

(R-83-832)

RESOLUTION NUMBER R- 257577

Adopted on DEC 6 1982

BE IT RESOLVED, by the Council of The City of San Diego,  
that the City Manager's Office Records Disposition Schedule,  
attached as Exhibit A is hereby approved.

APPROVED: John W. Witt, City Attorney

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

SHS:rc:015  
11/23/82  
Or.Dept:Clerk  
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RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

126

EXHIBIT A


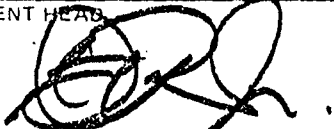
ORIGINATING DEPARTMENT		RECORDS SERIES TITLE		
CITY MANAGER		ADMINISTRATIVE POLICY FILES		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	ORIGINAL	4	P	P

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

Administrative Policy Files are items which establish department and/or City policy and procedures; or possess permanent historical or administrative value. These could document both the program and administrative functions of the department, and could be of an ongoing or one-time basis.

Contains all correspondence of the City Manager. Also contains records of significant historical and administrative values that are generated by other department staff members. Includes memoranda, reports, correspondence, working papers, notes, charts, and other writings which document substantive programs and administrative policies.

Retention Criteria: (1) Minimum legal requirement established by Government Code section 34090(d); (2) Administrative decision to retain materials beyond minimum legal requirement for purposes of fulfilling historical and administrative needs.

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		J. H. Swett

CC-1570 (6-82)

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
CITY MANAGER	ADMINISTRATIVE REGULATIONS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	DUPLICATES	Current.		
		Destroy		
		super-		
		seded		
		sections.		


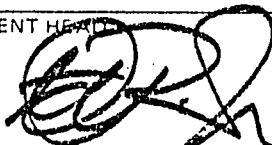
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Administrative Regulations are general administrative policy and procedure directives of a continuing nature issued by the City Manager. They remain in full force and effect until officially revised, superseded or cancelled in writing.

This series is contained in a binder, divided into sections titled: Organization, Delegation of Authority, Public Relations, Relations with other Agencies, Permits and Licenses, Contract Administration, Budgeting, Purchasing, Real Property, Personal Property, Annexations, Utilities, Claims, Training, Safety, Management Reports, Records Management, Central Services, and Office Practices.

The Financial Management Department is responsible for publishing and maintaining the Administrative Regulation Manual and for supplying additions, revisions and periodically updated tables of contents and subject indexes.

Retention Criteria: Minimum legal requirement established by Government Code section 34090.7.

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett

# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

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

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

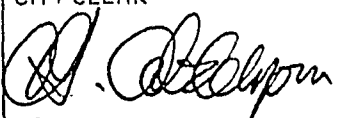
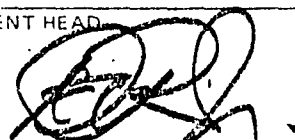
Administrative Working Files are utilized by the City Manager, Assistant City Manager, Deputy City Managers, and other administrative personnel. These files include records which are used in both the program and administrative functions of the office to document the functioning of the department according to established policy and procedure. They will generally not be related to specific actions, events, persons, organizations, locations, products, or things; but rather, will be related to numerous subjects which may be intermixed and not readily identified as a single major project. In general, these files relate to services, special projects, various program functions, and activities which reflect the department's objectives. Overall, they give evidence of the more routine administrative matters that reflect established policy and procedure.

This series includes records such as memoranda, lists, reports, correspondence, notes, forms, charts, maps, and other writings relating to various subjects and policies. The files also may contain working papers; these papers may include background and working materials such as reference materials and data obtained for the completion of special reports and projects, data analyses and summaries, drafts and other preliminary or intermediate papers leading to final results or findings. The most common type of working papers are routine requests for case reports or data, routine correspondence concerning the administration of a special project, extra copies of documents or reference materials, etc.

These files are maintained in various file stations throughout the office. They are arranged alphabetically by subject, or chronologically.

\*Files should be reviewed at the completion of the office retention period, and items which meet established criteria should be refiled in the Administrative Policy Files series and transferred to the Records Center.

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

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO


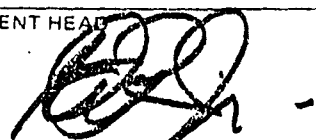
ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
CITY MANAGER	APPOINTMENT CALENDARS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	ORIGINAL (CITY MGR. COPY)	2	P	P
	ORIGINAL (COPIES OTHER THAN THE CITY MGRS.)	2	-	2

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

Appointment Calendars serve as schedules for appointments, errands, meetings, and other miscellaneous notations. They are maintained for the City Manager and other administrative staff.

Appointment Calendars are generally desk-size books, arranged chronologically.

Retention Criteria: (1) Minimum legal retention requirement established by Government Code section 34090(d); (2) Administrative decision to retain permanent historical documentation of City Manager functions.

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S.H. Swett

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
CITY MANAGER	ASSIGNMENT FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	ORIGINAL	2	-	2

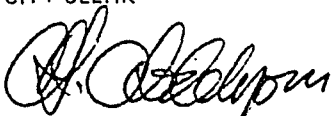

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

"Assignments" as used in this series title refers to assignments which have been made by Deputy City Managers to various City personnel (usually department heads) who have been assigned to take action on various matters. Correspondence in this series generally has handwritten and/or typed notes of deputies. This indicates which individual within a department is assigned the action prompted by the correspondence.

This series includes correspondence, memoranda, and notes, all of which relate to subjects or matter such as personnel matters, SDGE rate increase, Fire truck purchase, parkade elevators, hiring freeze, unemployment compensation recipients, specialized productivity awards, West Miramar Disposal Facility, CIP, redevelopment, property, leases, traffic, border issues, Mission Bay, housing, rentals, planning and the Coastal Commission, Horseman's Park, Mira Mesa Boulevard expansion, business license tax, Mission Bay storm drains, fuel tax, San Dieguito River Plan, Otay Mesa prison, annexations, Mission Bay bridges, Industrial Redevelopment Bonds and environmental impact report.

Files are maintained in various file stations throughout the office. Arrangement within each group is chronological.

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

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

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

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

Budgets include the City's Annual Budget, Proposed Budget, and Policy Budget. All three are printed, soft-cover books.

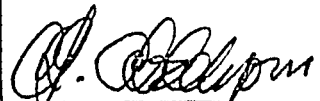

The Annual Budget is the final City budget and is the product of revisions which have been made to the Proposed Budget and the Policy Budget. Budget revisions are directed and approved by the City Council in the course of various budget review meetings and public hearings. The Annual Budget contains the plan for operating the programs of each City department; plans for Capital Improvement expenditures; summaries of proposed expenditures and revenue; and analyses of expenditures, revenues and inter-fund transactions.

The Proposed Budget is submitted by the City Manager to the City Council on or before the City Council's first meeting in May of each year. It contains proposals for operating expenses for each City Department; proposals for Capital Improvements; summaries of proposed expenditures and revenue; and analyses of expenditures, revenues and inter-fund transactions.

The Policy Budget was first developed for the Fiscal Year 1980 Budget. It assists the City Council in focusing upon the policy issues within each departmental budget and highlights changes in the Capital Improvements Program. It is arranged in sections titled: Economic and Legislative Consideration, Revenue, Budget Strategy, the Operating Budget, and the Capital Improvements Budget.

The City Clerk maintains the record copy of the City budgets permanently.

Retention Criteria: Minimum legal requirement established by Government Code section 34090.7.

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett

# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT  CITY MANAGER	RECORDS SERIES TITLE  CCL FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	RECORD COPY	4	P	P


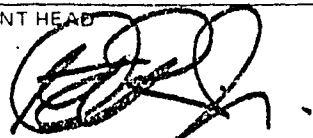
**RECORD SERIES DESCRIPTION** (Purpose, content, and method of filing):

This series contains both City Manager Reports and Memoranda From The City Manager to the Mayor, City Council, Or A Standing Committee. City Manager Reports are addressed to the City Council and include both "Action Reports" and "Information Reports." Action Reports address items which have been docketed and discussed by the City Council or one of its Committees. Information Reports provide either background on subjects not discussed in Council meetings or answers to questions raised by Councilmembers. The Memoranda relates to services, special projects, various program functions and activities of the City.

Within each calendar year, City Manager Reports and Memoranda are arranged in separate groups. The arrangement within each of these subgroups is chronological.

This series has been designated as the official file station for these documents and as such contains the record copies of both City Manager Reports and all Memoranda From The City Manager to the Mayor, City Council, Or A Standing Committee.

**Retention Criteria:** (1) Minimum legal requirement established by Government Code section 34090(d); (2) Administrative decision to retain permanent historical documentation of City Manager functions.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett



# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
CITY MANAGER	CHRONOLOGICAL FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	CITY MANAGER	Term of Office	2	Term of Office + 2
	ASSISTANT/DEPUTY CITY MANAGER	3	2	5

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

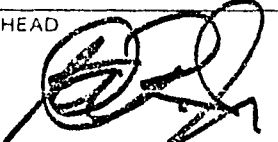
Chronological Files contain some original incoming memoranda and letters and mostly outgoing memoranda and letters originated by the City Manager and the Manager's staff.

The correspondence relates to, among other subjects, streets, paramedics, water issues, transit, San Diego Energy Recovery Project, library, lifeguards, parking, Dial-A-Ride, Santa Fe Depot, emergency readiness, air quality, airports, floods, hazardous materials, parkade, card room and taxi licenses appeals, women raped by men posing as police, Andy Williams Open, position reclassification, commendations for retired employees, effectiveness of Fire Department service, crime and law enforcement, department budgets for overtime, leases, property, traffic, assessment district, Navy Hospital, School Task Force, tenant termination notice, golf fees, removal signs cost recovery program, park lighting, community college parking, Penasquitos Lagoon, tax implications of City employee investments, export development, Old Globe Theatre, Japan/American Conference of mayors, labor relations, Least Tern on Fiesta Island, employees and Social Security, sexism in the office, Jewish Community Center and Administrative Intern Program.

The series is distinguished by being filed chronologically.

(This series is not equivalent to a true chronological file which would be used as a tickler or suspense file. Rather, it is a correspondence-type series which has CHRONOLOGICAL as part of the series name.)

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

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett

# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT <b>CITY MANAGER</b>	RECORDS SERIES TITLE <b>CITY CHARTER</b>			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
<b>CITY MANAGER</b>	<b>DUPLICATE</b>	Current.	-	-
		Destroy		
		super-		
		seded		
		sections.		


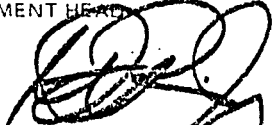
**RECORD SERIES DESCRIPTION** (Purpose, content, and method of filing).

The City Charter contains the fundamental laws and principles which define and establish the City of San Diego's organization of government. The current Charter was submitted to the qualified voters and ratified by them at the general municipal election held on April 7, 1931.

The Charter is maintained in a looseleaf notebook containing articles which cover the areas of Corporate Powers, Nominations and Elections, Legislative Power, The Mayor, Executive and Administrative Service, Board of Education, Finance, Civil Service, the Retirement of Employees, the Police and Fire Retirement System, Firemen's Relief and Pension Fund (repealed), Labor on Public Work (repealed), City Police Court (repealed), and miscellaneous provisions.

This series contains duplicates of the current Charter. The original is maintained by the City Clerk.

Retention Criteria: Minimum legal requirement established by Government Code section 34090.7.

APPROVED BY:		
CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY S. H. Swett

# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT  CITY MANAGER	RECORDS SERIES TITLE  CITY COUNCIL DOCKETS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	DUPLICATE	Destroy when reference value ceases.	-	-

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

City Council Dockets are the printed agendas for the meetings of the City Council.



The docket is divided into the following categories: Time Certain Items; Requests for Continuance; Adoption Agenda, Consent Items; Adoption Agenda, Committee Items; Adoption Agenda, Other Legislative Items; Public Notice; Unanimous Consent Items; Adoption Agenda, Noticed Hearings; and Unfinished Business. There is also a Supplemental Docket for items which arrived too late to be placed on the regular meeting docket.

Within the given categories are brief descriptions of each item to be discussed, and possibly a short City Manager Report.

Files are arranged chronologically by meeting date.

The original copy is maintained permanently by the City Clerk.

Retention Criteria: Minimum legal requirement established by Government Code section 34090.7.

APPROVED BY: CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY S. H. Swett
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# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT  CITY MANAGER	RECORDS SERIES TITLE CITY COUNCIL STANDING COMMITTEE MEETING FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	DUPLICATE	1 yr.		1 yr.



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

City Council Standing Committee Meeting Files contain documentation which has been submitted before meetings of a Council Standing Committee for review and action. The Committees are: The Committee on Rules, Legislation and Intergovernmental Relations; Committee on Transportation and Land Use; Committee on Public Facilities and Recreation; and Committee on Public Services and Safety. The committees have the responsibility to hold hearings on resolutions and ordinances assigned to them by the Rules Committee or City Council and to act upon them and report them back to the Council with or without amendments.

Files include meeting agendas, memoranda, committee consultant analyses, correspondence, CM1472 Request for Council Action, City Manager Reports, and copies of resolutions and ordinances.

Files are arranged by committee, chronologically thereunder.

Retention Criteria: Minimum legal requirement established by Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
CITY MANAGER	CITY COUNCIL MINUTES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	DUPLICATE	Destroy	-	-
		after		
		reference		
		value		
		ceases.		


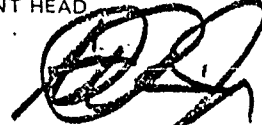
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

City Council Minutes are the collected notes recording the proceedings of the City Council. These minutes are produced by the City Clerk.

This series is arranged chronologically by meeting date.

Original copies are maintained by the City Clerk.

Retention Criteria: Minimum legal requirement established by Government Code section 34090.7.

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett

# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
CITY MANAGER	CITY MANAGER REPORTS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	TIME STAMPED COPIES	6 mos.	-	6 mos.
	DUPLICATE	Destroy after reference value ceased.		

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

City Manager Reports are addressed to the City Council and include both "Action Reports" and "Information Reports". Action Reports address items which have been docketed and discussed by the City Council or one of its Committees. Information Reports provide either background on subjects not discussed in Council meetings or answers to questions raised by Councilmembers. Prior to June 1980, City Manager Reports were titled "Report to the Honorable Mayor and City Council from the City Manager".


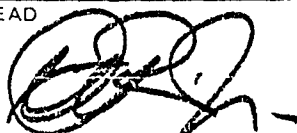
These reports refer to a wide variety of items including land development, noticed hearings, transportation, public improvements, public safety, financial administration, Cable T.V., fire protection, weed abatement, paramedics, and daily City operations.

The Time Stamped copies are duplicate copies which have been sent to the City Council and/or the City Clerk to be time stamped for purposes of showing proof of receipt. These copies are arranged chronologically.

Duplicate copies are maintained in various file locations and may be destroyed when they are no longer needed for reference.

Original or record copies are kept permanently and have been filed in a series entitled the CCL Files.

Retention Criteria: Minimum legal requirement for duplicate copies (which includes time-stamped copies) established by Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S.H. Swett

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

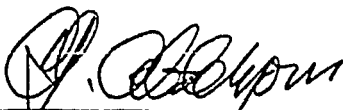
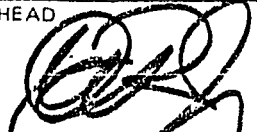
ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
CITY MANAGER	CITY MANAGER SPEECH MATERIAL			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	ORIGINAL	2		2

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

City Manager Speech Material contains speeches and working notes for speeches given by the Manager.

The speeches (and notes to speeches) in this series were given to various organizations including the San Diego Engineering Society and the San Diego Women's Club. Topics include "San Diego Prosperity, Visions to Reality," "What's Right With City Government," "Public Image," and "San Diego Public Employment Program."

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

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett

# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT <b>CITY MANAGER</b>	RECORDS SERIES TITLE <b>CONTRACTS LIST</b>			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
<b>CITY MANAGER</b>	<b>ORIGINAL</b>	<b>2</b>	<b>-</b>	<b>2</b>


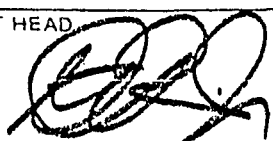
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Contracts are agreements between the City and one or more other parties which express the terms and conditions of an obligation to perform specified actions. This is a list of all contracts which are granted via City Manager approval, are under a specified dollar amount, and do not require review by the City Council.

The list includes: the date the contract was initiated; City department which initiated the contract; subject of the contract; approval date; where the contract has been routed; and a remarks column.

The list is arranged chronologically by date contract was initiated.

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

APPROVED BY:		
CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY S. H. Swett



# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO



ORIGINATING DEPARTMENT <b>CITY MANAGER</b>	RECORDS SERIES TITLE <b>COUNCIL CALENDAR</b>			
COPIES BY DEPT./SECTION <b>CITY MANAGER</b>	COPY DESIGNATION <b>ORIGINAL</b>	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
		<b>2</b>	<b>-</b>	<b>2</b>

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

The Council Calendar is a binder containing monthly calendars which indicate the dates of all City Council and City Council Committee meetings to be held, City Manager briefings, docket closing dates, and report-due dates.

The calendars have one month per page, and are arranged chronologically.

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

APPROVED BY: CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY <b>S.H. Swett</b>
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CC-1570 (6-82)

01795 *B*-257577

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT CITY MANAGER	RECORDS SERIES TITLE COUNCIL POLICY MANUAL			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	DUPLICATE	Current.		
		Destroy		
		super-		
		ceded		
		sections.		

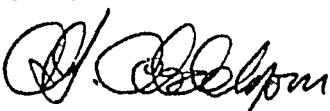

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

The Council Policy Manual is a compilation of policy statements adopted by resolution of the City Council which, by their nature, do not require adoption by ordinance. These policies guide the various functions of the City and, where necessary, establish procedures by which functions are performed.

The Manual is arranged in sections titled: Administration and Government; Finance and Accounting; Maintenance and Operation; Personnel; Utilities--Water and Sewerage; Public Safety and Law Enforcement; Planning and Zoning; Property, Land Rights-of-Way; Engineering, Contracting, Construction; and General.

The record copy is maintained permanently by the City Clerk.

Retention Criteria: Minimum legal requirement established by Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
CITY MANAGER	COUNCIL REFERRAL LOG			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	ORIGINAL	2	-	2


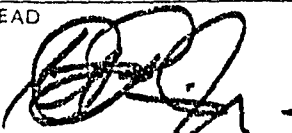
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

The Council Referral Log is a record of items which have been referred from City Council meetings to the City Manager for action.

The log includes: dates received, due, and completed; where the item was assigned by the Manager; what action was required (i.e. report); the docket number assigned to the item; and a description of the item.

The log is arranged chronologically by date received.

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

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT CITY MANAGER	RECORDS SERIES TITLE DEPARTMENT HEADS MEETING AGENDAS			
COPIES BY DEPT./SECTION CITY MANAGER	COPY DESIGNATION RECORD COPY	RETENTION PERIOD		
		DEPARTMENT 5	REC. CENTER P	TOTAL P


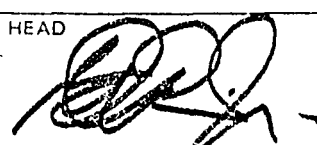
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Department Heads Meeting Agendas are the printed listings of items to be discussed at the weekly Department Heads Meetings.

Files include the agenda itself, along with lists which indicate which Deputy City Manager will chair the meeting. These lists cover a three-month period.

Files are arranged chronologically by meeting date.

Retention Criteria: (1) Minimum legal requirement established by Government Code section 34090(d); (2) Administrative decision to retain permanent historical documentation of City Manager functions.

APPROVED BY: CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY S. H. Swett
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# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
CITY MANAGER	DOCKET SUSPENSE FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	DUPLICATES	Recycle into appropriate files:		
		Council/Committee meeting		
		binders; Continued Docket		
		Items; Standing Committee		
		Meeting Files; or General		
		Files.		

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

Docket Suspense Files are temporary files which contain items submitted before meetings of the City Council or one of its Standing Committees. The files include the Suspense Files maintained by the Docket Clerk, Continued Docket Items, and Council/Committee Meeting Binders.

Suspense Files shall be recycled into the proper Council Meeting or Committee Meeting Binder.


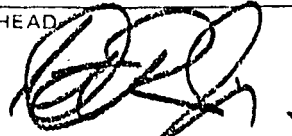
After Committee Meetings, items which have been approved will be forwarded from the Committee Meeting Binder into the Council Meeting Binder; items which have been denied will be placed in the Standing Committee Meeting Materials files.

After Council Meetings, items from the Council Meeting Binder which have been acted upon will be placed in the General Files; continued items will be recycled into the Continued Docket Items file.

Continued Docket Items shall be placed in the binder for the proper Council Meeting.

Files include meeting agendas, memoranda, committee consultant analyses, correspondence, CM1472 Request for Council Action, City Manager Reports, and copies of resolutions and ordinances.

Retention Criteria: Minimum legal requirement established by Government Code section 34090.7.

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett

# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT		RECORDS SERIES TITLE		
CITY MANAGER		EMERGENCY MANAGEMENT FILES		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	ORIGINAL	2	P	P

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


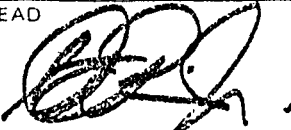
Emergency Management Files document various aspects of the City's Emergency Management Program, as well as the City's involvement and interest in the area of emergency and disaster readiness. This series consists of several individual projects which are generally identified and filed under the title - EMERGENCY MANAGEMENT.

The files include records such as memoranda, correspondence, City Manager Reports, cost analyses, plans, charts, lists, proposals, newspaper articles, transcriptions of meetings, resolutions, drafts, flyers, notes, statistical tables, and agenda.

The files relate to subjects such as hazardous materials; the City's relationship with the Unified San Diego County Emergency Services Organization; fire drills; air pollution; nuclear power plants; the City's emergency operations center; toxic wastes; and emergency plans for the City administration and operations buildings. This series also contains plans and drafts thereof which present the City's plan to deal with emergencies in relationship to earthquakes, flood management, hazardous materials, fire drills, air pollution, etc.

Files are arranged by subject titles.

Retention Criteria: (1) Minimum legal requirement established by Government Code section 34090(d); (2) Administrative decision to retain permanent historical documentation of City Manager functions.

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S.H. Swett

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
CITY MANAGER	FINANCIAL REPORTS ON MICROFICHE			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	DUPLICATE	2	-	2

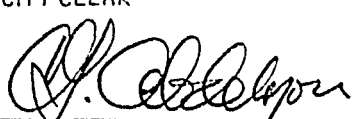
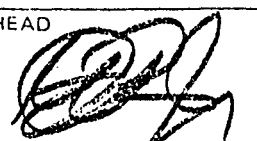
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Reports in this series are used to monitor City Manager Department financial reports and fixed assets.

The series, including "Fixed Assets Master File Equipment" (C09-120) and "Department Financial Reports," for Department #0400 (City Manager), is produced on microfiche by the Auditor's Department and issued by that department.

Original copies are maintained in the Auditor's office.

Retention Criteria: Minimum legal requirement established by Government Code section 34090.7.

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett

# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
CITY MANAGER	GENERAL FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	PRIOR TO 1973	2	P	P
	1973 TO PRESENT	2	-	2

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


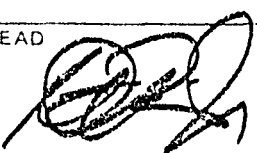
The General Files include: 1) Record material with permanent retention value, and 2) records identified as having retention value less than permanent. Prior to 1973, a variety of records were filed in the General Files, including some records which may document the manner in which City policy is formulated. Subsequent to that date, the General Files have mainly been used as a repository for background documentation which has been submitted before each meeting of the City Council for review and action.

Files include originals or copies of: ordinances and resolutions with supporting documents and background materials; Route Slips; CML472 Request for Council Action; correspondence; City Manager Reports; information reports from business associations, civic and charitable organizations, and other government agencies; reports and memoranda from the City Attorney; administrative and procedural manuals; budget and six-year financial plan materials; reports; Committee Consultant analyses; maps; worksheets; agreements. Files relate to numerous subjects.

Files are arranged in two major sections: Numerical and alphabetical. The numeric code is essentially Auditor-assigned department numbers which have recently been superseded. Within each numeric division, files are generally arranged chronologically thereunder. The alphabetical section is arranged by subject title, chronologically thereunder.

\*Retain in Record Center until reviewed, then purge and retain permanently any records with significant historical value.

Retention Criteria: (1) Minimum legal requirement established by Government Code section 34090(d); (2) Administrative decision to retain permanent historical documentation of City Manager functions.

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett



RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT CITY MANAGER	RECORDS SERIES TITLE GRIEVANCES RETURNED FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	ORIGINAL	1	6	7



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

Council Policy 300-6 provides for a grievance procedure system. Personnel Regulation K-1 establishes the procedure and definitions of what may be a grievable claim or charge of misunderstanding, or difference in interpretation, or violation of provisions of the Civil Service Rules, the Personnel Manual, or management policy and regulations. Depending on the type of grievance, the City Manager or the Civil Service Commission is the final step in the resolution of the grievance.

This series consists of grievances which have been submitted to the City Manager and have been returned to the employee either as not a valid grievance matter or as not adhering to proper grievance processes. The series includes copies of the Employee Grievance Form CS-9, memoranda, and correspondence.

The series is arranged chronologically.

Retention Criteria: (1) Minimum legal requirement established by Government Code section 34090(d); (2) Administrative decision to document employee grievances and any anticipated legal issues, beyond legal minimum.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S.H. Swett

# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT  CITY MANAGER	RECORDS SERIES TITLE  INDUSTRIAL LEAVE APPEALS FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	LOG - ORIGINAL	2	-	2
	SUSPENSE FILE	When action is started, place		
		in individual's case file.		
	CASE FILE (DUPLICATE)	90 days		

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


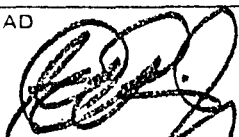
Administrative Regulation 63.00 establishes regulations and guidelines regarding the City of San Diego's Industrial Leave program. Applications are received by the Worker's Compensation Administration, and an employee may appeal the denial of industrial leave to the City Manager or his designee. The City Manager or his designee shall render a decision which shall be final and shall include the reasons for the decision.

The Industrial Leave Appeals Log is a binder containing a list of all appeals received. It is arranged chronologically.

Suspense files contain correspondence from employees who are appealing denials of industrial leave.

The case files contain memoranda, correspondence, and the final and tentative decisions of the City Manager. They are duplicates of records maintained by the Risk Management Department.

**Retention Criteria:** Minimum legal requirement for original established by Government Code section 34090(d); for duplicate, Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett

# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT CITY MANAGER	RECORDS SERIES TITLE INTERNAL PROCEDURAL MANUALS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	ORIGINAL/RECORD COPIES	*	P	P

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



Internal Procedural Manuals identify and analyze functions performed within the office or within a section of the office. They are formalized, written procedures for use by various work stations. They are generally a step-by-step guide for a given operation.

Internal Procedural Manuals describe procedures which are unique to or have been developed by the City Manager's office. They are not equivalent to procedural manuals which are produced by other departments.

Record copies of Internal Procedural Manuals are maintained by respective sections.

\*Retain in office until no longer needed for reference, or until superseded, whichever is earlier, then transfer to records center.

Retention Criteria: (1) Minimum legal requirement established by Government Code section 34090 (d); (2) Administrative decision to retain permanent historical documentation of City Manager functions.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S.H. Swett

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT  CITY MANAGER	RECORDS SERIES TITLE  LABOR RELATIONS/NEGOTIATIONS FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	ORIGINAL	2	3	5

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

Labor Relations/Negotiations Files document Meet and Confer issues discussed by management representatives and employee union representatives. Issues and questions concern such items as: insurance and health plans; salary setting procedures; employee grievances; complaints from employees/unions directed to the Manager regarding possible Memorandum of Understanding violations; and other employee benefits.

The files contain working papers for Meet and Confer meetings; draft Memoranda of Understanding (MOU'S); draft changes to MOU'S; fiscal/cost reports; proposals and counterproposals; copies of salary schedules; memoranda; correspondence; lists of union representatives; copies of State legislation; City Manager Reports; copies of Resolutions and Ordinances; newspaper clippings; copies of City Attorney opinions, letters, and memoranda; copies of other government agencies' salary tables; copies of agreements; copies of Council Policy; and a copy of a lawsuit.

Files are arranged in folders titled: MEA (Municipal Employees Association); POA (Police Officers Association); Fire Fighters (Local 145); Local 127 (American Federation of State, County and Municipal Employees AFL-CIO); Executive Salaries; Salary Setting Procedures; Employer-Employee Relations; and Meet and Confer. They are generally arranged chronologically within each folder.

Retention Criteria: (1) Minimum legal requirement established by Government Code section 34090 (d); (2) Administrative decision to retain records beyond legal minimum for purposes of accounting for any possible court action; (3) Administrative decision to retain records beyond legal minimum based on comparisons with other municipal retention schedules.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett

# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
CITY MANAGER	MEMORANDA FROM THE CITY MANAGER TO THE MAYOR, CITY COUNCIL, OR A STANDING COMMITTEE			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	TIME STAMPED COPIES	6 mos.	-	6 mos.
	DUPLICATE	Destroy after reference value ceases.		

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



Memoranda from the City Manager directed to the Mayor, City Council, or a Standing Committee of the Council. These memoranda relate to services, special projects, various program functions and activities of the City.

The Time Stamped copies are duplicate copies which have been sent to the City Council and/or the City Clerk to be time stamped for purposes of showing proof of receipt. These copies are arranged chronologically.

Duplicate copies are maintained in various file locations and may be destroyed when they are no longer needed for reference. (Note: Duplicate records should not be destroyed unless it can be determined that a record copy for the document in question has been forwarded to the CCL file).

Original or record copies are kept permanently and have been filed in a series entitled the CCL Files.

Retention Criteria: Minimum legal requirement for duplicate copies (which includes time-stamped copies) established by Government Code section 34090.7.

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT CITY MANAGER	RECORDS SERIES TITLE MEMORANDA OF UNDERSTANDING			
COPIES BY DEPT./SECTION CITY MANAGER	COPY DESIGNATION DUPLICATE	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
		Distribute	as needed.	Destroy
		extra copies when no	longer	
		needed for	reference.	

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


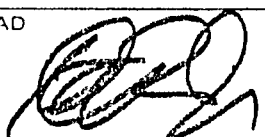
Memoranda of Understanding are the documented agreements between the City and the City's employee unions which provide the procedures for resolving differences and set forth the terms the parties have reached through negotiations regarding wages, hours, and working conditions.

This series contains Memoranda of Understanding in booklet format between the City of San Diego and (1) San Diego Municipal Employee's Association (MEA); (2) Local 127, American Federation of State, County and Municipal Employees AFL-CIO; (3) San Diego Police Officers Association (POA); and (4) Local 145, International Association of Fire Fighters AFL-CIO. Included in this series are extra copies of booklets which have been made available to members of the unions.

Files are generally arranged by employee group, chronologically thereunder.

Original copies are maintained by the City Clerk.

Retention Criteria: Minimum legal requirement established by Government Code section 34090.7.

APPROVED BY: CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY S. H. Swett
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RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
CITY MANAGER	MUNICIPAL CODE			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	DUPLICATE	Current.		
		Destroy		
		super-		
		seded		
		sections.		


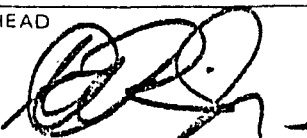
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

The Municipal Code is a collection, compendium and revision of laws.

The Code consists of administrative, criminal and regulatory ordinances of the City. These ordinances refer to such areas as Government; Licenses, Permits, Business Regulations and Business Taxes; Health and Sanitation; Public Safety, Morals and Welfare; Public Works and Property; Public Improvement and Assessment Proceedings; Public Utilities and Transportation; Building and Building Regulations; Traffic and Vehicles; Planning and Zoning.

This series includes duplicates of the current Code. The original is maintained by the City Clerk.

Retention Criteria: Minimum legal requirement established by Government Code section 34090.7.

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S.H. Swett

# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

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

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

Office Management Files consist of records which reflect the day-to-day administration of the office. The series consists of some original records, but mostly duplicate copies.

Records included in this series are:

Invoices (Form AC-22). These are billings issued to the public and other government agencies for City Manager's Reports sold to them through the City Manager's office.


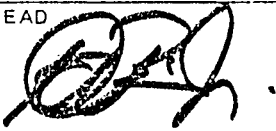
Work Requests and Requisitions (GS-240 Telephone Service Authorization; PW999A Work Request; PW999B Buildings Division Work Request; PA1434 Stores Requisitions; PEA-1469 Printing Service Requisition; PF28 Service Request). These are records of goods and services requested by the City Manager's office.

Request for Direct Payment (Form AC-468). These are initiated as a request to the Auditor to issue a check in the amount indicated to the order of a second party for material or services received in a City related function. These are all instant payments, including reimbursement to staff for travel expenses and mileage.

Parking Stamp Control Register (AC8). This indicates the number of parking stamps issued, to whom, the reason, and the serial numbers.

Daily Cash Receipts (AC1221). Receipts which have been initiated by the City Manager for money received from the general public for fees and services.

The files also include memoranda and correspondence to support these documents, Purchase Orders, travel confirmations, copies of expenses incurred by staff on trips, Travel Requests, invoices from Data Processing for charges incurred by the City Manager's office, Personal Property Transfer lists (AC397), Auditor Reports, Biweekly Photocopy Usage Reports (AC304), equipment warranties, key receipts,

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett



RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

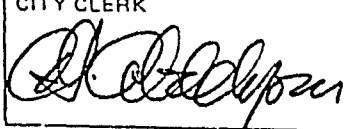
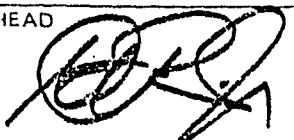
ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
	OFFICE MANAGEMENT FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL

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

office supply inventories, and similar documents.

Records in this series are maintained in various file stations throughout the office. Records at each file station may contain both original and duplicate records.

Retention Criteria: (1) Minimum legal requirement established by Government Code sections 34090(d) and 34090.7; (2) Administrative decision to keep audit worthy materials beyond legal minimum.

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S.H. Swett

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
CITY MANAGER	PAYROLL DOCUMENTS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	DUPLICATE	Destroy after superseded or reference value ceases, whichever is earlier.		


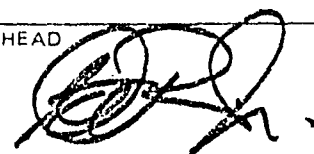
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Payroll documents are records created concerning employees of the City Manager's office.

Files include Employee Compensatory Time, Hourly Employee Hours, Sick Leave and Vacation Balance Listing (Form C00-276); Personnel Insurance Forms (from Kaiser and Pacific Guardian Life Insurance); Payroll Warrant-Check Register (Form 765R); Merit Pay Increase Eligibility Records; discretionary leave requests; pay scales; Classification and Compensation Schedules; Payroll Deduction Register; Early Payoff memoranda; and related records. Some of these refer to individual employees and some to general office payroll practices.

Files are arranged by separate titles, and generally chronologically thereunder.

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

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett

# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
CITY MANAGER	PERSONNEL FILES - INDIVIDUAL			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	CURRENT EMPLOYEES	Retain records in office.		
	TERMINATED EMPLOYEES	Retain records in office.		
	TRANSFERRING EMPLOYEES	Transfer records with		
		employee	to new department.	


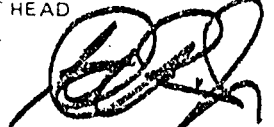
**RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):**

This series contains records relating to individuals who are currently employed or have been employed in the City Manager's office. Most records are copies of the official records maintained by the Personnel Department, but some information and forms are original documents.

Files include Employee Performance Reports (CS95), Leave Slips (CS1425C), payroll change notices (AC29), Payroll deductions (AC777), Merit Increases, Certificates of Merit, letters of commendation or appreciation, individual emergency notification information, records of on-the-job injuries or job-related disease or illness, and work history. Files also include records relating to change of name, promotion, demotion, reclassification, transfer, termination, reinstatement, or retirement.

Files are arranged in two subgroups entitled "current employees" and "terminated employees." Arrangement thereunder is alphabetical by name of current or past employee.

Retention Criteria: Minimum legal requirement established by Government Code sections 34090(d) and 34090.7.

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
CITY MANAGER	POLICE REGULATED BUSINESS HEARING FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	ORIGINAL	5 yrs.		
		after		
		dispo-		
		sition		
		of case.		


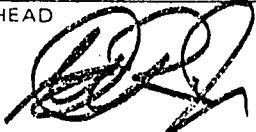
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Chapter III, Article 3 of the San Diego Municipal Code states, "...occupations and businesses in the City of San Diego, listed in this Chapter and licensed by said City are deemed to be subject to such Police power, and are hereby designated by the classification, 'Police Regulated.'" Section 33.0501 states, "Any person who has been denied a license or permit, or any person whose license or permit issued pursuant to this Article has had action taken by the Chief of Police to suspend or revoke, may request a hearing conducted by a hearing officer selected by the City Manager." Police Regulated Business Hearing Files document the appeal hearing conducted by the Administrative Hearing Officer, a designee of the City Manager.

Files contain: copies of City Manager Reports; correspondence; Report of the Hearing Officer; notes from the administrative hearing; Police Department investigator's reports; San Diego Police Department Vice Unit Business Inspection Reports (PD104); Arrest/Juvenile Contact Reports (PD100); San Diego Police Department Officer's Reports (PD153); and San Diego Police Department Interoffice Communication (PD951). Some of these cases are further appealed to the City Council Committee on Public Safety and Services.

Files are arranged by calendar year, and thereunder by name of appellant.

Retention Criteria: (1) Minimum legal requirement established by Government Code section 34090(d); (2) Administrative decision to retain records beyond minimum for purposes of accounting for possible court action.

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett

# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT  CITY MANAGER	RECORDS SERIES TITLE  PROJECT FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	ORIGINAL	Project	P	P
		Comple-		
		tion		
		+ 1 year		

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

A Project File contains material relating to a single action, event, person, organization, location, product, or thing. This series consists of several individual projects which are generally identified and filed by a subject name. These Project Files account for a major part of the workload of the administrative personnel in the City Manager's office. Records in the series provide evidence that the Deputy City Managers are responsible for overseeing the administration of major City departments.


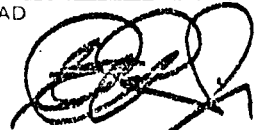
Documentation of projects in this series will generally reflect the entire administration of the project from its inception to its termination. However, some project records will not be as complete.

Typical project files include records such as memoranda, tables, correspondence, charts, graphs, management studies, resolutions, newspaper articles, pamphlets, and ordinances. Files may also include records such as impact reports, minutes, grant applications, plans, agendas, administrative regulations, City Clerk route slips (Form CC37), Quarterly Manager Reports (CM-4), judicial investigations, questionnaires, Suggestion Evaluation Forms (RM401), Police Department Instructions (PD275), and Civil Service Commission minutes.

The files relate to subjects such as transportation, land use, street lighting, solid waste, San Diego Association of Governments, Comprehensive Planning Organization, LAFCO, Police Regulated Businesses, equal opportunity, housing, crime, collective bargaining, Convention Center, vernal pool preservation, beach and shoreline erosion, landfills, police facilities, airports revenues and landing fees, noise abatement, Dial-A-Ride, Park and Ride, taxi cabs, street resurfacing, and traffic islands.

These records are maintained in various file stations throughout the office.

Retention Criteria: (1) Minimum legal requirement established by Government Code section 34090(d); (2) Administrative decision to retain permanent historical documentation of City Manager functions.

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO


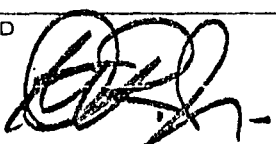
ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
CITY MANAGER	RECORDS TRANSFER LISTS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	DUPLICATE	10	-	10

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

Records Transfer Lists (CC-848) identify City Manager department records which have been transferred to the Records Center for storage. The List indicates the Record Series Title, a description of the records, the dates the records were created, and the storage carton numbers.

The series is arranged chronologically by date of transfer.

Retention Criteria: (1) Minimum legal requirements for duplicate records Government Code section 34090.7; (2) Administrative decision to retain beyond legal minimum for purposes of accounting for administrative needs.

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT CITY MANAGER	RECORDS SERIES TITLE REPORTS AND MEMORANDA BINDER			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	ORIGINAL	4	P	P



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

This series is comprised of a binder which contains a list of all City Manager Reports and City Manager Memoranda to Council. The binder also contains a distribution list for City Manager Reports and Memoranda.

The list indicates the date and subject of each report.

The list is arranged chronologically by date of issue of report.

Retention Criteria: (1) Minimum legal requirement established by Government Code section 34090(d); (2) Administrative decision to retain permanent historical documentation of City Manager functions.

APPROVED BY:		
CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY S. H. Swett

# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
CITY MANAGER	SAN DIEGO BOARDS AND COMMISSIONS REGISTER			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	DUPLICATE	Current.		
		Destroy		
		super-		
		seded		
		sections.		


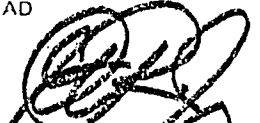
**RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):**

The San Diego Boards and Commissions Register is a binder containing a brief description of each City board and commission, including its duties, the composition of the board, the term of members, and the method of appointment. Included in this series is a list of the current board members with their addresses and phone numbers, and their appointment and expiration dates.

The series is arranged in two sections--description and membership listing. Arrangement thereunder is alphabetical by name of board.

The original copy is maintained by the City Clerk.

Retention Criteria: Minimum legal requirement established by Government Code section 34090.7.

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett

CC-1570 (6-82)

01818 R- 257577



RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
CITY MANAGER	SAN DIEGO STADIUM AUTHORITY MINUTES AND AGENDA			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	ORIGINAL/RECORD COPY	2	P	P
	DUPLICATE	Destroy when no longer needed for reference.		
	CASSETTE AUDIO TAPES	2	-	2

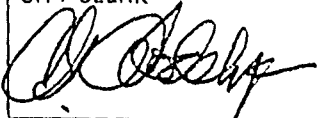

RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

This series contains the printed agendas for the meetings of the San Diego Stadium Authority, along with meeting minutes--the collected notes recording the proceedings of the meetings. The Stadium Authority is a Joint Powers Agency with members appointed by the City Council and the County Board of Supervisors. The Board functions in an advisory capacity to the City with respect to designs for the construction and operation of San Diego Jack Murphy Stadium, and was established by Council Resolutions No. 185587 and 186137.

The series consists of the agendas and minutes of the meetings along with memoranda, correspondence, proposals, and charts. These attachments relate to status reports, annual audits, television installation and stadium seating.

Files are arranged chronologically, by meeting date.

Retention Criteria: Minimum legal requirement for original records established by Government Code section 34090(c), for duplicate records Government Code section 34090.7; (2) Administrative decision to retain permanent historical documentation of City Manager functions.

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett


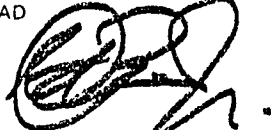
# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT CITY MANAGER	RECORDS SERIES TITLE SUSPENSE FILES (TICKLER FILES)			
COPIES BY DEPT./SECTION CITY MANAGER	COPY DESIGNATION ORIGINAL	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
	DUPLICATE	Recycle after action is taken or when reply is received.		
		Destroy after action is taken or when reply is received.		

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

Suspense Files include record and/or nonrecord extra copies of documents set aside to assure action by a specified date; and other cards, notes or papers used as reminders that an action is required.

Retention Criteria: Minimum legal requirement for Original established by Government Code section 34090 (d); for Duplicate, Government Code section 34090.7.

APPROVED BY:		
CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY S. H. Swett

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO


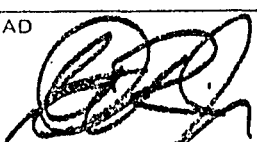
ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
CITY MANAGER	TECHNICAL REFERENCE			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	NONRECORD OR DUPLICATE	Destroy		
		after		
		reference		
		value		
		ceases.		

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

Technical Reference materials consist of printed or other reproduced materials received from sources outside the City which are of nonrecord value but have a direct relationship to the work of the office and are used for reference. They may also consist of duplicate copies of records which have been produced or issued by other departments and have not been designated as record copies.

Technical Reference materials include items such as: periodicals; directives; sales literature; articles; stenotype instructional pamphlets; supervisors manuals; dictionaries; budget preparation systems instructions; City Administration Building Emergency Plan; San Diego Economic Profile; Union/Tribune Annual Review of San Diego Business Activity; Model Procurement for State and Local Government; and materials from professional organizations, seminars, training classes, workshops, or conferences.

Retention Criteria: (1) Legal Issues Paper Regarding the City of San Diego's Authority to Destroy Records and Identify Writing as Nonrecords (11/16/81); (2) City of San Diego Ordinance No. 15761 - Definition of Nonrecord; (3) Minimum legal requirements for duplicate records established by Government Code section 34090.7.

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett

# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
CITY MANAGER	VIA FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITY MANAGER	ORIGINAL	3	2	5

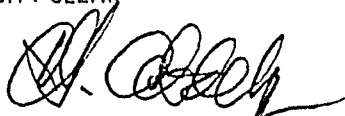
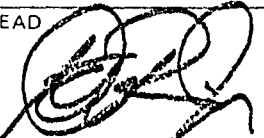
**RECORD SERIES DESCRIPTION** (Purpose, content, and method of filing):

Via Files contain correspondence, memoranda, and other records which are to and from Councilmembers, department personnel, citizens, and other government agencies. Records in this series are forwarded from their point of origin (one of the above correspondents) "via" the Assistant City Manager or a Deputy City Manager and then on to a final destination (also one of the above correspondents). The files are routed via the Assistant City Manager or one of the Deputies in order that they may be informed of the document's content and so that they may have an opportunity to comment on or make suggestions relating to the handling of the issue in question. Some of the records have original annotations made by the Assistant City Manager or a Deputy City Manager.

These files include records such as memoranda, correspondence, requisitions, Budget Request Outlay forms (FM336), and reports. These records refer to the range of the Assistant or Deputy City Manager's responsibilities and pertain to items such as budget requests, libraries, streets, fire, litter programs, and personnel matters.

These files are maintained at various file stations throughout the office. The arrangement for each group is chronological.

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

APPROVED BY:	DEPARTMENT HEAD	CITY ATTORNEY
CITY CLERK 		S. H. Swett



**RECORDS DISPOSITION SCHEDULE**

CC-1571 (6-82)

DEPARTMENT (1) CITY MANAGER  
 DIVISION  
 SCHED. NO.(2)  
 DATE (3) 01824  
 PAGE (4) 2

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
4.	<p>APPOINTMENT CALENDARS. Schedules for appointments, meetings, and other miscellaneous notations for City Manager and other administrative staff. Arranged chronologically.</p> <p>a. Original (City Manager copy)</p> <p>b. Original (Copies other than the City Manager's)</p>	2 years 2 years 2 years	P - -	P 2 yrs. 2 yrs.	
5.	<p>ASSIGNMENT FILES. Pertains to actions or responses required by City personnel with regard to concerns expressed in incoming memoranda and correspondence. The files have Deputy City Managers' notes, either typed or handwritten, indicating the City person chosen by the Deputy to handle the task prompted by the correspondence.</p>				
6.	<p>BUDGETS. Includes the City's Annual Budget, which is the plan for operating the programs of each City department, Capital Improvement expenditures, and summaries and analyses of expenditures, revenues, and inter-fund transactions; the Proposed Budget, a summary of proposed expenditures and revenues for City Departments; the Policy Budget, which focuses upon departmental budget policy issues and changes in the Capital Improvement Program.</p>	Destroy when reference value ceases.	-	-	Record Copy: City Clerk

CITY OF SAN DIEGO

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (6-82)

ITEM NO. (s)	TITLE AND DESCRIPTION OF RECORD SERIES (s)	RETENTION			REMARKS (r)
		DEPT. (r)	R.C. (s)	TOTAL (s)	
		DEPARTMENT (s) CITY MANAGER		SCHED. NO. (s)	DATE (s)
		DIVISION		PAGE (s)	3
7.	CCL FILES. Contains record copies of City Manager Reports and Memoranda from the City Manager to the Mayor, City Council, or a Standing Committee. Arranged within each calendar year in separate groups of Reports and Memoranda, and chronologically thereunder.	4 years	P	P	
8.	CHRONOLOGICAL FILES. Contains memoranda and correspondence originated by the City Manager and the Manager's staff. The files relate to the range of City Manager concerns and are arranged chronologically. a. City Manager b. Assistant/Deputy City Manager	Term of office. 3 years	2 2	Term of office + 2 5 years	(This series is not equivalent to a true chronological file which would be used as a tickler or suspense file. Rather, it is a correspondence-type series which has CHRONOLOGICAL as part of the series name).
9.	CITY CHARTER. Contains laws which establish the City organization of government. Duplicate copies.	Current. Destroy superseded sections.	-	-	Original: City Clerk
10.	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.	Destroy after reference value ceases.	-	-	Record Copy: City Clerk
11.	CITY COUNCIL MINUTES. Collected notes which record the proceedings of the City Council. Duplicate Copies.	Destroy after reference value ceases.	-	-	Original: City Clerk

01826

249422 - 8

CITY OF SAN DIEGO

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (6-82)

ITEM NO. (a)	TITLE AND DESCRIPTION OF RECORD SERIES (a)	RETENTION			REMARKS (a-e)
		DEPT. (b)	R.C. (c)	TOTAL (d)	
		DEPARTMENT (a)		SCHED. NO. (a)	DATE (a)
		DIVISION			PAGE (a)
		CITY MANAGER			4
12.	CITY COUNCIL STANDING COMMITTEE MEETING FILES. Duplicate documentation submitted before meetings of Council Standing Committees for review and action. Includes records such as: copies of resolutions and ordinances; meeting agendas, memoranda; committee consultant analyses; and correspondence. The committees include: the Committee on Rules, Legislation and Intergovernmental Relations; Committee on Transportation and Land Use; Committee on Public Services and Safety. Arranged by committee name, chronologically thereunder.	1 year	-	1 year	Commonly referred to as "Committee Files".
13.	CITY MANAGER REPORTS. Reports to the City Council include "Action Reports" and "Information Reports". Action Reports address items docketed and discussed by the City Council or a Council Committee. Information Reports provide information on subjects not discussed in Council meetings, and answers questions raised by Councilmembers.  a. Time Stamped copies (Duplicates)  b. Duplicate records	6 months  Destroy after reference value ceased.	-	6 months	Record Copy maintained in CCL Files series.  (These have been Time Stamped to show proof of receipt).





**RECORDS DISPOSITION SCHEDULE**

CC-1571 (6-82)

01828

R-257577

SCHED. NO. (3)  
DATE (3)  
PAGE (4)  
6

DEPARTMENT (1)  
CITY MANAGER  
DIVISION

ITEM NO. (2)	TITLE AND DESCRIPTION OF RECORD SERIES (4)	RETENTION			REMARKS (10)
		DEPT. (2)	R.C. (4)	TOTAL (4)	
19.	DEPARTMENT HEADS MEETING AGENDAS. Printed listings of items to be discussed at the weekly Department Heads Meetings. Arranged chronologically by meeting date.	5 years	P	P	
20.	DOCKET SUSPENSE FILES. Temporary files which contain items submitted before meetings of the City Council or one of its Standing Committees. Files are arranged in separate groups: Suspense Files, Council Meeting Binder, Committee Meeting Binders, and Continued Docket Items. Includes records such as: agendas, memoranda, reports, committee consultant analyses, copies of resolutions and ordinances.	Recycle into appropriate files: either Council or Committee meeting binders; Continued Docket Items files; Standing Committee Meeting files; or General files.	-	-	
21.	EMERGENCY MANAGEMENT FILES. Consists of several individual projects which document the various aspects of the City's Emergency Management Program, and the City's involvement in emergency and disaster readiness. Includes memoranda, correspondence, City Manager Reports, cost analyses, proposals, etc. These items relate to subjects such as hazardous materials, fire drills, toxic waste, emergency plans for the City Administration and City Operations Buildings, and the City's relationship with the Unified San Diego County Emergency Services Organization.	2 years	P	P	

CITY OF SAN DIEGO

RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

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

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
22.	FINANCIAL REPORTS ON MICROFICHE. Reports used to monitor City Manager financial activities. Includes: Fixed Assets Master File Equipment (C90-120) and Department Financial Reports. Microfiche copy.	2 years	-	2 years	Record Copy: Auditor
23.	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, memoranda, and budget materials. Files are arranged in two groups: numerically by department number and alphabetically by subject				(Note: Prior to 1973, a variety of records were filed in the General Files, including some records which may document the manner in which City policy is formulated. Subsequent to that date, the General Files have mainly been used as a repository for background documentation which has been submitted before each meeting of the City Council for review and action).
	a. Prior to 1973	2 years	P	P	
	b. 1973 to present	2 years	-	2 years	
24.	GRIEVANCES RETURNED FILES. Employee grievances which have been submitted to the City Manager and have been returned to the employee either as not a valid grievance matter or as not adhering to proper grievance process. Contains: Employee Grievance Form CS-9, memoranda, and correspondence. Arranged chronologically.	1 year	6	7 years	

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (6-82)

01830

25577

ITEM NO. (a)	TITLE AND DESCRIPTION OF RECORD SERIES (a)	RETENTION			REMARKS (e)	
		DEPT. (b)	R.C. (c)	TOTAL (d)		
		DEPARTMENT (a)	CITY MANAGER		SCHED. NO.(a)	DATE (b)
		DIVISION			PAGE (c)	8
25.	<p>INDUSTRIAL LEAVE APPEALS FILES. Records relating to appeals made by employees who have requested but have been denied industrial leave. Contains a log which lists the appeals; a suspense file which consists of correspondence from employees relating to appeals; and case files which include memoranda, correspondence, and the final and tentative decisions of the City Manager.</p> <p>a. Original copy (log)</p> <p>b. Suspense file copy</p> <p>c. Case file copy (duplicate)</p>	2 years	5 yrs.	7 yrs.		
		When action is started, place in individual's case file.	-	-		
		90 days	-	-		Original copy: Risk Management Department
26.	<p>INTERNAL PROCEDURAL MANUALS. Descriptions of procedures unique to and/or developed by the City Manager's office.</p>	Retain in office until not needed or superseded, then transfer to Record Center.	P	P		

CITY OF SAN DIEGO

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (6-82)

ITEM NO. (s)	TITLE AND DESCRIPTION OF RECORD SERIES (s)	RETENTION			REMARKS (s)
		DEPT. (s)	R.C. (s)	TOTAL (s)	
		CITY MANAGER			
		CITY MANAGER			
					SCHED. NO. (s)
					DATE (s)
					PAGE (s)
					9
27.	LABOR RELATIONS NEGOTIATIONS FILE. Records relating to Meet and Confer issues discussed by management and employee union representatives. Unions represented include MEA (Municipal Employees Association); POA (Police Officers Association); Fire Fighters (Local 145); and Local 127 (American Federation of State, County and Municipal Employees AFL-CIO). Issues covered include insurance and health plans, salaries, employees grievances, questions regarding Memorandum of Understanding violations, and other employee benefits. The files are arranged by subject titles.	2 years	3 years	5 years	
28.	MEMORANDA FROM THE CITY MANAGER TO THE MAYOR, CITY COUNCIL, OR A STANDING COMMITTEE. Memoranda identified in the series title which relates to various program functions and activities of the City. <ul style="list-style-type: none"> <li>a. Time Stamped copies (duplicates)</li> <li>b. Duplicate records</li> </ul>	6 months	-	6 months	Record Copy maintained in CCL Files series.  (These have been time stamped to show proof of receipt).  Note: Duplicate records should not be destroyed unless it can be determined that a record copy has been forwarded to the CCL File.

CITY OF SAN DIEGO

RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

ITEM NO. (a)	TITLE AND DESCRIPTION OF RECORD SERIES (a)	RETENTION			REMARKS (f)(g)
		DEPT. (c)	R.C. (d)	TOTAL (e)	
		CITY MANAGER			
		DEPARTMENT (c)			
		DIVISION			
		SCHED. NO.(f)			
		DATE (g)			
		PAGE (h)			10
29.	MEMORANDA OF UNDERSTANDING. Duplicate copies of agreements between the City and its employees unions, providing procedures for resolving differences and setting forth terms reached by the parties through negotiations regarding wages, hours and working conditions. The memoranda are in booklet format and are arranged by name of employee group.	Retain and distribute as needed. Destroy extra copies when no longer needed for reference.	-	-	Original copy: City Clerk
30.	MUNICIPAL CODE. Duplicate copies of the City's administrative, criminal and regulatory ordinances.	Destroy after reference value ceases.	-	-	Record Copy: City Clerk
31.	OFFICE MANAGEMENT FILES. Records which document the day-to-day administrative operation of the City Manager's office. Includes invoices, Work Requests and Requisitions, Request for Direct Payment, Parking Stamp Control Register, Daily Cash Receipts, Purchase Orders, travel expenses, Auditor and Photocopy usage reports, warranties, supply inventories, and similar documents.				Note: Generally, the original or record copy of these file items are maintained by another department (i.e. City Auditor). However, the duplicate records may prove audit worthy in documenting the City Manager office department's fiscal responsibility.
	a. Original records	3 years	-	3 yrs.	
	b. Duplicate records	3 years	-	3 yrs.	

CITY OF SAN DIEGO

RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

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

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
32.	<p>PAYROLL DOCUMENTS. Includes Employee Compensatory Time, Hourly Employee Hours, Sick Leave and Vacation Listing; Personnel Insurance forms (from Kaiser and Pacific Guardian Life Insurance); Payroll Warrant-Check Register; Merit Pay Increase Eligibility Records; discretionary leave requests; pay scales; Classification and Compensation Schedules; Payroll Deduction Register; Early Payoff memoranda; and related records. Some of these refer to individual employees and some to general office payroll practices. Arranged by separate titles, generally chronologically thereunder. Duplicate copies.</p>	Destroy after superseded or reference value ceases, whichever is earlier.	-	-	

CITY OF SAN DIEGO

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (6-82)

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

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
33.	<p><b>PERSONNEL FILES - INDIVIDUAL.</b> Contains records for current and past employees of the department. Most records are copies of the official records maintained by the Personnel Department, but some information and forms are original documents. Records include Employee Performance Reports, Leave Slips, payroll change notices, Payroll Deductions, Merit Increases, Certificates of Merit, letters of commendation or appreciation, individual emergency notification information, records of on-the-job related disease or illness and work history. Also included are records relating to change of name, promotion, demotion, reclassification, transfer, termination, reinstatement, or retirement.</p> <p>a. Current employees</p> <p>b. Transferring employees</p> <p>c. Terminated employees</p>	-	-	-	
34.	<p><b>POLICE REGULATED BUSINESS HEARING FILES.</b> Contains records relating to appeals made by individuals whose business licenses or permits have been denied, suspended or revoked. Includes records such as: correspondence; notes from the administrative hearing; copies of City Manager reports from the Hearing Officer and Police Department investigator; and Police Department forms - PD100, PD104, PD153, and PD951. Arranged by calendar year, thereunder</p>	-	-	5 yrs.	





CITY OF SAN DIEGO

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (6-82)

DEPARTMENT (i)	CITY MANAGER	SCHED. NO. (j)	DATE (k)
DIVISION		PAGE (l)	14

ITEM NO. (s)	TITLE AND DESCRIPTION OF RECORD SERIES (a)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
39.	<p>SAN DIEGO STADIUM AUTHORITY MINUTES AND AGENDA. Printed agendas for meetings and collected notes of minutes which record the proceedings of the Stadium Authority. Also includes memoranda, correspondence, proposals and charts. Arranged chronologically by meeting date.</p> <ul style="list-style-type: none"> <li>a. Original/record copy</li> <li>b. Duplicate records</li> <li>c. Cassette audio tapes</li> </ul>	2 years	P	P	
40.	<p>SUSPENSE FILES (TICKLER FILES). Original records and/or duplicate records set aside to assure action by a specified date.</p> <ul style="list-style-type: none"> <li>a. Original records</li> <li>b. Duplicate records</li> </ul>	Destroy after reference value ceases.	-	-	(Recycle in this instance means refiling in the appropriate series).
41.	<p>TECHNICAL REFERENCE. Includes nonrecord reference materials such as: periodicals, directives, sales literature, procedural manuals, reference books, dictionaries, and articles which are received from sources outside the City, or from another department. These materials are maintained in various file stations located throughout the office.</p>	Recycle after action is taken or when reply is received.	-	-	
		Destroy after action is taken or when reply is received.	-	-	
		Destroy after reference value ceases.	-	-	

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CITY OF SAN DIEGO

RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

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

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
42.	VIA FILES. Consist of correspondence, memoranda and other records which are to and from Councilpersons, department personnel, citizens, and other government agencies. These records go from origination point via the Assistant or Deputy City Manager to their final destination. Records cover the range of the Managerial Office's responsibilities and include such areas as budget requests, libraries, streets, fire, litter programs and personnel matters. These files are maintained at various file stations.	3 years	2 years	5 years	

Passed and adopted by the Council of The City of San Diego on DEC 6 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 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"/>	
Dick Murphy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
District 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vacant
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.

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

By Barbara Berridge Deputy.

(Seal)

Office of the City Clerk, San Diego, California

Resolution Number R-257577 Adopted DEC 6 1982