

South San Francisco Records Clean-up Day

THURSDAY, AUGUST 10, 2023

11:00 A.M. - 1:00 P.M.

CITY HALL - ANNEX BREEZEWAY

Join the City Clerk's team and review your records during our Annual Records Clean-Up Day!

Here's how to participate:

1. Submit a completed and signed commitment form by **July 28, 2023**.
Complimentary Lunch will be provided to all participants.
2. On or before August 10, 2023, organize your records to determine your department's records needs.
3. Submit a Records Destruction Form for approval prior to purging and shredding records.





SOUTH SAN FRANCISCO RECORDS CLEAN-UP DAY

AUGUST 10, 2023

COMMITMENT FORM AND CHECKLIST

Department:

Your Name:

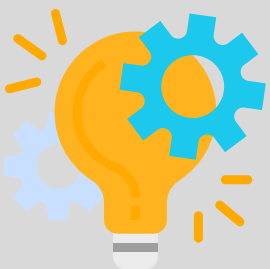
Contact Info:

Name of Dept. Records Coordinator:



GOAL(S) FOR CLEAN-UP DAY: CHECK ALL THAT APPLY

- Prepare records for destruction
- Dispose of duplicate records
- Create a file inventory for the department
- Prepare records for Corodata (off-site) storage
- Review Corodata records for department
- Email clean-up (delete unnecessary emails)
- Archive records and attachments to proper repository i.e., "s" shared drive or Laserfiche
- Review and identify electronic records eligible for destruction
- Index Electronic records
- Other:



Please explain below how you will accomplish these goals.
Be as specific as possible.