

RESOLUTION NO. RC-250975

JAN 14 1980

WHEREAS, the City Clerk of The City of San Diego has proposed by Report No. C80-03, the implementation of a Citywide Records Management Program which would provide systematic control of paperwork and records creation, maintenance, usage and disposal; and

WHEREAS, successful implementation of a Citywide Records Management Program will require additional staffing and designation of procedures, duties and responsibilities; NOW, THEREFORE,

BE IT RESOLVED, by the Council of The City of San Diego, that the Citywide Records Management Program as proposed in Report No. C80-03 be implemented and administered by the City Clerk commencing April 1, 1980.

BE IT FURTHER RESOLVED, that the Personnel Department is requested to establish standards and job specifications and take whatever other action is necessary to create the positions of Records Management Officer and Records Warehouseperson.

BE IT FURTHER RESOLVED, that Council Policy 000-25 entitled, "RECORDS MANAGEMENT PROGRAM," be and the same is hereby established as set forth in the Council Policy filed in the office of the City Clerk as Document No. RC-250975.

BE IT FURTHER RESOLVED, that the City Clerk be and he is hereby instructed to add the aforesaid to the Council Policy Manual.

APPROVED: JOHN W. WITT, City Attorney

By Stuart H. Swett  
Stuart H. Swett  
Chief Deputy City Attorney

SHS:rc:015

1/9/80

Or. Dept.: Clerk

00605

JAN 14 1980

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

Councilmen	Yeas	Nays	Not Present	Ineligible
Bill Mitchell	<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"/>
Bill Lowery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leon L. Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fred Schnaubelt	<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"/>
Larry Stirling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lucy Killea	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Pete Wilson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AUTHENTICATED BY:

PETE WILSON

Mayor of The City of San Diego, California.

(Seal)

CHARLES G. ABDELNOUR

City Clerk of The City of San Diego, California.

By Rita Andrews, Deputy.

Office of the City Clerk, San Diego, California

Resolution Number 8-250975 Adopted JAN 14 1980