYEE BENEFITS	ORIGINAL	2	-	2

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

Employee Information Printouts contain data on City employees including information on their employee benefits. Types of information include names, addresses, social security numbers, departments, classifications, birth dates, labor distribution information, Flexible Benefit Program deductions, adjusted gross income, hirings, terminations, Management Benefit Plan information, Flexible Benefit Program changes, and medical and life insurance benefits and payments.

Arranged by type of information on the printout and generally alphabetically by employee name thereunder.

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

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION VALUATION/CITY OF SAN LEOGO

ORIGINATING DEPARTMENT RISK MANAGEMENT		RECORDS SERIES TITLE FLEXIBLE BENEFIT PLAN ADMINISTRATIVE WORKING FILES		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ EMPLOYEE BENEFITS	ORIGINAL	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value cease whichever occurs la

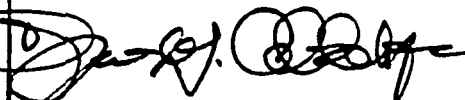
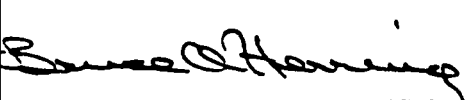
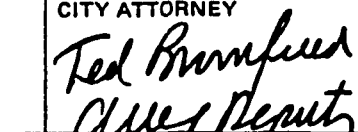
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Flexible Benefit Plan Administrative Working Files consist of records of special studies and reports and other documents used for research and reference. Much of this material was developed to analyze various aspects of the program.

Subjects include accounting reports, annual leave, Citymed, child care, consultants data processing, deferred compensation, dental/eye care benefits, life insurance, legal aid benefits, and union groups. Contents of these files include correspondence, memoranda, reports, articles, and Requests for Council Action.

Arranged alphabetically by subject.

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

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION - VALUATION/CITY OF SAN DIEGO

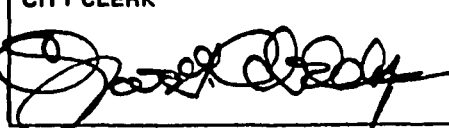
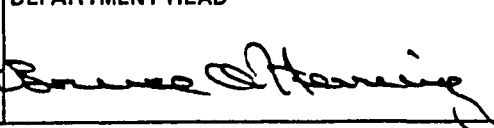
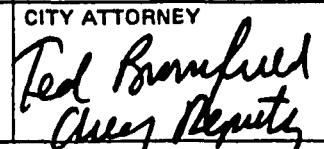
ORIGINATING DEPARTMENT RISK MANAGEMENT		RECORDS SERIES TITLE FLEXIBLE BENEFIT PLAN FILES		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ EMPLOYEE BENEFITS	ORIGINAL	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases whichever occurs later.

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

Flexible Benefit Plan Files consist of the records of the Employee Flexible Benefit Plan and Management Benefit Plan programs. Files include applications, payroll deduction notices, disclosure statements, Requests for Direct Payment (Form AC-468), dental complaint forms, and information on the various plans. Includes information on the organizations administering dental and vision plans. Each employee reapplies each year for these plans.

Arranged by subject (employee benefits, management benefits, and dental/vision), and alphabetically by employee name thereunder.

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

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION VALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT RISK MANAGEMENT	RECORDS SERIES TITLE HEALTH PLAN ACTIVITY REPORTS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ EMPLOYEE BENEFITS	ORIGINAL	2	3	5

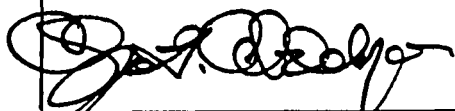
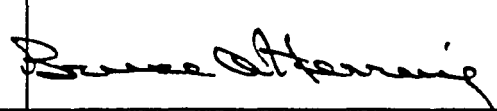
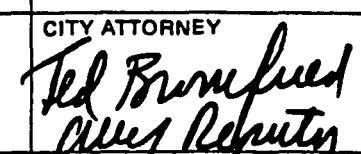
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Health Plan Activity Reports are records of the use of the various health plans by City employees. Health Plans include Kaiser, Citymed, and Greater San Diego.

Contents include activity reports, invoices, Requests for Direct Payment (Form AC-468), Accounts Payable Vendor Update Forms (PA-2501), memoranda, Kaiser Family Changes (Form NS-4152), and New Enrollment of City Employees (Form NS-4154).

Arranged by type of health plan.

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

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION VALUATION/CITY OF SAN DIEGO

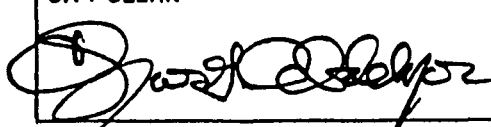
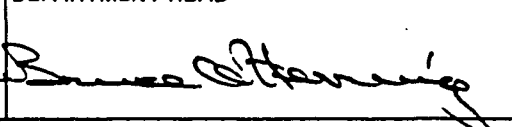
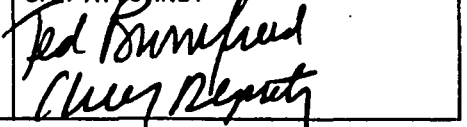
ORIGINATING DEPARTMENT RISK MANAGEMENT	RECORDS SERIES TITLE INSURANCE ADMINISTRATION FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ EMPLOYEE BENEFITS	ORIGINAL	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value cease whichever occurs lat

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

Insurance Administration Files consist of documents relating to the general administration of the health and life insurance plans used by City employees. Insurance plans include Kaiser, Citymed, Greater San Diego and General Insurance. Subjects of these files include Death Claims, Finance, Health Care, Programs and Seminars, Insurance Membership with Professional Organizations, Personnel and Survivors Benefit Fund. Contents of these files include memoranda, reports, correspondence, and notes.

Arranged by major category and by subject thereunder.

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

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION VALUATION/CITY OF SAN DIEGO


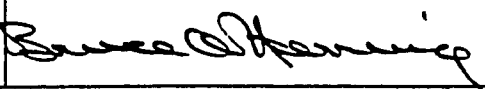
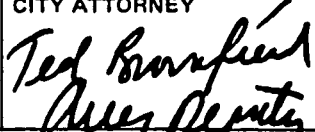
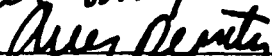
ORIGINATING DEPARTMENT RISK MANAGEMENT	RECORDS SERIES TITLE LONG TERM DISABILITY ADMINISTRATIVE WORKING FILES			
COPIES BY DEPT./SECTION :	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ EMPLOYEE BENEFITS	ORIGINAL	3	-	3

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

Long Term Disability Administrative Working Files consist of information on various aspects of the program and records of the overall administration program. Contents of these files include Daily Cash Receipts (Form AC-1221), job requests, denial letters, data processing information, memoranda, correspondence, and notes.

Arranged alphabetically by subject.

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

APPROVED BY:		
CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY  

RECORDS RETENTION VALUATION/CITY OF SAN DIEGO

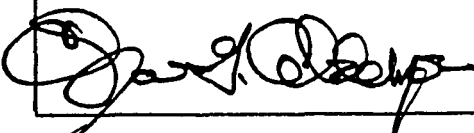
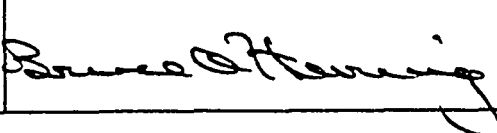
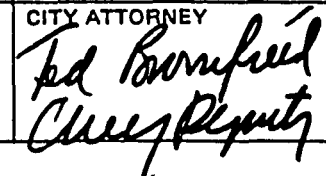
ORIGINATING DEPARTMENT RISK MANAGEMENT	RECORDS SERIES TITLE LONG TERM DISABILITY INFORMATION FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ EMPLOYEE BENEFITS	ORIGINAL	2	-	2

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

Long Term Disability Information Files are records of employees seeking information regarding this program. Contents include phone messages, correspondence, and notes.

Arranged alphabetically by name of employee making inquiry.

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

APPROVED BY:		
CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY 

RECORDS RETENTION VALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT RISK MANAGEMENT	RECORDS SERIES TITLE LONG TERM DISABILITY PROGRAM FILES			
COPIES BY DEPT./SECTION :	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ EMPLOYEE BENEFITS	ORIGINAL	Closed + 2	97	Closed + 99

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

Long Term Disability Program Files consist of documents pertaining to the administration of this program. The program pays City employees who are unable to work due to disabilities suffered while employed by the City.

Files contents include physicians diagnoses, memoranda, claim forms, hospital bills, Long Term Disability (LTD), Disability Abstract Forms (RM-LTD1001A), LTD Payment Record Forms (RM-LTD1001B), Notice of State Disability Claim Filed, Long Term Disability Form (L-6), LTD Income Plan, LTD Employment Verification Form, Applications (RM-LTD-1005), correspondence, memos, LTD Income Plan Claims Analysis Forms, and notes.

Arranged alphabetically by name of recipient.

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

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i> 06114

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

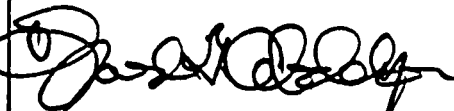
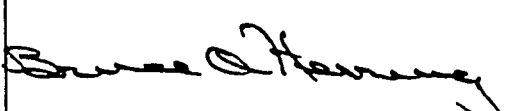
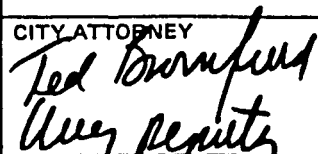
ORIGINATING DEPARTMENT RISK MANAGEMENT	RECORDS SERIES TITLE PAYROLL DOCUMENTS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ EMPLOYEE BENEFITS	ORIGINAL	3	-	3

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

Payroll Documents consist of records relating to payroll deductions. Documents include Payroll Deduction Notices (Form AC-777), Payroll Change Notices (Form AC-29), Requests for Direct Payment (Form AC-468), Accounts Payable Vendor Updates (Form PA-2501), invoices, and medical claim forms. These documents are used in the administration of a variety of employee benefit programs, including life insurance and health insurance. Also includes documents filed for employees who have quit, retired, or were terminated.

Arranged alphabetically by subject or by type of form.

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

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION VALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT RISK MANAGEMENT	RECORDS SERIES TITLE SUGGESTION AWARD FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ EMPLOYEE BENEFITS	ORIGINAL	5 or until reference value ceases, whichever occurs later.	-	5 or until reference value ceases, whichever occurs later.

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


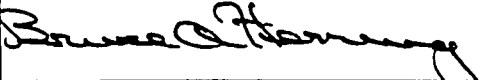

occurs later.

Suggestion Award Files contain documents relating to the administration of the Suggestion Award Program. This program rewards employees who make suggestions which are enacted to improve City operations. Suggestions are submitted and then reviewed by City staff and by the Suggestion Awards Committee.

Files contents include Suggestion Award Forms (RM-400) agendas and minutes of the Suggestion Awards Committee, memoranda, correspondence, newspaper articles, letters of congratulation, Suggestion Evaluation Form (ES-1539), Certificates of Merit, cross reference log books, and index cards.

Arranged numerically by suggestion award number or alphabetically by name of suggester.

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

APPROVED BY:		
CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY 

RECORDS RETENTION VALUATION/CITY OF SAN L .GO

ORIGINATING DEPARTMENT RISK MANAGEMENT		RECORDS SERIES TITLE SUPPLEMENTAL PENSION SAVINGS PLAN ADMINISTRATIVE WORKING FILES		
COPIES BY DEPT./SECTION :	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ EMPLOYEE BENEFITS	ORIGINAL	2 or until	-	2 or until
		reference		reference
		value ceases,		value cease
		whichever		whichever
		occurs later,		occurs late

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

Supplemental Pension Savings Plan Administrative Working Files consist of records of special studies and reports and other documents used for research and reference. Much of this material was developed to analyze various aspects of the program.

Subjects include Advisory Committee, SPSP ballots, Annual Reports, and Flexible Benefits Plan Summaries. Contents of these files include agendas, ballots, bulletins, correspondence, reports, minutes, and memoranda.

Arranged alphabetically by subject.

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

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>James G. ...</i>	<i>Bruce ...</i>	<i>Ted ... Alec ...</i>

RECORDS RETENTION EVALUATION/CITY OF SAN L .GO


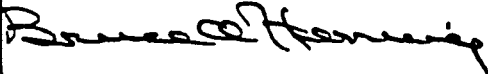
ORIGINATING DEPARTMENT RISK MANAGEMENT		RECORDS SERIES TITLE SUPPLEMENTAL PENSION SAVINGS PLAN BALLOTS		
COPIES BY DEPT./SECTION :	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ EMPLOYEE BENEFITS	ORIGINAL	6 months	18 months	2

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

Supplemental Pension Savings Plan Ballots are a record of the votes cast by City employees on proposed changes to the Supplemental Pension Savings Plan.

Unarranged.

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

APPROVED BY:		
CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY Ted Proffitt Alec Deputy

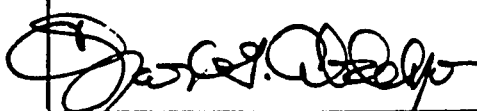
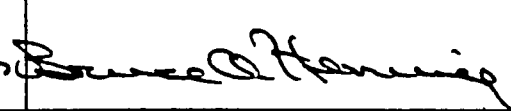
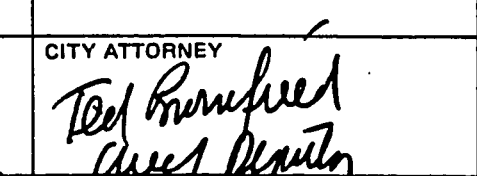
RECORDS RETENTION VALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT RISK MANAGEMENT	RECORDS SERIES TITLE SUPPLEMENTAL PENSION SAVINGS PLAN INFORMATION FILES			
	COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD	
DEPARTMENT			REC. CENTER	TOTAL
RISK MANAGEMENT/ EMPLOYEE BENEFITS	ORIGINAL	2 or until - reference value ceases, whichever	-	2 or until reference value ceases, whichever
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):		occurs later.		occurs later.

Supplemental Pension Savings Plan Information Files consist of background information on this program. Information includes taxes and general history of the program. Contents include Financial Planning, Quarterly Reports, deadlines, Alcohol/Rehabilitation contracts, tax information, tax letters, IRS publications, IRA information, memoranda, minutes and notes from meetings, benefit program schedules, graphs, estimating sheets, newspaper articles, and correspondence.

Generally arranged alphabetically by subject.

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

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION VALUATION/CITY OF SAN L GO

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

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

Technical Reference Materials include publications from outside sources such as various bulletins, journals, and reference books and City resource documents such as the Municipal Code, Administrative Regulations, City Council Policy Manual, and the City Budget.

Unarranged

Retention Criteria: Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	<i>[Signature]</i>	<i>Ted Brumhead Chief Deputy</i>

RECORDS RETENTION VALUATION/CITY OF SAN LEANITO

ORIGINATING DEPARTMENT		RECORDS SERIES TITLE		
RISK MANAGEMENT		ADMINISTRATIVE WORKING FILES		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ PUBLIC LIABILITY	ORIGINAL	2 or un-	-	2 or un-
		til refer-		til refer-
		ence value		erence
		ceases, which-		value
		ever occurs		ceases,
		later.		whichever
				occurs later.


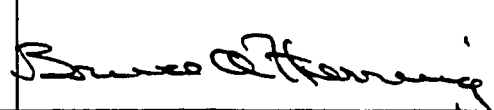
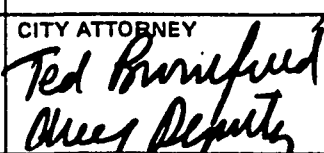
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Administrative Working Files consist of documents pertaining to special studies conducted by this division. Subjects include bill referrals, convention center, police training, paramedic program, Stadium insurance, recreation equipment, and utilities claims policy.

Contents of these files include memoranda, correspondence, reports, 1472's, articles, and notes.

Unarranged.

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

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION VALUATION/CITY OF SAN JUAN

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	CLOSED LIABILITY BINDERS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ PUBLIC LIABILITY	ORIGINAL	2 or un-	-	2 or un-
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		ence value		erence
		ceases, which-		value
		ever occurs		ceases,
		later.		whichever

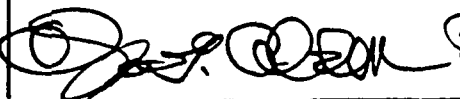
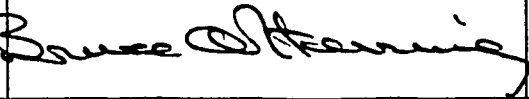
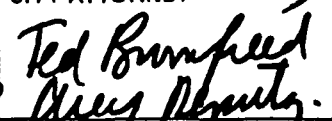
occurs later.

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

Closed Liability Binders contain summaries of pertinent information on claims previously made against the City. These summaries are used for reference. Binders contain Form ES-1543. Includes Cross Reference Sheets used with binders (Forms ES-1543 and ES-1544).

Arranged alphabetically by the name of the claimant.

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

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION VALUATION/CITY OF SAN L .GO.

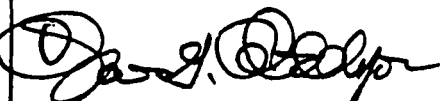
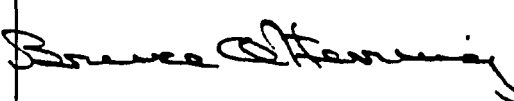
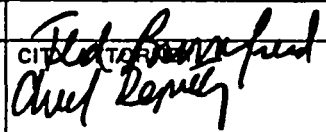
ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	OFFICE MANAGEMENT FILES			
COPIES BY DEPT./SECTION .	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ PUBLIC LIABILITY	DUPLICATE	3	-	3

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

Office Management Files document the day-to-day administrative activities of the office. Original copies of these records are maintained by the Auditor's office. Contents of these files include Requests for Direct Payment (Form AC-468), and Personnel Property Reimbursement (Form RM-1557). This latter form is for reimbursement of employee clothing or equipment damaged as a result of job action.

Arranged by type of form, chronologically thereunder.

Retention Criteria: Government Code section 34090.7; decision to maintain for audit purposes.

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY CLERK
		

RECORDS RETENTION VALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	PUBLIC LIABILITY FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ PUBLIC LIABILITY	ORIGINAL	Closure +1.	3	Closure +4.


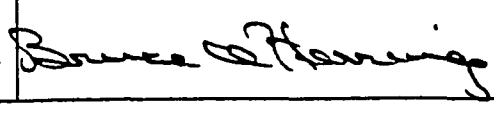
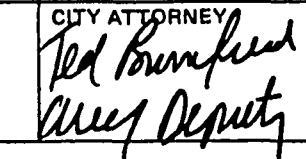
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Public Liability Files consist of records relating to claims filed against the City for compensation as a result of injury of property damage due, in some part, to alleged liability on the part of the City. Once a claim is filed, it is investigated and a decision made on whether or not the claim is warranted. A claim may subsequently be brought to trial by the claimant. A claim is closed upon the claimant's acceptance of the City's response to the claim or following the exhaustion of judicial remedies.

Files contents include Liability Request for Action, Claim Against the City (Form RM-9), invoices, correspondence, claims record sheet, memoranda, Display/UPD Claim Action printout, summonses, and Notice of Stored Vehicle (Form PD-654).

Arranged by open or closed and alphabetically by name of the claimant thereunder.

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

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION VALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	RECOVERY FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ PUBLIC LIABILITY	ORIGINAL	Closure +1.	3	Closure +4.

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

Recovery Files consist of records pertaining to claims which the City has made against others for loss due to others' liability. Files are closed after the City's claim has been settled to the City's satisfaction.

Files contents include correspondence, Claims Invoices (Form RM-1552), Police Reports (Form PD-154), Vouchers for Payment, Incident Reports, Claims for Damage, Injury or Death Reports (95-106 Standard Form 95), Detailed Cost Estimate Sheet (DOT-8), and photographs.

Arranged first by open or closed group; arranged alphabetically thereunder by the name of the person or organization from whom or which recovery is sought.

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

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>James O. Kelly</i>	<i>Bruce A. Herring</i>	<i>Ted Bromfield Chief Deputy</i>

RECORDS RETENTION - VALUATION / CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	ROUTE SLIPS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ PUBLIC LIABILITY	DUPLICATE	1	-	1

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

Route Slips (Form CM-8) document citizen complaints about City policies or activities. Route Slips are coordinated by the Citizen's Assistance Department which maintains them for five years. Originals are maintained either by Citizen's Assistance or the originating Council office. Route Slips in this division are concerned with claims for reimbursement for damage allegedly due to City action.

Arranged chronologically.

Retention Criteria: Government Code section 34090.7.

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	<i>[Signature]</i>	<i>Ted Brownfield City Deputy</i>

RECORDS RETENTION - VALUATION/CITY OF SAN DIEGO




ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	TECHNICAL REFERENCE MATERIALS			
COPIES BY DEPT./SECTION :	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ PUBLIC LIABILITY	NONRECORD	Destroy	when reference	
		value ceases.		

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

Technical Reference Materials consist of articles, textbooks, and other publications from non-City sources. Used for reference.

Unarranged.

Retention Criteria: San Diego Municipal Code section 22.2604(e).

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION EVALUATION/CITY OF SAN LEOGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	ADMINISTRATIVE WORKING FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ REHABILITATION AND EMPLOYEE ASSISTANCE	ORIGINAL	2	-	2

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

Administrative Working Files consist of documents on various subjects which have been the subject of special studies and/or which are used for reference or research. Subjects include accounting, action rehabilitation consultants, affirmative action, court opinions, and personnel administration.

Contents of these files include memoranda, reports, notes, medical releases, bulletins and other publications.

Arranged alphabetically by subject.

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

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

RECORDS RETENTION - VALUATION/CITY OF SAN DIEGO




ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	EMPLOYEE ASSISTANCE FILES			
COPIES BY DEPT./SECTION :	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ REHABILITATION AND EMPLOYEE ASSISTANCE	ORIGINAL	Closure +5.	- .	Closure +5.

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

Employee Assistance Files contain records of employees with personal problems who seek counseling and assistance. Contents of these files include consent to release forms, financial release forms, performance referring forms, and follow-up contact sheets.

Arranged numerically by assigned case number.

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

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION VALUATION/CITY OF SAN DIEGO

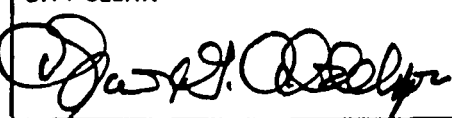
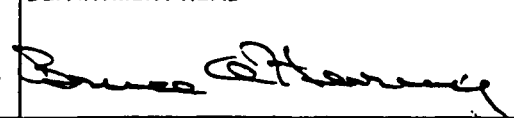
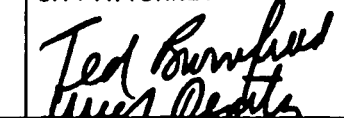

ORIGINATING DEPARTMENT RISK MANAGEMENT	RECORDS SERIES TITLE REHABILITATION CONTROL CARDS			
COPIES BY DEPT./SECTION :	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ REHABILITATION AND EMPLOYEE ASSISTANCE	ORIGINAL	2 or un- til ref- erence value ceases, whichever	- occurs later.	2 or unti reference value ceases whichever occurs later.

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

Rehabilitation Control Cards (Form RM-10) are summaries of information on rehabilitation cases. Used for reference purposes.

Arranged alphabetically by the name of the employee.

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

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		 

RECORDS RETENTION VALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	REHABILITATION EXPENSE FORMS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ REHABILITATION AND EMPLOYEE ASSISTANCE	DUPLICATE	3	-	3

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

Rehabilitation Expense Forms are records of expenditures made as part of this program. Includes Requests For Direct Payment (Form AC-468).

Unarranged.

Retention Criteria: Government Code 34090.7, decision to maintain for audit purposes.

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	<i>[Signature]</i>	<i>Ted Brownfield City Attorney</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	REHABILITATION FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ REHABILITATION AND EMPLOYEE ASSISTANCE	ORIGINAL	Closure +2.	-	Closure +2.

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

Rehabilitation Files contain records pertaining to the rehabilitation of City employees who have suffered injury or illness on the job.

Contents of these files include memoranda, medical reports, correspondence, Accounts Payable Vendor Update (Form PA-2501), Doctor's Supplemental Report (Form SM-302), Medical Lab Reports (Form MS-3), Vocational Rehabilitation Content Sheets, Notification From Personnel-Certification For Disabled Employee, and Physician's Statements.

Arranged by open or closed, alphabetically by the name of the employee thereunder.

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

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>David G. DeChou</i>	<i>Bruce A. Starnig</i>	<i>Ted Bonfield Chief Deputy</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

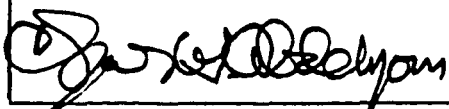
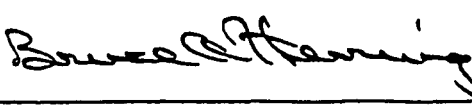

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	REHABILITATION MONTHLY REPORT SHEETS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ REHABILITATION AND EMPLOYEE ASSISTANCE	DUPLICATE	2	-	2

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

Rehabilitation Monthly Report Sheets are records of the activities of the division; particularly, the number of new claims processed, expenditures made and other information on the Rehabilitation Program.

Unarranged.

Retention Criteria: Government Code section 34090.7.

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	TECHNICAL REFERENCE MATERIALS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ REHABILITATION AND EMPLOYEE ASSISTANCE	NONRECORD	Destroy	when reference	
		value ceases.		

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

Technical Reference Materials include information on rehabilitation and counseling agencies and services in the area, newsletters, books, record of professional organizations, and other background information used for reference purposes.

Arranged alphabetically by subject.

Retention Criteria: San Diego Municipal Code section 22.2604(e).

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

RECORDS RETENTION VALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	ACCIDENT REVIEW BOARD/VEHICLE ACCIDENT FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ SAFETY	ORIGINAL	5	5	10

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

Accident Review Board/vehicle Accident Files consist of records of the meetings and findings of the Board and documents on vehicle accidents which involve City vehicles. The Board is charged with investigating such accidents and determining the culpability of any City employees involved in the accidents.

Contents of these files include Accident Review Board decisions, memoranda, reports, correspondence, notes, City Manger Vehicle Collision Review and Prevention Program (Form RM-1555), Vehicle Accident Report (Form RM-1551), Supervisors Vehicle Accident Investigation Report (Form RM-1567), Police Department Traffic Collision Report (Form PD-154), and Collision Summary (Form PD-156).

Accident Review Board Files are arranged chronologically, then by department and division and then alphabetically by employee name thereunder; Vehicle Accident Files are arranged chronologically or are unarranged.

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

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>James A. Wilson</i>	<i>Bruce A. Hanning</i>	<i>Ted Bunnell</i> <i>Greg Reilly</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT RISK MANAGEMENT		RECORDS SERIES TITLE ADMINISTRATIVE WORKING FILES		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ SAFETY	ORIGINAL	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value cease whichever occurs late

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

Administrative Working Files contain records on various subjects compiled as a result of special studies or for reference purposes. Includes injury and damage reduction studies, fire safety, office safety, and Forms used City-wide which are issued and revised by the Safety Division. Used for research and reference.

Arranged alphabetically by subject.

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

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>James S. [Signature]</i>	<i>Bruce [Signature]</i>	<i>Ted [Signature]</i> <i>Ally [Signature]</i>

RECORDS RETENTION VALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT RISK MANAGEMENT	RECORDS SERIES TITLE CAL/OSHA CITATIONS AND CORRESPONDENCE FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ SAFETY	ORIGINAL	5	5	10

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

CAL/OSHA Citations and Correspondence Files consist of citations from CAL/OSHA to the City for unsafe conditions or failure to adequately follow safety rules. These files also include the City's report on follow-up actions taken to the citations and correspondence between the City and CAL/OSHA for clarifications of or variances to various safety standards.

Arranged chronologically.

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

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>James W. Kelly</i>	<i>Barbara Stearns</i>	<i>Ted Bromfield</i> <i>Deputy</i>

RECORDS RETENTION VALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT RISK MANAGEMENT		RECORDS SERIES TITLE CAL/OSHA LOGS		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ SAFETY	ORIGINAL	5	-	5

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

CAL/OSHA Logs are records of employee injuries and illnesses which must be reported to CAL/OSHA. State law requires that the City report all accidents where an employee loses consciousness, requires hospitalization, or requires medical care and takes time off from work following the medical care.

Arranged by department division, chronologically thereunder.

Retention Criteria: State Labor Code Section 6410.

APPROVED BY:		
CITY CLERK <i>James J. Kelly</i>	DEPARTMENT HEAD <i>Bruce Atkinson</i>	CITY ATTORNEY <i>Ted Bonfield</i> <i>Chief Deputy</i>

RECORDS RETENTION VALUATION/CITY OF SAN DIEGO

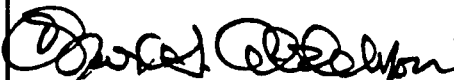
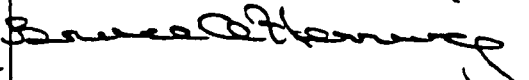
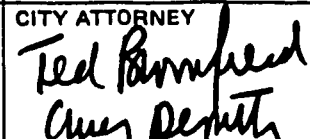
ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	CORRESPONDENCE - MONTHLY FILES			
COPIES BY DEPT./SECTION :	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT /	ORIGINAL	2 or until	-	2 or until
SAFETY		reference		reference
		value ceases,		value ceases
		whichever		whichever
		occurs later.		occurs later

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

Correspondence includes memoranda on various safety issues, complaints regarding City equipment, all other correspondence regarding actions taken and recommended.

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	RECORDS SERIES TITLE			
RISK MANAGEMENT	DEPARTMENTAL SAFETY FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ SAFETY	ORIGINAL	10	5	15

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

Departmental Safety Files consist of documents regarding safety problems within City departments which are investigated by Safety Division staff. Contents of these files include memoranda, reports, and complaints.

Arranged alphabetically by name of the department.

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

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	<i>[Signature]</i>	<i>Ted Bonfield</i> Chief Deputy

RECORDS RETENTION VALUATION/CITY OF SAN DIEGO



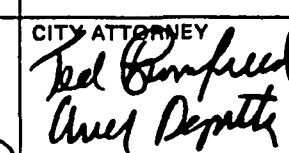
ORIGINATING DEPARTMENT RISK MANAGEMENT	RECORDS SERIES TITLE EXPOSURE AND MEDICAL SURVEILLANCE FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ SAFETY	ORIGINAL	10	40	50

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

Exposure and Medical Surveillance Files consist of the records of tests of City facilities or City employees for exposure to health hazards such as asbestos, excessive noise or unsafe chemicals. These tests are done as a result of the continuing City Safety program or in response to employee complaints. Files include all medical surveillance such as biannual cholinesterase test results, asbestos medical tests, hearing and other medical tests of City employees and results of tests by various monitoring or test devices used to determine the amount and/or extent of exposure to particular unhealthy conditions. Retention of records is necessary in case of future litigation.

Arranged chronologically by test date or by department, alphabetically by employee thereunder.

Retention Criteria: 8 Cal. Admin. Code, section 3204(d)(1)(C).

APPROVED BY:		
CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY 

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	INJURY REPORTS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ SAFETY	ORIGINAL	2	-	2

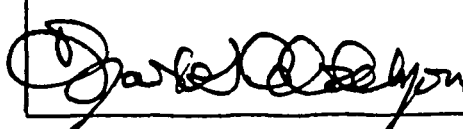
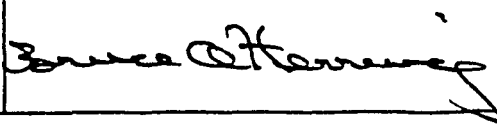
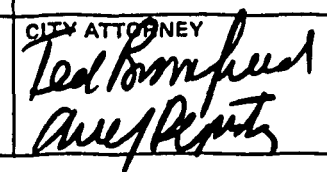
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Injury reports document injuries suffered by City employees and include summary reports of injuries City-wide and by department. Includes injuries suffered as a result of accidents and illnesses suffered as a result of employment. Includes both minor and other injuries requiring doctor's treatment.

Forms used include Employee/Employer Report of Occupational Injury or Illness (Form ES-1531A), Supervisor's Injury Investigation Report (Form RM-1563), Police Department Supervisor's Injury Investigation Report (Form RM-1564), Fire Department Supervisor's Injury Investigation Report (Form RM-1565), and Solid Waste Division Supervisor's Injury Investigation Report (Form RM-1566).

Arranged chronologically or unarranged.

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

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION - VALUATION/CITY OF SAN LÉGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	MEDICAL SERVICE ACCOUNTS FILES			
COPIES BY DEPT./SECTION :	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ SAFETY	ORIGINAL	3	-	3

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

Medical Service Accounts Files consist of the records of employees and their treatment received for communicable diseases.

Contents of these files include Occupational Health Services (Form ES-1506A), Requests for Direct Payment (Form AC-468), invoices, notes, laboratory reports, Doctor's First Report of Occupational Injury or Illness, Report of Minor Injury (Form RM-1568), correspondence, and memoranda.

Arranged chronologically.

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

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

RECORDS RETENTION VALUATION/CITY OF SAN DIEGO

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


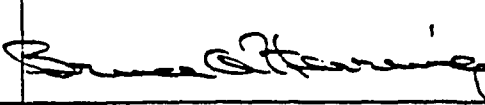
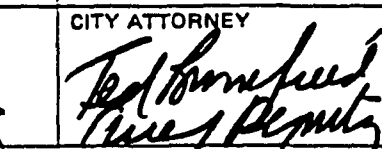
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Office Management Files consist of records which document the day-to-day administration of office activities. These files include information on field service accounts for occupational health services.

Contents of these files include Requests for Direct Payment (Form AC-468), correspondence, reports, and invoices.

Arranged chronologically.

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

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION - VALUATION/CITY OF SAN LÉGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	SAFETY ORGANIZATION FILES			
COPIES BY DEPT./SECTION :	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ SAFETY	ORIGINAL	2	-	2

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

Safety Organization Files consist of records of committees and organizations in other agencies which study safety issues. These records include minutes, agendas, correspondence, newsletters, memoranda, and proposals.

Arranged by type of organization.

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

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	<i>[Signature]</i>	<i>Ted Bonfield</i> <i>City Deputy</i>

RECORDS RETENTION VALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	SAFETY TRAINING FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ SAFETY	ORIGINAL	10	40	50

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

Safety Training Files are records of City employees who have attended safety training classes. Records include the name and signature of attendees and their employment information.

Arranged alphabetically by class title, chronologically thereunder.

Retention Criteria: 8 Cal. Admin. Code,
section 3204 (d) (1) (C).

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	<i>[Signature]</i>	<i>Ted Gumpfield City Deputy</i>

RECORDS RETENTION VALUATION/CITY OF SAN LEOGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	SAFETY TRAINING VIDEO TAPE RECORDINGS			
COPIES BY DEPT./SECTION :	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ SAFETY	ORIGINAL	2 or un-	-	2 or
		til super-		until
		seded or		super-
		outdated,		seded
		whichever		or out-
		occurs		dated, which
		later.		ever occurs
				later.

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

Safety Training Video Tape Recordings are made by City staff for use in safety training classes put on by the Safety Division. They cover a variety of safety topics.

Arranged alphabetically by topic.

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

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	<i>[Signature]</i>	<i>Red Ruffner</i> <i>Chief Deputy</i>

RECORDS RETENTION VALUATION/CITY OF SAN DIEGO

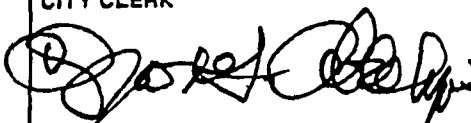
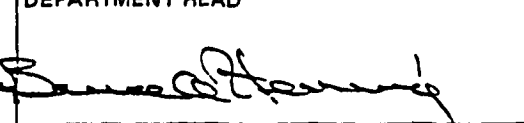
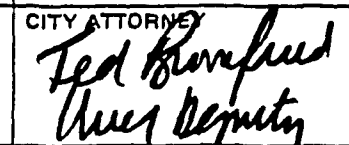
ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	TECHNICAL REFERENCE MATERIAL			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ SAFETY	NONRECORD	Destroy	when reference	
		value ceases.		

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

Technical Reference Materials include books, magazines, bulletins, journals and other publications on a variety of safety issues. Used for reference.

Unarranged.

Retention Criteria: San Diego Municipal Code section 22.2604 (e).

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION VALUATION/CITY OF SAN L GO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	ADMINISTRATIVE WORKING FILES			
COPIES BY DEPT./SECTION :	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ WORKER'S COMPENSATION	ORIGINAL	2 or un-	-	2 or un-
		til refer-		til ref-
		ence value		erence
		ceases, which-		value
		ever occurs		ceases,
		later.		whichever


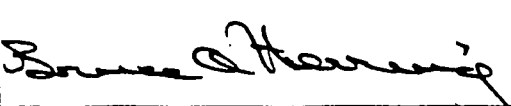

occurs later.

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

Administrative Working Files consist of documents on a variety of subjects which reflect the administrative activities of the division director. Subjects include worker's compensation health care services. Contents of these files include correspondence, 1472's, 1472A's, memoranda, reports, and death benefit payment logs.

Arranged alphabetically by subject.

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

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION VALUATION/CITY OF SAN DIEGO

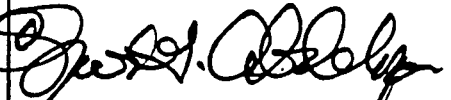


ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	OFFICE MANAGEMENT FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ WORKER'S COMPENSATION	ORIGINAL	3	-	3

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

Office Management Files reflect the day-to-day administrative activities of the office. Contents include payments to medical groups, revenue collection, and monthly case load reports.

Unarranged.

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

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION VALUATION/CITY OF SAN L GO

ORIGINATING DEPARTMENT		RECORDS SERIES TITLE		
RISK MANAGEMENT		PROCEDURAL MANUALS		
COPIES BY DEPT./SECTION :		COPY DESIGNATION	RETENTION PERIOD	
			DEPARTMENT	REC. CENTER
RISK MANAGEMENT/ WORKER'S COMPENSATION		ORIGINAL	2 or un-	-
			til super-	2 or un-
			seded or out-	seded or
			dated, which-	outdated,
			ever occurs	whichever
			later.	occurs
				later.

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

Procedural Manuals provide instructions on how to perform routine administrative activities or use the computer system. Subjects include staff meetings, transportation, time card processing, leave request processing, and Risk and Insurance Management System.

Arranged by type of procedure.

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

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

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO


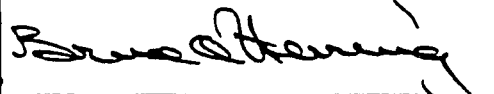

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	TECHNICAL REFERENCE MATERIALS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ WORKER'S COMPENSATION	NONRECORD	Destroy	when reference	
		value ceases.		

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

Technical Reference Materials contain nonrecord publications on worker's compensation used for reference purposes. Includes journals and various legal reference works.

Unarranged.

Retention Criteria: San Diego Municipal Code section 22.2604 (e).

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	WORKER'S COMPENSATION FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ WORKER'S COMPENSATION	ORIGINAL	2	48	50


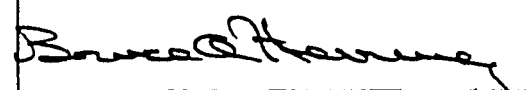
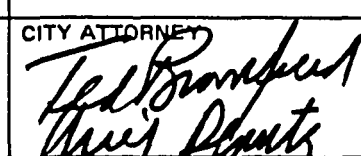
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Worker's Compensation Files consist of records which document the claims, investigations and administration of illness or injury suffered by City employees on the job and the payment for their treatment.

Contents of these files include claim abstract printouts, medical bills, Worker's Compensation Control Card (Form RM-300), Request for Leave of Absence For Occupational Injury or Illness (Form RM-1566), Claims Record Sheets, Employee-Employer Report of Occupational Injury or Illness (State Form 1531A), correspondence, medical reports, and notes.

Arranged by medical only and other, open or closed and alphabetically by the name of the claimant thereunder.

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

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION / VALUATION / CITY OF SAN LEANDRO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RISK MANAGEMENT	WORKER'S COMPENSATION INDEX CARDS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RISK MANAGEMENT/ WORKER'S COMPENSATION	ORIGINAL	2 or un-	-	2 or un-
		til em-		til em-
		ployee		ployee
		terminates,		termin-
		whichever		ates,
		occurs		whichever
		later.		occurs later.

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

Worker's Compensation Index Cards provide a record of injuries suffered by City employees. The cards contain basic information on the employees and whatever injuries they have suffered while employed by the City.

Arranged alphabetically by the name of the employee.

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

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

Passed and adopted by the Council of The City of San Diego on APR 14 1986,
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
William Jones	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ed Struiksma	<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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mayor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> VACANT

AUTHENTICATED BY:

ED STRUIKSMA

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-265440 Adopted APR 14 1986

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1986 APR -3 AM 4:38
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