

(R-82-1677)

RESOLUTION NUMBER R- 256510

Adopted on JUN 1 1982

BE IT RESOLVED, by the Council of The City of San Diego,  
that the City Clerk Office Records Disposition Schedule,  
attached as Exhibit A, is hereby approved effective on the  
effective date of Ordinance No. O- 15761 (New Series),  
which establishes procedures governing the management of City  
records.

APPROVED: John W. Witt, City Attorney

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

SHS:rc:015  
3/26/82  
Or.Dept:Clerk  
Form=r.none

EXHIBIT A

RECORD DISPOSITION SCHEDULE  
RECORDS MAINTAINED BY THE OFFICE OF THE CITY CLERK

Prepared by

The Office of the City Clerk  
Records Management Section

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R-256510

CITY OF SAN DIEGO

RECORDS DISPOSITION SCHEDULE  
(Rev. 10/81)

Item No. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	Department (1) CITY CLERK		Sched. No. (2) 1	Date (3) Nov. 16, 1981	Page (4) 1	REMARKS (10)
		Division					
		Dept. (7)	R.C. (8)				
1.	ADMINISTRATIVE POLICY FILES. Correspondence and subject files of Department Head and Assistant Department Head. Also contains records of policy or precedent nature generated by other department staff members.	4 years. Cut off at end of fiscal year.	P	P			Placement of records in this series by office staff must be approved by Records Management Officer.
2.	ADMINISTRATIVE WORKING FILES. Records maintained by supervisors and administrative support personnel which relate to services, special projects, department objectives, and various program functions. Includes memoranda, charts, reports, correspondence, and related records.	2 years. Cut off at end of fiscal year. (Review files at end of office retention period and file policy and precedent records in Administrative Policy Files series.)	-	-	2 yrs.		
3.	ANNEXATIONS. Records which document the incorporation of territory into the domain of the City. Contains Notices of Intent to property owners, memoranda, correspondence, copies of ordinances and resolutions, and other records which relate to the annexation process. Arranged alphabetically by annexed parcel designation or name of owner.	Adoption of ordinance authorizing annexation + 2 yrs.	P	P			
	a. Original records		-	-			
	b. Microfilm (Departmental copy)		-	-			
	c. Microfilm (Security copy)		-	-			(Retain security copy at designated security location.)

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		Division	Division				
		RETENTION					
		Dept. (7)	R.C. (8)	Total (9)			
6.	BUDGET-POLICY. The Policy Budget focuses upon departmental budget policy issues and changes in the Capital Improvement Program.  a. Original/published record copy  b. Duplicate records  c. Microfilm (Departmental copy)  d. Microfilm (Security copy)	Keep record copy in office for 2 yrs., then transfer to Records Center.  Destroy when reference value ceases.  P  -	P  -  -  -	P  -  P  P			(Do not continue to microfilm this series.)  (Retain security copy at designated security location.)
7.	BUDGET-PROPOSED. Summary of proposed expenditures and revenues for City Departments.  a. Original/published record copy  b. Duplicate records  c. Microfilm (Departmental copy)  d. Microfilm (Security copy)	Retain record copy in office one year or until new Proposed Budget is prepared, whichever is later.  Destroy when reference value ceases.  P  -	6 yrs.  -  -	7 yrs.  -  P  P			(Do not continue to microfilm this series.)  (Retain security copy at designated security location.)

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		Total (9)			
8.	BUDGET WORKING FILE. Budget preparation materials which include monthly expenditure reports, memoranda, correspondence, statistical data, appropriations information, and other related records.	3 yrs. Cut off at end of fiscal year.	2 yrs.	5 yrs.	
9.	CAMPAIGN DISCLOSURES-COMMITTEES AND UNSUCCESSFUL CANDIDATES. Campaign Disclosures for unsuccessful candidates and for committees supporting or opposing City ballot measures and candidates. Contains completed F.P.P.C. forms 410, 420, 430, and 490. These forms pertain to designation of campaign treasurer, record of monies received, names and addresses of individual contributors, and related issues. Also includes memoranda and correspondence. Arranged alphabetically by name of committee or candidate.				
	a. Original records	6 mos.	6 yrs+ 6 mos.	7 yrs.	
	b. Counter copies	Destroy after reference value ceases.	-	-	

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		Department (1)	Division				
		RETENTION					
		Dept. (7)	R.C.(8)	Total(9)			
10.	CAMPAIGN DISCLOSURES-ELECTED OFFICIALS. Campaign Disclosures for candidates who are elected to office. Contains completed F.P.P.C. forms 410, 430, and 490. These forms pertain to designation of campaign treasurer, record of monies received, statements of expenditures and loans, and related records. Also includes memoranda and correspondence. Arranged alphabetically by name of elected official.						
	a. Original records		P	P			
	b. Counter copies		-	-			
11.	CASH RECEIPTS. Receipts which have been initiated by the City Clerk for money received from the public for fees and services. Arranged chronologically by deposit date or by date of actual cash receipt.						Record copy: City Treasurer.
		3 yrs. Cut off at end of fiscal year.	-	3 yrs.			
12.	CITY CHARTER. Contains laws which establish the City organization of government. Includes the original Charter of 1889 and early editions.						
	a. Original/record copy	Retain current Charter in office.	P	P			(Transfer older record copies and previous Charters to Records Center.)
	b. Duplicate records	Destroy after reference value ceases.	-	-			

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		CITY CLERK					
		Dept. (7)	R.C. (8)	Total (9)			
13.	<p>CITY COUNCIL DOCKETS. Printed agendas for meetings of the City Council. The docket is divided into categories which include: Time Certain Items; Requests for Continuance; Adoption Agendas for Consent and Committee Items; and Unfinished Business. There is also a Supplemental Docket for items which arrive too late to be placed on the regular meeting docket.</p> <p>a. Original/Steno docket copy</p> <p>b. Duplicate records</p> <p>c. Microfilm (Departmental copy)</p> <p>d. Microfilm (Security copy)</p>			1	Nov. 16, 1981	6	
14.	<p>CITY COUNCIL DOCKET WORKING FILES. Includes copies of the docket which are retained for administrative convenience. Also contains Supplemental Dockets, mini-dockets, special meeting dockets, corrected pages, and code copies (typed items from which the Docket is made up).</p>						(Retain security copy at designated security location.)

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		CITY CLERK					
		Division					
		RETENTION		REMARKS (10)			
		Dept. (7)	R. C. (8)	Total (9)			
15.	CITY COUNCIL MEETING FILES. Documentation submitted before each meeting of the City Council for review and action. Includes records such as: copies of resolutions, ordinances, and City Council Minutes; record copies of City Council Dockets; planning reports; maps; engineering plans; land development plans; memoranda; and correspondence. Arranged chronologically by meeting date.	2 yrs.	P	P	Although a part of the Council Meeting File series, Deeds, Subdivisions, Annexations, Permits, and Leases are removed and arranged in separate series and locations for ease of reference. Contracts are also removed and filed in series No. 20 or series No. 21.		
16.	CITY COUNCIL MEETING TAPE RECORDINGS. Audio tape recordings of City Council Meetings prepared to facilitate the preparation of the minutes. Also included in the series are tapes of meetings of City Council Committees other than standing committees including: the Committee of the Whole, Budget Review Committee, Redevelopment Agency, and Housing Authority. Recordings were initiated in 1964 and consist of both reel to reel and cassette tape recordings. Tapes are arranged chronologically by meeting date.	2 yrs.	Life span of tape	Life span of tape	(Contracts currently located in this series are non-construction contracts and are to be pulled and filed in series No. 21.)		

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		Dept. (7)	R.C. (8)		
		Department (1) CITY CLERK			
		Division			
					Sched. No. (2) 1 Date (3) Nov. 16, 1981 Page (4) 9
19.	<p>CONTRACTS-C NUMBER. Contracts granted via City Manager approval which are under a specified dollar amount and do not require review by the City Council. Contains construction contracts and non-construction contracts relating to advisory services supplied by private persons, businesses, or other agencies; service or maintenance of equipment; purchasing; agreements to provide products or services and other types of contracts. Contains the contract itself, bonds, bids, reports, and correspondence. Arranged numerically by C number.</p>	Keep in office 2 yrs. after date of processing.	*	*	*Final disposition is pending until determination can be made of when contracts may be considered closed or terminated.
20.	<p>CONTRACTS-CONSTRUCTION. Construction contracts over a specified dollar amount which require City Council approval. These contracts relate to construction on or to City owned property. Includes the Contract itself, copies of CMI472 Request for Council Action, copies of resolutions, bonds, bids, reports, and correspondence. Arranged alphabetically by name of contractor or other party entering into agreement with the City.</p>	Notice of Completion + 2 yrs.	P	P	Construction contracts only are to be filed in this series. However, the series also contains non-construction contracts dated prior to August 13, 1979 (and more recent amendments) which relate to advisory services supplied by private persons, businesses or other agencies; service or maintenance of equipment; purchasing contracts; agreements to provide products or services and other types of contracts.

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		Division					
RETENTION		Dept. (7)	R.C. (8)	Total (9)			
23.	<p>CORRESPONDENCE-TRANSITORY. Includes nonrecord material of short-term interest which has no documentary or evidential value but is retained to satisfy administrative needs. Examples of transitory correspondence include: routine requests for information and publications, letters of transmittals, extra copies of outgoing correspondence prepared by other offices and forwarded to recorder's office for information purposes only, communications correcting reports or records, thank you notes, and acknowledgments.</p>	Retain until no longer needed for administrative purposes.	-	-			Note: A retention period of 60 days to 6 months will generally satisfy the need to retain transitory correspondence for administrative purposes.
24.	<p>DEEDS FILES. Includes original deeds for all real property acquired by the City. Also contains copies of the original signed deeds and certified copies of authorizing resolutions for all real property transferred from City ownership. Files are arranged numerically by F number.</p> <p>a. Original records b. Microfilm (Departmental copy) c. Microfilm (Security copy)</p>	5 yrs. P -	P - -	P P P			(Retain security copy at designated security location.)

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		CITY CLERK			
		Dept. (7)	RETENTION R.C. (8)	Total (9)	Page (4)
25.	DIRECT PAYMENT-REQUEST FOR. Consists of copies of the Request itself (Form AC-468), related invoices, bills, and receipts. Arranged chronologically by date of Request.	3 yrs.	-	1	Nov. 16, 1981
26.	DOCUMENT REGISTER. This is a register in which document numbers are assigned to selected items received by the City Clerk's office including: C Number contracts; F number Deeds; various permits; exhibits and related materials; and plans, specifications, and miscellaneous items. Plans, specifications, and miscellaneous items are assigned A numbers consecutively starting with 1; permits are assigned Permit Numbers within given categories; and the other items have numbers assigned consecutively, beginning in 1901 with number 1.	3 yrs.	-	1	12
	a. Original record	P	-		
	b. Microfilm (Departmental copy)	P	-		
	c. Microfilm (Security copy)	-	-		

(Retain security copy at designated security location.)

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		RETENTION		REMARKS (10)		
		Dept. (7)	R.C. (8)	Total (9)		
27.	ELECTIONS FILE. Documentation pertaining to the conduct of municipal elections. The series also contains bonds and records relating to bond elections. Relates to subjects such as: appointment applications and information; referendum; resolutions requesting consolidation of City elections; and voting systems. Contains memoranda, lists, reports, working papers, technical reference materials, performance bonds, packets of information and instructions for candidates, and related material. Arranged alphabetically by subject.	2 yrs.	P(3yrs)*	P(5 yrs)*	*This series consists of records to be kept for 5 yrs. and others to be kept permanently. ACTION: At the conclusion of a 5 yr. retention, thoroughly review and appraise records. Remove historical records and retain permanently. Destroy remaining records. Note: bonds are to be retained permanently.	
28.	ELECTION-BALLOT FILES. Documentation regarding ballot: listings, arguments, propositions, and proposals. Also includes sample ballots. Arranged chronologically under subgroup headings: Ballots and Ballot: Pamphlets, Proposals, Propositions, and Arguments.  a. Original records (folders)  b. Binders (reference copies of selected material contained in folders)	2 yrs.  Destroy when reference value ceases.	P  -	P  -		

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		CITY CLERK				Page (4) 15
		Division				
		RETENTION		REMARKS (10)		
		Dept. (7)	R.C. (8)	Total (9)		
31.	<p>GENERAL FILES. Subject files which include records such as: copies of ordinances and resolutions with supporting documents, City Manager reports, work sheets, correspondence, informational reports, City Attorney reports and memoranda, administrative and procedural manuals, and records of boards and commissions. Arranged alphabetically by subject.</p> <p>a. Original records</p> <p>b. Microfilm (Departmental copy) Contains oaths of office for Police Department and Fire Department and agendas and minutes for various boards and commissions only.</p> <p>c. Microfilm (Security copy)</p>	2 yrs.	P	P	1	<p>(Note: This series actually contains permanent records, records of less than permanent value, and nonrecord material. In addition, prior to August 1979, records which are currently filed in the Council Meeting File series were filed in the General Files.</p> <p>RECOMMENDATION: Perform thorough analysis and review of entire series.)</p> <p>(Retain security copy at designated security location.)</p>

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		Division				
		RETENTION		REMARKS (10)		
		Dept. (7)	R.C. (8)	Total (9)		
32.	<p>IMPROVEMENT DISTRICT FILES. Documentation regarding improvements to designated areas. Consists primarily of records relating to Special Assessment Districts; maintenance districts; park improvements; open space acquisitions; and improvements in areas such as streets, alleys, and water and sewer facilities. Includes records such as: petitions, street maps, printout of locations and property owners in the district, reports, memoranda, and copies of resolutions. Files are arranged within separate file groups generally named for Assessment District or Improvement areas. Two of the groups include 1911 and 1913 Act Case Files.</p> <p>a. Original records b. Microfilm (Departmental copies) c. Microfilm (Security copies)</p>	1 yr.	P	P		
		P	-	P		
		-	-	P		

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		Division			
		RETENTION		1	17
		Dept. (7)	R.C. (8)	Total (9)	
33.	INDEX CARDS. Includes indexes to bonds, deeds, leases, contracts, franchises, microfilmed records, standard specifications, street work, special districts, subdivisions, summonses, ordinances and resolutions. Contains descriptions of records filed and references to: filing locations; and resolution, ordinance, and document numbers. Arranged by record series titles, and alphabetically thereunder by subject. Resolutions and ordinances are filed both (1) alphabetically by subject and (2) numerically by resolution or ordinance number.	P	-	P	The Clerk's office commenced phasing out the card system in August, 1979. With the exception of summonses (which are still manually indexed), existing information was keyed into the computer indexing system and since that time, further indexing has been done by use of the computer system only.
34.	INTERNAL PROCEDURAL MANUALS. Manuals which identify and analyze office procedures and functions. Original or record copies are maintained by respective sections.  a. Original/record copies  b. Duplicate records			P	Retain in office until no longer needed for reference or until superseded, whichever is earlier.  Destroy after reference value ceases.

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		Division					
		Dept. (7)	Total (9)				
RETENTION		R.C. (8)	Total (9)				
37.	LEASES. Agreements for the use of land for a designated period. Includes CMI472 Request for Council Action, "Form of" agreements, resolution of approval, the executed original agreement, maps, correspondence and related records. Arranged alphabetically by name of lessee.  a. Original records  b. Microfilm (Departmental copy)  c. Microfilm (Security copy)	2 yrs. after termination of lease.  7 yrs. after termination of lease.  -  Retain until 180 days after noticed hearing.	5 yrs.  -  -	7 yrs.  7 yrs.  7 yrs. after termination of lease.			(Retain security copy at designated security location.)
38.	MAILING LISTS-NOTICED HEARINGS. Nonrecord computer generated printouts obtained from the County Assessor's office. These lists are prepared for the sole purpose of notifying individuals who live within an area designated as being affected by an action which will be considered by the City Council.						180 days

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		RETENTION		REMARKS (10)		
		Dept. (7)	R.C. (8)			
39.	MAILING LISTS-SUBSCRIPTIONS. Ongoing lists which identify persons or organizations that have requested subscription and updates of Council Dockets, City Charter, Municipal Code, and Council Policy Manual. Includes the mailing list itself, request forms, correspondence and related records.	-	-	1	Nov. 16, 1981	
40.	MUNICIPAL CODE. Administrative, criminal and regulatory ordinances of the City. Includes early Code editions dating from the 1950's.	-	-			
	a. Original/record copy		P			
	b. Duplicate records		-			
41.	OBJECT ACCOUNT FILES. This series maintains in a single location records relating to Object Account expenditures and including requisitions, Purchase Orders, Receiving Reports, invoices, memoranda and related records. Arranged numerically by Object Account category.	-	-			
					20	

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		CITY CLERK			
		Dept. (7)	R.C. (8)	Total (9)	1
		RETENTION		Page (4)	21
				REMARKS (10)	
42.	OFFICE WORK REQUESTS AND REQUISITIONS. Records of services or goods requested by the City Clerk's office. Files include: GS-240 Telephone Service Authorizations; PW999A Work Requests; PW999B Buildings Division Work Requests; PA1434 Stores Requisitions; PEA-1469 Printing Service Requisitions; PF28 Service Requests; and service and supply requisitions. Arranged by type of Request or Requisition; chronologically thereunder.				
	a. Original records	2 yrs. Cut off at end of fiscal year.	-	2 yrs.	
	b. Microfilm (Departmental copy)	2 yrs.	-	2 yrs.	(Do not continue to film this series.)
	c. Microfilm (Security copy)	-	-	2 yrs.	
43.	ORDINANCES. Laws or statutes enacted by the City Council which serve as permanent rules of action. Ordinances are introduced to the City Council in written or printed form and are usually confined to one subject. Arranged numerically by ordinance number.				
	a. Original record	Retain in office until microfilmed.	P	P	
	b. Microfilm (Departmental copy)		-	P	
	c. Microfilm (Security copy)		-	P	(Retain security copy at designated security location.)

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46.	<p>PERMITS-CONDOMINIUM CONVERSION. Granted to allow for the conversion of apartment dwellings to condominium status.</p> <p>(For series content and arrangement, see series No. 45.)</p>	Current. (See remarks-series No. 45.)	P	P	
47.	<p>PERMITS-GENERAL LAND RELATED VARIATIONS. Granted for specialized uses or exceptions to current zoning.</p> <p>(For series content, see series No. 45.)</p> <p>Arranged under subgroup headings of Land Development Permits, Comprehensive Sign Plan Permits, Manufacturing Industrial Permits, and Floor Area Ratio Exception Permits; arranged chronologically thereunder by permit number.</p>	Current. (See remarks-series No. 45.)	P	P	
48.	<p>PERMITS-HILLSIDE REVIEW. Previously titled Land Conservation Permits, these permits are granted for requests to develop steep hill-sides which require extensive grading, landscaping, or development.</p> <p>(For series content and arrangement, see series No. 45.)</p>	Current. (See remarks-series No. 45.)	P	P	

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49.	<p>PERMITS-PLANNED INDUSTRIAL, RESIDENTIAL, AND COMMERCIAL DEVELOPMENTS. These are granted for the purpose of promoting and facilitating imaginative and comprehensively planned developments which integrate compatible activities with the surrounding community.</p> <p>(For series content, see series No. 45.)</p> <p>Arranged under subgroup headings: Planned Industrial Developments, Planned Residential Developments, and Planned Commercial Developments. Arranged chronologically within each subgroup by permit number.</p>	Current. (See remarks series No. 45.)	P	P	

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51.	PETITIONS. (Reserved)				
52.	PETITIONS. (Reserved)				

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53.	PETITIONS. (Reserved)			1		
54.	<p>QUARTERLY MUNICIPAL ADVOCATE REPORTS. Reports required of advocates (lobbyists) which include the decision(s) the advocate supported or opposed; the name, occupation and principal place of business of each person who contributed to the advocate; and all expenditures over specified dollar amounts. Also contains mailing lists, Certificates of Mailing, summary reports of Advocate activities, record of mailing, and correspondence. The Advocate Reports are arranged alphabetically by name of Lobbyist or Lobby Group. Related records are maintained in separate locations.</p>	6 yrs.	-			6 yrs.

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		Dept. (7)	Total (9)				
55.	RATE BOOK OF CITY DEPARTMENTAL FEES AND CHARGES. Duplicate copy of Financial Management Department publication which lists established fees and charges for each item sold by the City to members of the public. Information on individual fees includes the item to be charged, the amount of the fee, the purpose for the fee, the source of authority for charging the fee, and the department contact.	Retain current updated copy. Destroy superseded pages upon receipt of updated version.	-	-	Record copy: Financial Management Department.		
56.	RECORDS CENTER TRANSACTION FILES. Files which document the activity and disposition of City records. Includes superseded Records Transfer and Retention Schedules (Forms CC815 and AM815), Records Destruction Notifications (Form CC869), Records Transfer Lists (Form CC848), authorization forms for changing the Retention Schedule, and related records. Arranged alphabetically by department; thereunder by subject grouping.	2 yrs.	P	P			

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CITY OF SAN DIEGO

RECORDS DISPOSITION SCHEDULE  
(Rev. 10/81)

Item No. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION		Sched. No. (2)	Date (3) Nov. 16, 1981	Page (4) 30	REMARKS (10)
		Dept. (7)	R.C. (8)				
				1			
59.	STANDARD DRAWINGS AND SPECIFICATIONS. Standard drawings and specifications in this series are common to many contracts and have, therefore, been arranged in a single series to provide a convenient and economic method of cross referencing. Files relate to electrical and plumbing code specifications and other aspects of actual construction projects.						
	a. Original records		P				
	b. Microfilm (Departmental copy)		-				(Some microfilm possibly represents records generated outside the series. RECOMMENDATION: Review to determine proper scheduling of this item.)
	c. Microfilm (Security copy)		-				(Retain security copy at designated security location.)

R-256510

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CITY OF SAN DIEGO

RECORDS DISPOSITION SCHEDULE  
(Rev. 10/81)

Item No. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	Department (1)		Sched. No. (2)	Date (3) Nov. 16, 1981	Page (4) 31	REMARKS (10)
		CITY CLERK					
		RETENTION					
		Dept. (7)	R.C. (8)	Total (9)			
60.	STATEMENT OF ECONOMIC INTEREST-CANDIDATES AND OFFICEHOLDERS. Annual report (F.P.P.C. Form 721) required of all candidates and officeholders pursuant to Section 8700 of the Political Reform Act. Contains the Statement itself, which includes schedules on investment interests, real property, income, loans, gifts, honoraria, and business entity income. Includes correspondence and transmittal letters. Arranged numerically by Council District number.						
	a. Officeholders original record	Send to F.P.P.C.	-	-			
	b. Officeholders duplicate records	Term of office + 4 yrs.	-	4			
	c. Candidates original record	4 yrs.	-	4			
61.	STATEMENT OF ECONOMIC INTEREST-DESIGNATED EMPLOYEES. Annual reports (F.P.P.C. Form 730) required of unclassified employees, city officials and members of City Boards and Commissions pursuant to Chapter 7 of the Political Reform Act. Contains the Statement itself, which includes schedules on investment interests, real property, income, loans, gifts, honoraria, and business entity income. Includes correspondence and transmittal letters. Arranged in subsections: Employees; Board and Commissions; and Inactive File. Arrangement thereunder is alphabetical.						
		2 yrs.	5 yrs.	7 yrs.			

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CITY OF SAN DIEGO

RECORDS DISPOSITION SCHEDULE  
(Rev. 10/81)

Item No. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION		Sched. No. (2)	Date (3)	Page (4)
		Dept. (7)	R. C. (8)			
		CITY CLERK		1	Nov. 16, 1981	32
		REMARKS (10)				
62.	<p>STREET WORK FILES. Documentation pertaining to alterations of streets, alleys and other access routes. Contains correspondence, copies of resolutions, memoranda, Resolutions of Intention, street maps, property lists, and reports. Arranged in subgroups: Street Closing Case Files, Street Vacations, Uncompleted Street Work Projects, and Pave Files. Arranged within groups by case number.</p> <p>a. Street Closing Case Files, Street Vacations, and Uncompleted Street Work Projects.</p> <p>b. Pave Files</p> <p>c. Microfilm (Departmental copy)</p> <p>d. Microfilm (Security copy)</p>					
		Recordation of filing + 1 yr.	P	P		
		Notice of Completion + 1 yr.	P	P		
		P	-	P		
		-	-	P		

(Retain security copy at designated security location.)

R-256510



CITY OF SAN DIEGO

RECORDS DISPOSITION SCHEDULE  
(Rev. 10/81)

Item No. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	Department (1) CITY CLERK		Sched. No. (2) 1	Date (3) Nov. 16, 1981	Page (4) 34	REMARKS (10)
		Division					
		RETENTION					
		Dept. (7)	R.C. (8)	Total (9)			
64.	SUMMONSES FILES. Records relating to summonses issued against the City. Contains the Summons itself, the Complaint, Form RM-9 Claim Against the City, exhibits, and correspondence. Arranged in six month intervals; alphabetically thereunder by name of plaintiff.  a. Original records  b. Microfilm (Departmental copy) Contains copies of index cards listing names and addresses of claimants filing recovery against the City.  c. Microfilm (Security copy)	1 yr.  5 yrs.	4 yrs.  -	5 yrs.  5 yrs.			(Do not continue to film this series.)
65.	SUSPENSE FILES (TICKLER FILES). Original records and/or duplicate records set aside to assure action by a specified date.  a. Original records  b. Duplicate records	-  -	-  -	5 yrs.  -			(Recycle in this instance means refiling in the appropriate series.)

R-256510 00746

CITY OF SAN DIEGO

RECORDS DISPOSITION SCHEDULE  
(Rev. 10/81)

Item No. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	Department (1) CITY CLERK		Sched. No. (2) 1	Date (3) Nov. 16, 1981	Page (4) 35	REMARKS (10)
		Division					
		RETENTION					
		Dept. (7)	R.C. (8)	Total (9)			
66.	TECHNICAL REFERENCE. Includes nonrecord reference materials such as: periodicals, directives, sales literature, procedural manuals, reference books, dictionaries, and articles. These materials are maintained throughout the General Files and in other files locations.	Destroy after reference value ceases.	-	-			
67.	ZONING PROCEEDINGS. Files which document zoning matters heard by the City Council. Contains copies of ordinances, resolutions, and Council minutes; memoranda; Notices of Public Hearings; Certificates of Mailing; Certificates of Publication; mailing lists; vicinity maps; various reports; and related records. Arranged chronologically by Council meeting date.  a. Original records b. Microfilm (Departmental copy) c. Microfilm (Security copy)	1 yr. P -	P - -	P P P			(Retain security copy at designated security location.)

R-256510 00747



Passed and adopted by the Council of The City of San Diego on JUN 1 1982,  
 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"/>
Susan Golding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leon L. Williams	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Dick Murphy	<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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

AUTHENTICATED BY:

PETE WILSON  
 Mayor of The City of San Diego, California.

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

(Seal)

By Barbara Berridge Deputy.

Office of the City Clerk, San Diego, California

Resolution Number R-256510 Adopted JUN 1 1982