

(R-86-1915)

RESOLUTION NUMBER R- 265509

ADOPTED ON APR 21 1986

BE IT RESOLVED, by the Council of The City of San Diego, that the Records Disposition Schedule for records maintained by the Retirement Office 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
04/08/86
Or.Dept:Clerk
R-86-1915
Form=r.none

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT RETIREMENT	RECORDS SERIES TITLE ACTIVE MEMBER INDEX CARDS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	ORIGINAL	75	50	125

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

Active Member Index Cards contain information on active members of the Retirement System. Includes both retired employees. Used for reference purposes.

Arranged alphabetically by the name of the member.

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

R- 265509

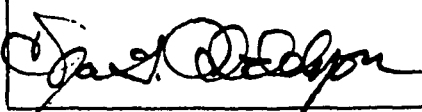
APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
	Robert P. Logan COSRS	Ted Pomphrey Chief Deputy

EXHIBIT A

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT RETIREMENT	RECORDS SERIES TITLE ACTIVE MEMBER REGISTERS			
COPIES BY DEPT./SECTION :	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	ORIGINAL	P	-	P


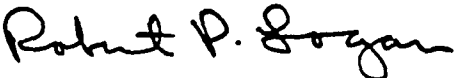
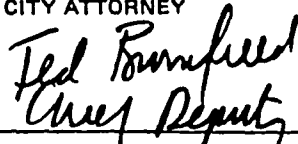
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

The Active Member Registers are listings of all the people who have been enrolled as members in the City's Retirement System. The Registers date from 1899. Used for reference.

Arranged numerically by active number or alphabetically by member name.

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

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APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

00829

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT RETIREMENT	RECORDS SERIES TITLE ACTIVE RETIREMENT FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	ORIGINAL	Transfer	to Terminated Member	
		Files or	Withdrawn Member	
		Files upon	change of status.	


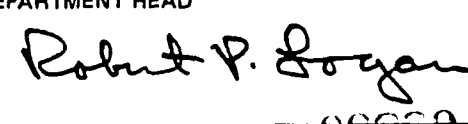
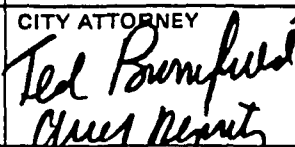
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Active Retirement Files consist of documents relating to active members of the City's Retirement System. Files are used for the administration of the City's Retirement System. Files contents include year end statements of retirement benefits (Report No. V10-300), IBM cards, Payroll Change Notices (Form AC-29), Pension System Enrollment Form (Form RE-190), Requests for Refund of Member's Retirement Contributions (Form RE-180), Change of Beneficiary Forms (RE-657), Requests to Purchase probationary Time, Proof of Age Documents, transcripts, correspondence, check off lists, and Retirement Contribution Withdrawal Worksheets.

Arranged alphabetically by member name.

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

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APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
	 00000	 Chief Deputy

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT RETIREMENT	RECORDS SERIES TITLE ACTUARIAL FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	ORIGINAL	10	15	25


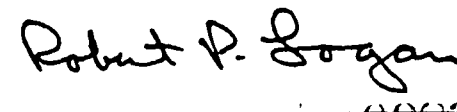
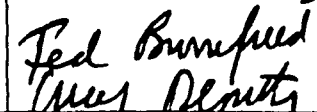
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Actuarial Files consist of valuations of the City's retirement system dating from 1947 and reports and operating tables dating from 1960. Most of the materials in these files were prepared by consultants Coates, Crawford or Coates, Herfurth and Englund and Towers, Perrin, Forster and Crosby. Actuarial valuations predict the monies needed to adequately fund the retirement system in the future. Reports and operating tables cover actuarial data and compute interest earnings. Also includes computer printouts which detail actuarial listings for various categories of retirement members.

Actuarial valuations are arranged chronologically. Actuarial reports and operating tables are unarranged. Computer printouts are arranged by member category, by enrollment number thereunder.

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

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APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

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

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

Actuary Sheets are used for calculating retirement allowances for retired members. These Sheets are duplicates of those found in Active Member Files.

Arranged numerically by retirement number.

Retention Criteria: Government Code section 34090.7

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APPROVED BY: CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY Cheryl Deputy
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RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

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

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

Administrative Policy Files consist of the outgoing correspondence originating from the department director and assistant department director. These files establish City and/or department policy and possess permanent historical value. Files include memoranda and reports.

Arranged chronologically.

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

R - 265509

APPROVED BY: CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY
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RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT RETIREMENT	RECORDS SERIES TITLE ADMINISTRATIVE WORKING FILES			
COPIES BY DEPT./SECTION .	COPY DESIGNATION	RETENTION PERIOD		
RETIREMENT	ORIGINAL	DEPARTMENT 2 or un-	REC. CENTER -	TOTAL 2 or un-
		til ref-		til ref-
		erence		erence
		value ceases,		value
		whichever		ceases,

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing): occurs later. whichever occurs late

Administrative Working Files consist of special studies and reports and administrative records of the functioning of the department. Some of the subjects in these files include attorney opinions, Conflict of Interest, Lawsuits, Lifeguard Transfers, Newspaper Clippings, Ordinances, Requests for Council Action, Resolutions, Requests for Certification.

Contents of these files include memoranda, reports, correspondence, newspaper articles, notes, computer printouts, ordinances, resolutions, and 1472's.

Generally arranged alphabetically by subject, chronologically thereunder.

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

R - 265509

APPROVED BY: CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY Cheryl Reputy
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RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

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

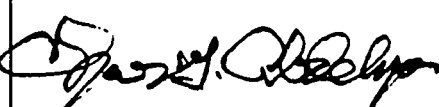
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Agreements are between the City and consultants for audits, financial advice, and investment research and advice relative to the City's Retirement System. Original agreements are maintained by the City Clerk. This file also includes copies of resolutions and/or ordinances authorizing the agreements.

Arranged chronologically.

Retention Criteria: Government Code section 34090.7.

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APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
	Robert P. Logan	Ted Burnfield City Deputy

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RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

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

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

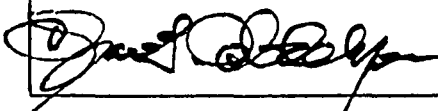
Budget Working Files consist of the documentation and working papers produced in the preparation, submission and revision of the department's budget.

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

Arranged chronologically by fiscal year.

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

R- 265509

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
	<i>Robert P. Logan</i>	<i>Ted Bonifred Chief Deputy</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT RETIREMENT	RECORDS SERIES TITLE CENTRE CITY LEASE FILES			
COPIES BY DEPT./SECTION :	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	ORIGINAL	Duration	P	P
		of lease.		

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


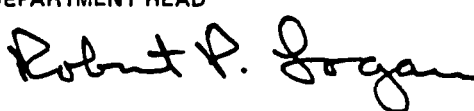
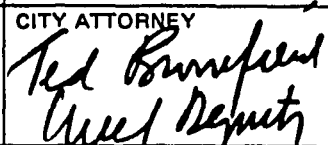
Centre City Lease Files consist of documents relating to the lease of facilities in the Community Concourse from the City's Retirement System to the City of San Diego.

These files include the lease agreement, title insurance, escrow statement, Request For Direct Payment (AC-468), contract of sale, payment schedules, and block and lot descriptions.

Arranged by subject and by block location thereunder.

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

R - **265509**

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT RETIREMENT	RECORDS SERIES TITLE CONTINUING POWER OF ATTORNEY CARDS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
RETIREMENT	ORIGINAL	DEPARTMENT	REC. CENTER	TOTAL
		Destroy after termination of		
		power of attorney or after		
		2 years, whichever occurs		
		later.		


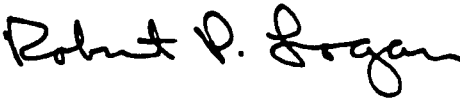
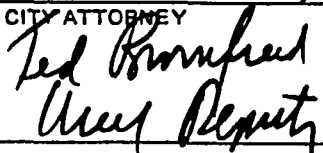
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Continuing Power of Attorney Cards are authorizations by Retirement System members for someone else, such as a bank officer, to endorse the member's City of San Diego Warrants. Cards are signed by the employee, the bank, and a Notary Public.

Arranged alphabetically by name of the employee.

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

R-265509

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
	 07838	 Avery Deputy

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT RETIREMENT	RECORDS SERIES TITLE CORRESPONDENCE - ROUTINE			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	ORIGINAL	2	-	2


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

Routine Correspondence consists of correspondence on a variety of the office's functions and tasks for which files have not been designated elsewhere. These files document functions of the department according to established policy and procedure. Files include letters, memoranda, and notes.

Arranged chronologically.

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

R-265509

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
	Robert P. Logan	Ted Springfield Vince Roberts

00839

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT RETIREMENT	RECORDS SERIES TITLE COST OF LIVING UPDATE			
COPIES BY DEPT./SECTION :	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	ORIGINAL	2 or until	-	2 or until
		reference		reference
		value ceases,		value cease
		whichever		whichever
		occurs later.		occurs late


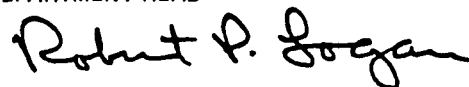
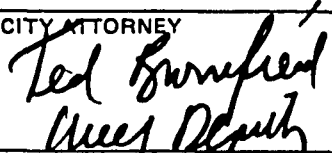
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

The Cost of Living Update is a computer printout showing cost of living deduction rates. This information is used for the master file, the pensioners listing, and the pension payroll.

Arranged numerically by employee social security number.

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

R- 265509

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		 Deputy

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT RETIREMENT	RECORDS SERIES TITLE ELECTION BALLOTS			
COPIES BY DEPT./SECTION RETIREMENT	COPY DESIGNATION ORIGINAL	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
		6 months	18 months	2 years


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

Election Ballots are records of votes cast by Retirement System members regarding proposed changes to the Retirement System.

Unarranged.

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

R- 265509

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
	Robert P. Logan	<i>Ted Sumpter City Attorney</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT RETIREMENT	RECORDS SERIES TITLE EMPLOYEE INFORMATION PRINTOUTS			
COPIES BY DEPT./SECTION RETIREMENT	COPY DESIGNATION ORIGINAL	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
		2 or un-	-	2 or until
		til ref-		reference
		erence value		value
		ceases, whichever		ceases,
		occurs later,		whichever


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

Employee Information Printouts are various computer printouts which list active and/or retired City and Port District employees. These lists show employee status and give basic personal and employment information about the individuals listed. Types of printouts include edit listing printouts, payroll and employee register, and Master Files. Used for reference.

Arranged alphabetically by employee name; numerically by department number, by social security number or by retirement number; or unarranged.

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

R - 265509

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
	<i>Robert P. Logan</i>	<i>Ted Burnfield</i> <i>Deputy</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RETIREMENT	FINANCIAL REPORTS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	ORIGINAL	2	23	25


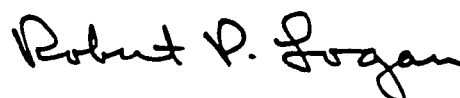
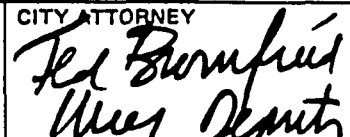
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Financial Reports consist of reports on the assets, liabilities, and cash on hand in the Retirement System, prepared by the Auditor and Comptroller; reports on account activities, portfolio audits by investment consultants (Scudder, Stevens and Clark), and other accounting records of the Retirement System.

Arranged chronologically.

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

R- 265509

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT RETIREMENT	RECORDS SERIES TITLE INACTIVE MEMBER INDEX CARDS			
COPIES BY DEPT./SECTION RETIREMENT	COPY DESIGNATION ORIGINAL	RETENTION PERIOD		
		DEPARTMENT 10	REC. CENTER -	TOTAL 10


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

Inactive Member Index Cards contain information on Retirement System members who have resigned, were fired, and/or withdrew their funds from the Retirement System. Used for reference.

Arranged alphabetically by name of the member.

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

R- 265509

APPROVED BY: CITY CLERK 	DEPARTMENT HEAD Robert P. Logan	CITY ATTORNEY Ted Bonfield Mey Deputy
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RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT RETIREMENT		RECORDS SERIES TITLE INVESTMENT COMMITTEE MINUTES		
COPIES BY DEPT./SECTION :	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	ORIGINAL	5	P	P


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

Investment Committee Minutes are the official records of this committee of the Retirement Board of Administration. The Investment Committee plans, advises, and reviews investments made by the Retirement Fund.

Arranged chronologically.

Retention Criteria: Government Code section 34090 (d).

R- 265509

APPROVED BY:		
CITY CLERK 	DEPARTMENT HEAD Robert P. Soyars	CITY ATTORNEY Ted Bernhardt Mary Deputy

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT RETIREMENT	RECORDS SERIES TITLE INVESTMENT FILES			
COPIES BY DEPT./SECTION RETIREMENT	COPY DESIGNATION ORIGINAL	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
		2	8	10


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

Investment Files consist of reports from consultants on the Retirement's Systems investments and consultant reports on investment strategies of other investors. These reports are prepared by Scudder, Stevens and Clark or by Callan Associates, Inc. These reports are used to monitor the Retirement System's investments and are used by the Investment Committee in planning future investments.

Arranged by type of report, chronologically thereunder.

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

R - 265509

APPROVED BY:		
CITY CLERK 	DEPARTMENT HEAD Robert P. Soyars	CITY ATTORNEY Ted Sumfield Deputy

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RETIREMENT	MEDICAL INSURANCE ADMINISTRATION FILES			
COPIES BY DEPT./SECTION :	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	ORIGINAL	3	-	3


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

Medical Insurance Administration Files consist of financial and other records of City retirees who are enrolled in a City-affiliated health plan. Contents of these files include invoices, Requests for Direct Payment (Form AC-468), reports from the Auditor on health insurance payroll deductions, memoranda, correspondence, insurance forms, and logs.

Unarranged.

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

R - 265509

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
	Robert P. Jogan	Ted Burroughs Chief Deputy

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT RETIREMENT	RECORDS SERIES TITLE MEDICAL INSURANCE ENROLLMENT FILES			
COPIES BY DEPT./SECTION RETIREMENT	COPY DESIGNATION ORIGINAL	RETENTION PERIOD		
		DEPARTMENT 2	REC. CENTER -	TOTAL 2

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

Medical Insurance Enrollment Files consist of lists of City retirees and which medical plans they are enrolled in. These lists are computer printouts.

Arranged alphabetically by retiree name.

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

R- 265509

APPROVED BY: CITY CLERK <i>[Signature]</i>	DEPARTMENT HEAD <i>Robert P. Logan</i>	CITY ATTORNEY <i>Ted Runfield Chief Deputy</i>
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RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RETIREMENT	MEDICARE FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	ORIGINAL	Transfer to Terminated	Member Files when	
		member dies.		

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

Medicare Files consist of the records relating to the Retirement System's reimbursement of Medicare charges accrued by Retirement members. When the City pulled out of the Social Security System it assumed the responsibility of reimbursing the Medicare Program for charges run up by Retirement members.

Arranged alphabetically by member name.

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

R-265509

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

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT RETIREMENT		RECORDS SERIES TITLE MINUTE BOOKS OF BOARDS OF TRUSTEES FOR POLICE AND FIRE RELIEF AND PENSION FUNDS		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	ORIGINAL	-	P	P

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

Minute Books of Boards of Trustees For Police And Fire Relief And Pension Funds provide the official records of the boards charged with overseeing the retirement systems for police and fire employees from 1913-1955. There was a separate Board for the Police and one for the Fire Relief and Pension Fund until 1943 when a Joint Board was created.

Arranged by type of Board of Trustees, chronologically thereunder.

Retention Criteria: Government Code section 34090(e).

R - 265509

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>George C. ...</i>	<i>Robert P. Logan</i>	<i>Ted Burnfield Chief Deputy</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT		RECORDS SERIES TITLE		
RETIREMENT		MISSING CONTRIBUTION INDEX CARDS		
COPIES BY DEPT./SECTION :	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	ORIGINAL	Retire-	-	Retire-
		ment +		ment +
		2.		2.

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

Missing Contribution Index Cards are records of employees who took time off from work and did not make contributions to the Retirement System while off from work. After these employees retire these "missing contributions" are subtracted from their retirement allowances.

Arranged alphabetically by employee name.

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

R-265509

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	Robert P. Logan	Ted Burnfield Deputy

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

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

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

Office Management Files consist of documents reflecting the day-to-day financial and personnel administration of the office. Contents of these files include Petty Cash Vouchers, Purchase Requisitions (Form PA-2159), Purchase Orders (Form PA-2555B), Requests for Direct Payment (Form AC-468), Stores Requisitions (Form PA-1434), and Work Requests (Form PW-999A).

Arranged alphabetically by type of record, chronologically thereunder.

Retention Criteria: Government Code section 34090.7. *R* - 265509

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	<i>Robert P. Logan</i>	<i>Ted Bronfman</i> <i>Chief Deputy</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RETIREMENT	PAYROLL INFORMATION PRINTOUTS			
COPIES BY DEPT./SECTION :	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	ORIGINAL	2 or until	-	2 or until
		reference		reference
		value ceases,		value
		whichever		ceases,
		occurs later.		whichever

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

occurs later

Payroll Information Printouts consist of computer printouts with different payroll information on City employees and Port District Employees who are in the Retirement System. Types of printouts include payroll Journal, time sheet, retirement rate and contribution for general members, Port District employees, special safety members, and lifeguards; and pension payroll listing.

Arranged by type of printout.

Retention Criteria: Minimum legal requirement established by **265509**
Government Code section 34090 (d). *R-*

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

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RETIREMENT	PAYROLL WARRANTS/CHECK REGISTERS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	DUPLICATE	1	-	1

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

Payroll Warrants/Check Registers (AC-765R) are copies of the City Payroll which show payroll information, such as deductions, gross pay, leave time, and other data found on employee check stubs.

Arranged by department and alphabetically by employee name thereunder.

Retention Criteria: Government Code section 34090.7.

R-265509

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

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RETIREMENT	PENDING DISABILITY APPLICATIONS			
COPIES BY DEPT./SECTION :	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	ORIGINAL	Transfer to individual member		
		folder in Active Member Files		
		after resolution of application.		

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

Pending Disability Applications are applications and medical reports related to the applications of retirees who have applied for disability payments and whose application may be decided by the Retirement Board. After resolution of the application the materials are placed in the retiree's individual member folder.

Unarranged.

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

R- 265509

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Jade Delgado</i>	<i>Robert P. Logan</i>	<i>Ted Bramford Chief Deputy</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT		RECORDS SERIES TITLE		
RETIREMENT		PENSION PAYROLL BALANCE FORWARD FILES		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	ORIGINAL	Destroy when reference value ceases.		

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

Pension Payroll Balance Forward Files consist of computer printouts which show the yearly accumulated contributions and interest of each employee's retirement payroll deduction. This information is also kept by the Auditor on microfilm for a period of ten years.

Arranged chronologically, alphabetically by employee name or numerically by enrollment number thereunder.

Retention Criteria: Government Code sections 34090.5 and 34090.7.

R- 265509

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

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

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

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

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

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


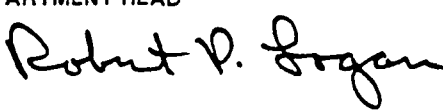
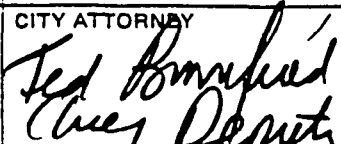
Group B records include: Appointing authority selection interview documentation, discharge and employee separation records, job descriptions, leave requests, letters of complaint against the employee, long term disability records, medical data not pertinent to the new job, memoranda and/or correspondence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

- *Disposition for Transferring employees (includes employees changing department due to interdepartmental transfers, class transfers, promotions, and/or demotions):
- Transfer Group A records to receiving department.
 - Losing department destroys Group B records two (2) years after employee transfers

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

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

R- 265509

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT RETIREMENT	RECORDS SERIES TITLE POLICE AND FIRE DEPARTMENT PENSION LAWSUIT FILES			
COPIES BY DEPT./SECTION :	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	ORIGINAL	Send to Records Center.	P	P

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

Police and Fire Department Pension Lawsuit Files consist of documents relating to the Police and Fire Department Pension Plan dating from 1913 and a lawsuit filed in regard to that Pension Plan. The case was filed in 1938.

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.

R-265509

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	Robert V. Logan	Ted Bonafant Chief Deputy

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RETIREMENT	POLICE AND FIRE PENSION FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	ORIGINAL	Send to	50	50
		Records		
		Center.		

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

Police and Fire Pension Files consist of the pension accounting records and records of payments made by employees into Police and Fire pension funds for the period of 1913-1951.

Arranged chronologically and either alphabetically by employee name or by type of entry thereunder.

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

R- 265509

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	Robert P. Logan	Ted Bromfield Chief Deputy

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT RETIREMENT		RECORDS SERIES TITLE REGISTER OF RETIRED MEMBERS ELIGIBLE FOR BENEFITS		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	ORIGINAL	P	-	P

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

The Register of Retired Members Eligible for Benefits is a listing of employees who have retired and who are eligible to receive Retirement benefits. Used for reference.

Arranged numerically by retirement number.

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

R - 265509

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Jackie A. Olyon</i>	<i>Robert P. Logan</i>	<i>Ted Burnfield Chief Deputy</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

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


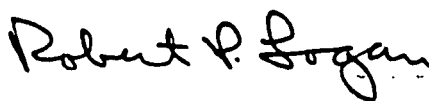
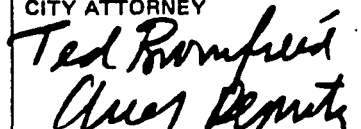
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Requests for Direct Payment (AC-468) authorize payment of retirement benefits. Memoranda concerning payments are attached to some of the Requests for Direct Payment.

Arranged chronologically.

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

R- 265509

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		 Chief Deputy

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RETIREMENT	RETIREMENT BOARD MINUTES			
COPIES BY DEPT./SECTION :	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	ORIGINAL	Send to	P	P
		Records		
		Center after		
		microfilming		
	MICROFILM	P	-	P

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

Retirement Board Minutes are the official record of the Retirement Board of Administration. This Board was established by City Charter Section 144. The Board is in charge of administering the Retirement Fund and judging the conditions under which persons may be admitted to benefits of the Retirement System.

Arranged chronologically.

Retention Criteria: Government Code section 34090(a) and Government Code section 34090.5.

R- 265509

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	Robert P. Sogam	Ted Bonifant Deputy

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RETIREMENT	RETIREMENT SYSTEM ANNUAL REPORTS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	ORIGINAL	5	P	P

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

Retirement System Annual Reports provide members with information on the financial status of the City's Retirement System. These Reports summarize financial activity for a given fiscal year, including investment activities.

Arranged chronologically.

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

R - 265509

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	<i>Robert P. Logan</i>	<i>Ted Bromfield Chief Deputy</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RETIREMENT	TABLES OF MONTHLY DEDUCTIONS			
COPIES BY DEPT./SECTION :	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	ORIGINAL	2 or until	-	2 or until
		reference		reference
		value ceases,		value ceases
		whichever		whichever
		occurs later.		occurs later

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

Tables of Monthly Deductions are records giving a "master" list of information on City and Port District employees contributing to the Retirement System. This information is used for actuarial purposes.

Arranged by City employees and Port District employees, chronologically thereunder and further thereunder by member type and by sex or age thereunder.

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

R- 265509

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	<i>Robert P. Logan</i>	<i>Ted Burnfield Chief Deputy</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

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

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

Technical Reference Materials consist of non-City publications and studies and duplicate City publications used for reference purposes. These materials include various studies of the retirement systems of other governmental agencies, the City Personnel Manual, various procedure manuals, charts and tables, City Council Policy Manual, City Charters, dictionaries and directories.

Unarranged.

Retention Criteria: Government Code section 34090.7.

R-265509

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

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RETIREMENT	TERMINATED EMPLOYEE REGISTER			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	ORIGINAL	P	-	P

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

The Terminated Employee Register is a list of employees and information regarding employees been terminated from the Retirement System because of their death.

Arranged numerically by termination number.

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d); decision to maintain permanently to meet the administrative needs of the City. *R-265509*

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	<i>Robert P. Logan</i>	<i>Thad Brownfield</i> <i>Ariel Deputy</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RETIREMENT	TERMINATED MEMBER FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	ORIGINAL	2	P	P

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


Terminated Member Files consist of documents related to member employees or retired employees who have died. Such employees have been terminated from the Retirement System.

Contents of these files include Death Certificates, Payroll Change Notices (Form AC-29), correspondence, Pension Payroll System Inputs (Form RE-1145), Requests for Direct Payment (Form AC-468), Affidavits of Eligibility, Benefit Recipient's Withholding Preference Certificates, Requests for Certificate of Benefits Payable (Form RE-1525), birth certificates, marriage certificates, Applications for Return of Accumulated Contributions (Form RE-35), and Change of Beneficiary Forms.

Arranged numerically by retirement number.

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

R- 265509

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
	Robert P. Logan	Ted Townsend Chief Deputy

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RETIREMENT	WITHDRAWN MEMBER FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	ORIGINAL	2	P	P

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

Withdrawn Member Files consist of the records of members of the City's Retirement System or 1981 Pension Plan who have withdrawn themselves from these programs. Documents in the files include Requests for Direct Payment (Form AC-468), Requests for Disposition of Separated Member's Retirement Contributions (Form RE-170), Requests for Refund of Member's Retirement Contributions (Form RE-180, Retirement Contribution Change Notices (Form RE-52), 1981 Pension System Enrollments (Form RE-190), Payroll Change Notices (Form AC-29), Accounts Payable Vendor Updates (Form PA-2501), notes, worksheets, and correspondence.

Arranged numerically by withdrawal number.

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

R - 265509

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>Joselyn DeYoung</i>	<i>Robert P. Logan</i>	<i>Ted Bromfield Chief Deputy</i>

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
RETIREMENT	WITHDRAWN MEMBER REGISTERS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
RETIREMENT	ORIGINAL	P	-	P

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

Withdrawn Member Registers consist of the names and information of employees who have withdrawn from the Retirement System. Registers include Withdrawal Journal Books which list withdrawn employees and their assigned withdrawal number. Used for reference.

Arranged numerically by withdrawal number of alphabetically by employee name.

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

R-265509

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
<i>[Signature]</i>	<i>Robert P. Logan</i>	<i>Ted Gornfield</i> <i>Miss Deputy</i>

RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

ITEM NO. (*)	TITLE AND DESCRIPTION OF RECORD SERIES (*)	RETENTION			REMARKS (**)	
		DEPT. (1)	R.C. (*)	TOTAL (*)		
		DEPARTMENT (1) RETIREMENT			SCHED. NO. (2) 1	DATE (3)
		DIVISION			PAGE (4) 1	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>					

00879

R-265509

RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

ITEM NO. (i)	TITLE AND DESCRIPTION OF RECORD SERIES (ii)	RETENTION			REMARKS (iii)
		DEPT. (v)	R.C. (iv)	TOTAL (vi)	
		DEPARTMENT (i) RETIREMENT			SCHED. NO. (ii) 1
		DIVISION			DATE (iii) PAGE (iv) 2
R-265509	<p>Group B records include: Appointing 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-</p>				<p>For both Group A and Group B records please note for transferr y/ terminating employees. When an employee leave a department the losin department should re-view its personnel records to determine i there are any records that should be forwarded to the Personnel Department which were not sent</p>
		Retain records in office.	-	-	
		Transfer with employee to receiving department.	-	-	

RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

DEPARTMENT (1)	SCHED. NO. (2)	DATE (3)
RETIREMENT	1	3
DIVISION		

ITEM NO. (4)	TITLE AND DESCRIPTION OF RECORD SERIES (5)	RETENTION			REMARKS (6)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
	departmental transfers, class transfers, promotions, demotions, 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.	

R-265509

09872

RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

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

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (7)
		DEPT. (8)	R.C. (9)	TOTAL (10)	
2.	ACTIVE MEMBER INDEX CARDS. Information on active members of the Retirement System. Used for reference. Arranged alphabetically by the name of the member.	75	50	125	
3.	ACTIVE MEMBER REGISTERS. Listings of all the people who have been enrolled as members in the City's Retirement System. Registers date from 1899. Used for reference. Arranged numerically by active number or alphabetically by member name.	P	-	P	
4.	ACTIVE RETIREMENT FILES. Documents of active members of the Retirement System. Used to administer the System. Contents include year end statements of retirement benefits (Report No. V10-300), IBM Cards, Payroll Change Notices (Form AC-29), Pension System Enrollment Form (Form RE-190), Requests for Refund of Member's Retirement Contributions (Form RE-180), Change of Beneficiary Forms (Form RE-657), Requests To Purchase Probationary Time, Proof of Age Documents, transcripts, correspondence, check off lists, and Retirement Contribution Withdrawal Worksheets. Arranged alphabetically by member name.		Transfer to Terminated Member Files or Withdrawn Member Files upon change of status.		

R-265509

00873

RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

DEPARTMENT (i)	RETIREMENT	SCHED. NO.(i)	DATE (i)
DIVISION		1	PAGE (i) 5

ITEM NO. (i)	TITLE AND DESCRIPTION OF RECORD SERIES (i)	RETENTION			REMARKS (ii)
		DEPT. (i)	R.C. (i)	TOTAL (i)	
5.	ACTUARIAL FILES. Valuations of the Retirement System, reports, and operating tables, produced by consultants. Also includes computer printouts. Used to predict monies needed to find the Retirement System and/or compute interest earnings. Actuarial valuations are arranged chronologically. Actuarial reports and operating tables are unarranged. Computer printouts are arranged by member category, by numerically by enrollment number thereunder.	10	15	25	
6.	ACTUARY SHEETS. Used to calculate retirement allowances. Arranged numerically by retirement number. a. Duplicate				Destroy when reference value ceases.
7.	ADMINISTRATIVE POLICY FILES. Outgoing correspondence from the department director and the assistant department director. • Files include memoranda and reports.	2	P	P	Originals are found in Active Member Files.

R-265509

00874

RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

DEPARTMENT (1)	RETIREMENT	SCHED. NO. (2)	DATE (3)
DIVISION		1	PAGE (4) 6

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
8.	ADMINISTRATIVE WORKING FILES. Special Studies and reports and administrative records of the functioning of the department. Subjects include Attorney Opinions, Conflict of Interest, Lawsuits, Lifeguard Transfers, Newspaper Clippings, Ordinances, Resolutions, Requests for Council Action, and Requests for Certification. Contents include memoranda, reports, correspondence, newspaper articles, notes, computer printouts, ordinances, resolutions, and 1472's. Arranged alphabetically by subject, chronologically thereunder.	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.	
9.	AGREEMENTS. Provide for consultant services for audits, financial advice, and investment research and advice on the Retirement System. Resolutions and ordinances are included in these files. Arranged chronologically. a. Duplicate	Destroy when reference value ceases. C0875	-	Destroy when reference value ceases.	Originals are maintained by the City Clerk.

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RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

DEPARTMENT (1)	SCHED. NO. (2)	DATE (3)
RETIREMENT	1	
DIVISION		PAGE (4)
		7

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
10.	BUDGET WORKING FILES. Documentation and working papers produced in the preparation, submission, and revision of the department's budget. Files include monthly expenditure reports, copies of the preliminary budget, memoranda, correspondence, statistical data, appropriations information, and personnel payroll information. Arranged chronologically by fiscal year.	3	2	5	
11.	CENTRE CITY LEASE FILES. Documents relating to the lease of facilities in the Community Concourse from the Retirement System to the City. Contents include the lease agreement, title insurance, escrow statement, Request for Direct Payment (Form AC-468), contract of sale, payment schedules, and block and lot descriptions. Arranged by subject and by block location thereunder.	Duration of the lease.	P	P	
12.	CONTINUING POWER OF ATTORNEY CARDS. Authorizations by Retirement members for someone else to endorse the member's payroll warrants. Arranged alphabetically by the name of the employee.	Destroy after termination of power of attorney or after 2 years, whichever occurs later.			

00876

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RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

ITEM NO. (*)	TITLE AND DESCRIPTION OF RECORD SERIES (*)	RETENTION			REMARKS (**)	
		DEPT. (*)	R.C. (*)	TOTAL (*)		
		DEPARTMENT (i) RETIREMENT			SCHED. NO. (i) 1	DATE (i) PAGE (i) 8
		DIVISION				
13.	CORRESPONDENCE-ROUTINE. Regarding a variety of the office's functions and tasks for which files have not been designated elsewhere. The files document functions of the department according to established policy and procedure. Files include letters, memoranda, and notes. Arranged chronologically.	2	-	2		
14.	COST OF LIVING UPDATE. Computer printout showing cost of living deduction rates. Used for the master file, pensioners listing, and pension payroll. Arranged numerically by employee social security number.	2 or until reference value ceases whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.		
15.	ELECTION BALLOTS. Records of votes cast by Retirement System members on proposed changes to the System. Unarranged.	6 months	18 months	2 years		

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RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

DEPARTMENT (1)	RETIREMENT	SCHED. NO. (2)	DATE (3)
DIVISION		1	PAGE (4) 9

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
16.	EMPLOYEE INFORMATION PRINTOUTS. Lists of active and/or retired City and Port District employees. Lists show employee status and basic personal and employment information. Types of printouts include edit listing, payroll and employee register, and Master Files. Used for reference. Arranged alphabetically by employee name; numerically by department number, by social security number, or by retirement number, or unarranged.	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.	
17.	FINANCIAL REPORTS. Regarding the assets, liabilities, and cash on hand in the Retirement System, prepared by the Auditor. Also includes reports by investment consultants on account activities, portfolio audits, and other accounting records of the Retirement System. Arranged chronologically.	2	23	25	
18.	INACTIVE MEMBER INDEX CARDS. Information on members who have resigned, were fired, and/or withdrew their funds from the Retirement System. Used for reference. Arranged alphabetically by name of the member.	10	-	10	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

ITEM NO. (*)	TITLE AND DESCRIPTION OF RECORD SERIES (*)	RETENTION			REMARKS (**)
		DEPT. (*)	R.C. (*)	TOTAL (*)	
		DEPARTMENT (*) RETIREMENT		SCHED. NO. (*)	DATE (*)
		DIVISION		1	PAGE (*) 10
19.	INVESTMENT COMMITTEE MINUTES. Official records of this committee of the Retirement Board. The Committee plans, advises, and reviews investments made by the Retirement Fund. Arranged chronologically.	5	P	P	
20.	INVESTMENT FILES. Consultant reports on investments and investment strategies. Used to monitor and review present strategies and for planning future investments. Arranged by type of report, chronologically thereunder.	2	8	10	
21.	MEDICAL INSURANCE ADMINISTRATION FILES. Financial and other records of retirees enrolled in a City affiliated health plan. Contents include invoices, Requests for Direct Payment (AC-468), Auditor reports, memoranda, correspondence, insurance forms, and logs. Unarranged.	3	-	3	
22.	MEDICAL INSURANCE ENROLLMENT FILES. Computer printout lists of retirees and the medical plans in which they are enrolled. Arranged alphabetically by retiree name.	2	-	2	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

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

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (7)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
23.	MEDICARE FILES. Records relating to the Retirement System's reimbursement of Medicare charges accrued by retirement members. Arranged alphabetically by member name.		Transfer to Terminated Member Files when member dies.		
24.	MINUTE BOOKS OF BOARDS OF TRUSTEES FOR POLICE AND FIRE RELIEF AND PENSION FUNDS. Official records of the boards charged with overseeing the retirement systems for police and fire employees from 1913-1955. Arranged by type of Board of Trustees, chronologically thereunder.	-	P	P	
25.	MISSING CONTRIBUTION INDEX CARDS. Records of employees who took time off from work and did not make contributions to the Retirement System during that time off. This information is used in calculating retirement allowances after the employee retired. Arranged alphabetically by employee name.	Retirement + 2.	-	Retirement + 2.	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

DEPARTMENT (1)	RETIREMENT	SCHED. NO.(2)	DATE (3)
DIVISION		1	PAGE (4) 12

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (7)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
26.	OFFICE MANAGEMENT FILES. Documents reflecting the day-to-day financial and personnel administration of the office. Contents include Petty Cash Vouchers, Purchase Requisitions (PA-2159), Purchase Orders (PA-2555B), Requests for Direct Payment (AC-468), Stores Requisitions (PA-1434), and Work Requests (PA-999A). Arranged alphabetically by type of record, chronologically thereunder. a. Duplicate	3	-	3	
27.	PAYROLL INFORMATION PRINTOUTS. Different payroll information on Retirement System members. Types of computer printouts include payroll journal, time sheet, retirement rate and contribution for general members, Port District employees, special safety members, and lifeguards; and pension payroll listing. Arranged by type of printout.	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.	
28.	PAYROLL WARRANTS/CHECK REGISTERS. Contain payroll information found employee check stubs. Arranged by department and alphabetically by employee name thereunder. a. Duplicate	1	-	1	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

DEPARTMENT (1)	RETIREMENT	SCHED. NO. (2)	DATE (3)
DIVISION		1	PAGE (4) 13

EM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (7)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
29.	PENDING DISABILITY APPLICATIONS. Applications and medical reports related to applications of retirees who have applied for disability payments and whose application may be decided by the Retirement Board. Unarranged.	Transfer to individual member folder in Active Member Files after resolution of application.			
30.	PENSION PAYROLL BALANCE FORWARD FILES. Computer printouts which show the yearly accumulated contributions and interest of each employee's retirement payroll deduction. a. Duplicate	Destroy when reference value ceases.	-	Destroy when reference value ceases.	This information is maintained by the Auditor on micro-film for ten years
31.	POLICE AND FIRE DEPARTMENT PENSION LAWSUIT FILES. Documents relating to the Police and Fire Department Pension Plan dating from 1913 and a lawsuit filed in regard to that Pension Plan. Unarranged.	Send to Records Center.	P	P	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

DEPARTMENT (1)	SCHED. NO.(2)	DATE (3)
RETIREMENT	1	14
DIVISION	PAGE (4)	

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
32.	POLICE AND FIRE PENSION FILES. Pension and accounting records and records of payments made by employees into Police and Fire pension funds for the period of 1913-1951. Arranged chronologically and either alphabetically by employee name or by type of entry thereunder.	Send to Records Center.	50	50	
33.	REGISTER OF RETIRED MEMBERS ELIGIBLE FOR BENEFITS. Listing of retired employees eligible to receive retirement benefits. Used for reference. Arranged numerically by retirement number.	P	-	P	
34.	REQUESTS FOR DIRECT PAYMENT. Authorizations for payment of retirement benefits. Memoranda concerning payments included. Arranged chronologically.	3	-	3	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

DEPARTMENT (1)	SCHED. NO.(2)	DATE (3)
RETIREMENT		
DIVISION	1	PAGE (4) 15

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
35.	<p>RETIREMENT BOARD MINUTES. The official record of the Retirement Board of Administration. The Board administers the Retirement Fund and judges the conditions under which persons may be admitted to the benefits of the Retirement System. Arranged chronologically.</p> <p>a. Original</p> <p>b. Microfilm</p>	<p>Send to Records Center after microfilming.</p> <p>P</p> <p>5</p>	<p>P</p> <p>-</p> <p>P</p>	<p>P</p> <p>P</p> <p>P</p>	
36.	<p>RETIREMENT SYSTEM ANNUAL REPORTS. Information on the financial status and investment activities of the Retirement System. Arranged chronologically.</p>	5	P	P	
37.	<p>TABLES OF MONTHLY DEDUCTIONS. Information on Retirement members and their contributions to the System. Used for actuarial purposes. Arranged by City employees and Port District employees, chronologically thereunder and further thereunder by member type and by sex or age thereunder.</p>	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-1571 (6-82)

DEPARTMENT (1) RETIREMENT	SCHED. NO.(2) 1	DATE (3)
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ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
38.	<p>TECHNICAL REFERENCE MATERIALS. Non-City publications and studies and duplicate City publications used for reference. Materials include studies of retirement systems of other agencies, Personnel Manual, procedure manuals, City Council Policy Manual, City Charter, dictionaries, and directories. Unarranged.</p> <p>a. Duplicate</p>				Destroy when reference value ceases.
39.	<p>TERMINATED EMPLOYEE REGISTERS. List of employees and information regarding employees who have been terminated from the Retirement System. Arranged numerically by termination number.</p>	P	-	P	

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RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

DEPARTMENT (1)	SCHED. NO.(2)	DATE (3)
RETIREMENT		
DIVISION	1	PAGE (4) 17

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
40.	<p>TERMINATED MEMBER FILES. Documents related to member employees or retired members who have died. File contents include Death Certificates, Payroll Change Notices (Form AC-29), correspondence, Pension Payroll System Inputs (Form RE-1145), Requests for Direct Payment (Form AC-468), Affidavits of Eligibility, Benefit Recipient's Withholding Preference Certificates, Requests for Certificates of Benefits Payable (Form RE-1525), birth certificates, marriage certificates, Applications for Return of Accumulated Contributions (Form RE-35), and Change of Beneficiary Forms. Arranged numerically by retirement number.</p>	2	P	P	

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RECORDS DISPOSITION SCHEDULE

CC-1871 (6-82)

DEPARTMENT (1)	RETIREMENT	SCHED. NO.(2)	DATE (3)
DIVISION		1	PAGE (4) 18

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
41.	WITHDRAWN MEMBER FILES. Records of members of the Retirement System or 1981 Pension Plan who have withdrawn from these programs. Files contents include Requests for Direct Payment (Form AC-468), Requests for Disposition of Separated Member's Retirement Contributions (Form RE-170), Requests for Refund of Member's Retirement Contributions (Form RE-180), Retirement Contribution Change Notices (Form RE-52), 1981 Pension System Enrollments (Form RE-190), Payroll Change Notices (Form AC-29). Accounts Payable Vendor Updates (Form PA-2501), notes, worksheets, and correspondence. Arranged numerically by withdrawal number.	2	P	P	
42.	WITHDRAWN MEMBER REGISTERS. Names and information of employees who have withdrawn from the Retirement System. Registers include Withdrawal Journal Books. Used for reference. Arranged numerically by withdrawal number or alphabetically by employee name.	P	-	P	

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#127

Passed and adopted by the Council of The City of San Diego on APR 21 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
William Jones	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ed 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> VACANT

AUTHENTICATED BY:

ED STRUIKSMA
Deputy Mayor of The City of San Diego, California.

(Seal)

CHARLES G. ABDELNOUR
City Clerk of The City of San Diego, California.

By *Maureen L. Pontecorvo*, Deputy.

Office of the City Clerk, San Diego, California	
Resolution Number <u>R-265509</u>	Adopted <u>APR 21 1986</u>

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