

(R-83-1622)

RESOLUTION NUMBER R- 258329

Adopted on APR 25 1983

BE IT RESOLVED, by the Council of The City of San Diego,
that the Citizens Assistance Department's 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
4/12/83
Or.Dept:Clerk
Form=r.none

CITY OF SAN DIEGO

RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
		DEPARTMENT (1)		CITIZENS ASSISTANCE	SCHED. NO. (2)	DATE (3)
		DIVISION				PAGE (4) 1
1.	ADMINISTRATIVE POLICY FILES. Contains correspondence of the Citizens Assistance Director and 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 the Department Head	
2.	ANIMAL REGULATIONS/CONTROL FILES. Contains records which document the department's role as liaison to the County Department of Animal Control. Includes contracts, agreements, copies of ordinances, Reports to Council, CM1472 Request for Council Action, memoranda, correspondence and case histories.	1* year	4	5 years	*Prior to transfer to the Records Center, contracts, agreements, copies of ordinances, Reports to Council, and CM1472 Request for Council Action should be purged from files and maintained in the office for reference.	
3.	ART WORK FILES. Original art work and completed graphics for projects performed by the Public Information section. Arranged alphabetically by subject.	5 years	-	5 years		
4.	BUDGET INFORMATION FILES. Contains documentation and working papers produced in the preparation of the department budget. Arranged chronologically by fiscal year.	3 years	2	5 years		

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CITY OF SAN DIEGO

RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
		DEPARTMENT (1)			SCHED. NO.(2)	DATE (3)
		CITIZENS ASSISTANCE				
		DIVISION				PAGE (4) 2
5.	OFFICE MANAGEMENT FILES. Records which document the day-to-day administrative operation of the Citizens Assistance office. Includes Invoices, Work Requests and Requisitions, Request for Direct Payment, Parking Stamp Control Register, Daily Cash Receipts, Purchase Orders, Travel Expenses, Auditron and Photocopy usage reports, warranties, supply inventories, and similar documents. a. Original Records b. Duplicate Records	3 years 3 years	- -	3 years 3 years	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 Citizens Assistance office department's fiscal responsibility.	
6.	ORDINANCE ENFORCEMENT FILES. Contains material relating to ordinances which concern a single subject. Includes memoranda, correspondence, reports, Contracts, agreements, copies of ordinances, Reports to Council, CM1472 Request for Council Action, and case histories. Reflects all aspects of the subject, from its inception and including citizen participation. Arranged by subject, and chronologically thereunder.	1* year	4	5 years	*Prior to transfer to the Records Center, copies of the ordinances, contracts, agreements, Reports to Council and CM1472 Request for Council Action should be purged from the files and maintained in the office for reference.	

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CITY OF SAN DIEGO

RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

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

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
7.	PERSONNEL FILES - INDIVIDUAL. 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, Letter 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.				
	a. Current Employees	Retain records in office.	-	*	*Determination of final disposition pending review and approval by Personnel Department.
	b. Transferring Employees	Transfer records with employee to new department.	-	*	
	c. Terminated Employees	Retain records in office.	-	*	

R-258329

CITY OF SAN DIEGO

RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

ITEM NO. (3)	TITLE AND DESCRIPTION OF RECORD SERIES (4)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
		DEPARTMENT (1)			SCHED. NO.(2)
		CITIZENS ASSISTANCE			DATE (3)
		DIVISION			PAGE (4)
					4
8.	<p>PUBLIC INFORMATION PUBLICATIONS. New releases, pamphlets and guides produced by the Public information section for the use of other departments and the general public. The guides include: Budget in Brief, Guide to City Government, San Diego City Offices Telephone Directory, and various other publications.</p> <p>a. Record Copy</p> <p>b. Duplicate Copies</p>	<p>5 years</p> <p>Destroy when superseded, or after reference value ceases.</p>	<p>P</p> <p>-</p>	<p>P</p> <p>-</p>	
9.	<p>PUBLIC INFORMATION WORKING FILES. Records maintained by the Public Information section which relate to the services, special projects, various publications, and activities of the section. The records reflect established policy and procedures. Includes memoranda, correspondence, maps, financial reports, and working papers.</p>	<p>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.)</p>	<p>-</p>	<p>2 yrs.</p>	

R-258329

CITY OF SAN DIEGO

RECORDS DISPOSITION SCHEDULE

CC-1571 (6-82)

DEPARTMENT (1)	CITIZENS ASSISTANCE	SCHED. NO. (2)	DATE (3)
DIVISION		PAGE (4)	5

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
10.	ROUTE SLIP/CORRESPONDENCE FILES. Records relating to action taken on citizen complaints. These are generally initiated by the Mayor or City Councilmembers, and are routed via Citizens Assistance to various City Departments for investigation. They relate to subjects such as potholes in City streets, the need for traffic signals, and alleged Police harrassment. Contains route slips, related memoranda, correspondence, reports, council inquires, and work papers. Arranged chronologically by closing date of the route slip.				
	a. Original/Department Director	1 year	4	5 yrs.	
	b. Original/Assistant to the Director	3 years	2	5 yrs.	
11.	SUBJECT FILES. Records maintained by administrative personnel which relate to both program and administrative functions of the office, department objectives, services, and special projects. The records reflect established policy and procedures. Includes memoranda, correspondence, reports, working papers, 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.)	3	5 yrs.	
12.	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.	Destroy after reference value ceases.	-	-	

K-258329

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

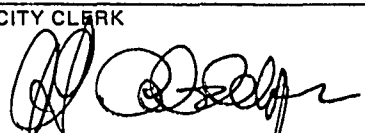
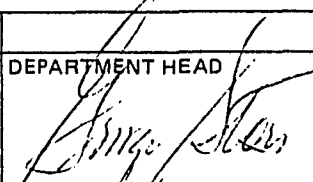
ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
CITIZENS ASSISTANCE	ADMINISTRATIVE POLICY FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITIZENS ASSISTANCE	ORIGINAL	4	P	P

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.

This series contains correspondence of the department head, and 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 purpose of fulfilling historical and administrative needs.

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

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
CITIZENS ASSISTANCE	ANIMAL REGULATIONS/CONTROL FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITIZENS ASSISTANCE	ORIGINAL	1*	4	5

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


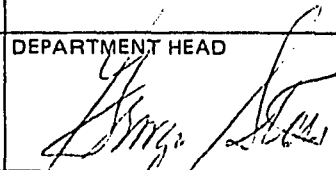
Animal Regulations/Control Files document the department's role as liaison to the County Department of Animal Control. The files contain material related to County regulations and control of animals, dogs on beaches, cats, coyotes, and wild animals.

Typical files include City Manager Reports to Council, contracts, agreements, copies of ordinances, CM1472 Request for Council Action, memoranda, correspondence and case histories.

Files are arranged alphabetically by subject, chronologically thereunder.

*Prior to transfer to the Records Center, contracts, agreements, copies of ordinances, Reports to Council, and CM1472 Request for Council Action should be purged from files and maintained in the office for reference.

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 administrative needs.

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

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

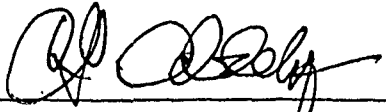
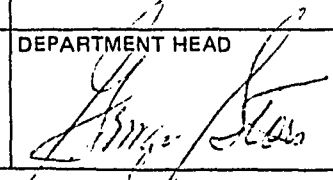
ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
CITIZENS ASSISTANCE	ART WORK FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CIT. ASST./PUBLIC INFORMATION	ORIGINAL	5	-	5

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

Art Work Files include original art work and previously completed graphics projects, and reference materials utilized by the graphics personnel. The projects pertain to work performed upon request from other City Departments.

Files are arranged alphabetically by subject.

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

APPROVED BY:		
CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		S. H. Swett 01996

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

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


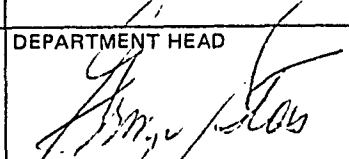
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

These files contain documentation and working papers produced in the preparation, submission and revision of the Citizens Assistance Department budget.

Files include memoranda, correspondence, monthly expenditure reports, appropriation analyses, charts, status reports, and statistical data relating to the justification and management of the departmental budget.

Files are arranged chronologically by fiscal year and filed within the department's subject files under the title "Budget and Fiscal Information".

Retention Criteria: Minimum legal requirements 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			
CITIZENS ASSISTANCE	OFFICE MANAGEMENT FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITIZENS ASSISTANCE	ORIGINAL	3	-	3
	DUPLICATE	3	-	3

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

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 items sold to them through the Citizen's Assistance office.


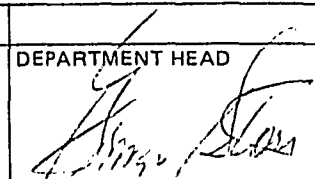

Work Requests and Requisitions (GS-240 Telephone Service Authorization; PW999A Work Request; PW999B Building Division Work Request; PA 1434 Stores Requisitions; PEA-1469 Printing Service Requisition; PF28 Service Request). These are records of goods and services requested by the Citizens Assistance office.

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). Summary of receipts which have been initiated by Citizens Assistance Department 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 expense incurred by staff on trips, Travel Requests, invoices from Data Processing for charges incurred by the Citizens Assistance's office, Personal Property Transfer lists (AC397), Auditor Reports, Bi-weekly Photocopy Usage Reports (AC304), equipment warranties, key receipts,

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


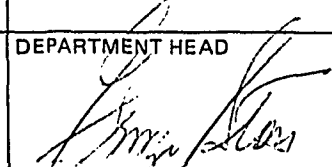
ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
	OFFICE MANAGEMENT FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL

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 CITIZENS ASSISTANCE	RECORDS SERIES TITLE ORDINANCE ENFORCEMENT FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITIZENS ASSISTANCE	ORIGINAL	1*	4	5

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

An Ordinance Enforcement File contains material relating to all ordinances concerning a single subject. Documentation generally reflects all aspects of the subject from its inception, including citizens complaints and input.

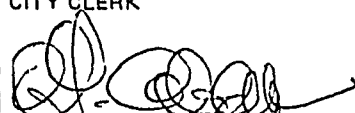
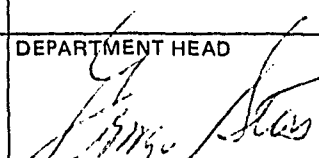
Typical files include records such as memoranda, correspondence, case histories, copies of ordinances, City Manager Reports to the City Council, agreements, and CM1472 Request for Council Action.

These files relate to subjects such as mobile food vehicles, beekeeping (minimum standards for keeping of bees to protect the public health, safety and welfare of the citizens of the City of San Diego) and smoking prohibitions in certain public areas.

Files are arranged alphabetically by subject; chronologically thereunder.

*Prior to transfer to the Records Center, copies of the ordinances, contracts, agreements, Reports to Council and CM1472 Request for Council Action should be purged from the files and maintained in the office for reference.

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

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

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

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


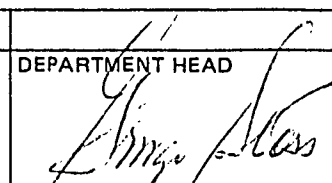
This series contains records relating to individuals who are currently employed or have been employed in the Citizens Assistance Department. Most records are copies of the official records maintained by the Personnel Department, but some information and forms are original documents.

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 alphabetically by name of employee.

*Determination of final disposition pending review and approval by Personnel Department.

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

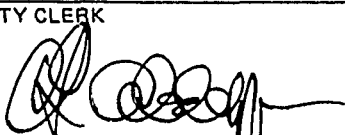
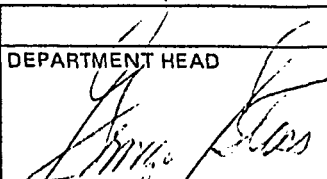
ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
CITIZENS ASSISTANCE	PUBLIC INFORMATION PUBLICATIONS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CIT. ASST./PUBLIC INFORMATION	RECORD COPY	5	P	P
	DUPLICATES	Destroy w hen superseded or		
		reference value ceases.		

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

The Public Information section of the Citizens Assistance department is responsible for producing City News Releases, informational pamphlets and guides which are available to the general public, and also the City office phone directory. The guides include: Budget in Brief, Guide to City Government, San Diego City Offices Telephone Directory, and various other publications.

These items are mass produced for general distribution. One copy should be designated as the record copy, and retained permanently to document the functions of the City, and the Public Information section.

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d) for Record Copy; Government Code section 34090.7 for duplicate copies.

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

RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

ORIGINATING DEPARTMENT	RECORDS SERIES TITLE			
CITIZENS ASSISTANCE	PUBLIC INFORMATION WORKING FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CIT. ASS'T/PUBLIC INFORMATION	ORIGINAL	2	-	2

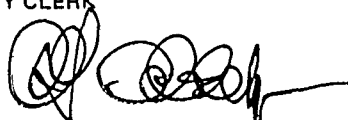
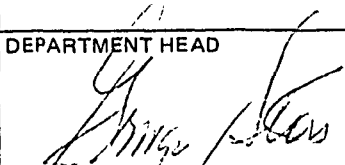
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Public Information Working Files contain records which relate to the services, special projects, various publications, and activities of the Public Information section of the Citizens Assistance Department. 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. (Placement of records in the Policy Files series by office staff must be approved by the Department Head.)

Files contain records such as memoranda, correspondence, reports, budget working materials, City Auditor created financial reports, maps, and working papers. These items relate to: the City Budget, City Phone Book, Budget-in-Brief, Guide to City Government, clean beaches, lobby displays, affirmative action, and general City business.

Files are generally arranged alphabetically by subject.

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 CITIZENS ASSISTANCE	RECORDS SERIES TITLE ROUTE SLIP/CORRESPONDENCE FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITIZENS ASSISTANCE	ORIGINAL/DEPT.DIRECTOR	1	4	5
	ORIGINAL/ASST. TO DIRECT-	3	2	5
	OR			



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

Route Slips (CM-8) are utilized to route citizen complaints to various City departments for investigation and action. These are generally initiated by the Mayor or City Councilmembers, and are routed via Citizens Assistance.

These files contain the Route Slip itself, plus related memoranda, correspondence, logs, reports, Council inquires, and work papers. They relate to subjects such as potholes in City streets, the need for traffic signals, and alleged Police harrassment. A chronological daily file of all departmental correspondence is also maintained in this series.

Files are arranged chronologically, by closing date of Route Slip.

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			
CITIZENS ASSISTANCE	SUBJECT FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CITIZENS ASSISTANCE	ORIGINAL	2	3	5

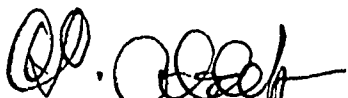
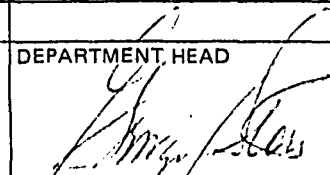
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Subject Files are generally utilized by administrative personnel. The files relate to services, special projects, various program functions, and activities which reflect the department's objectives. 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. (Placement of records in the Policy Files series by office staff must be approved by the Department Head.)

Files contain records such as memoranda, correspondence, reports, copies of City Manager's Annual Report, copies of Statement of Economic Interests (FPPC 721A), copies of Administrative Regulations, Memoranda from the City Manager, charts, working papers, and copies of the Mayor's State of the City addresses.

Files are arranged alphabetically by subject.

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 CITIZENS ASSISTANCE	RECORDS SERIES TITLE TECHNICAL REFERENCE			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
CIT. ASST./PUBLIC INFORMATION	NONRECORD OR DUPLICATE	Destroy after reference value ceases.		


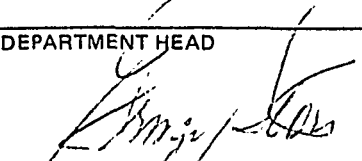
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Technical Reference materials consist of printed or other reproduced materials of nonrecord value which have a direct relationship to the work of the office and are needed for future reference.

Files include: periodicals, sample books, paper selection books, graphic reference books, news clippings, directives, sales literature, articles, Chamber of Commerce publications, demographic profile of San Diego, population information, and technical regulations, procedures, handbooks, pamphlets and guides.

Technical Reference materials are maintained throughout the Citizens Assistance offices.

Retention Criteria: Retention established by Government Code section 34090.7 and San Diego Municipal Code Article 2 Division 26.

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

APR 25 1983

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

Councilmen	Yeas	Nays	Not Present	Ineligible	
Bill Mitchell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bill Cleator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gloria McColl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
William Jones	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ed Struiksma	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mike Gotch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dick Murphy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Uvaldo Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mayor _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VACANT

AUTHENTICATED BY:

BILL CLEATOR

Deputy Mayor of The City of San Diego, California.

(Seal)

CHARLES G. ABDELNOUR

City Clerk of The City of San Diego, California.

By *Manfred R. Postlewa*, Deputy.

Office of the City Clerk, San Diego, California

Resolution *R-258329* APR 25 1983
Number Adopted