

(R-86-185)

RESOLUTION NUMBER R- 263836

ADOPTED ON AUG 12 1985

BE IT RESOLVED, by the Council of The City of San Diego, that the Intergovernmental Relations' Department Records Disposition Schedule attached as Exhibit A is hereby adopted.

APPROVED: JOHN W. WITT, City Attorney

By Ted Bromfield  
Ted Bromfield  
Chief Deputy City Attorney

TB:js:015  
7/31/85  
Or.Dept:Clerk  
R-86-185  
Form=r.none

110

AUG 12 1985

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"/>	
District 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vacant
Uvaldo Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mayor Roger Hedgecock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

AUTHENTICATED BY:

ROGER HEDGECOCK  
Mayor of The City of San Diego, California.

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

(Seal)

By *Barbara Baxter*, Deputy.

Office of the City Clerk, San Diego, California

Resolution Number R-263836 Adopted AUG 12 1985

# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

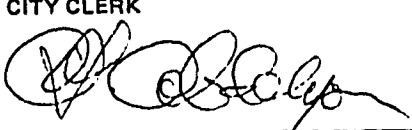
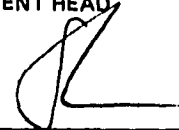
ORIGINATING DEPARTMENT <b>INTERGOVERNMENTAL RELATIONS</b>	RECORDS SERIES TITLE <b>TECHNICAL REFERENCE MATERIALS</b>			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
<b>INTERGOVERNMENTAL RELATIONS</b>	<b>DUPLICATE</b>	<b>Destroy when reference value ceases.</b>		

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

Technical Reference Materials are documents from other agencies or non-governmental agencies plus basic City documents which are used for reference purposes. Contents include various publications, State and Federal documents, City budget, Personnel Manual, Council Policy Manual, and Deering's California Code.

Unarranged.

Retention Criteria: 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 INTERGOVERNMENTAL RELATIONS	RECORDS SERIES TITLE STATE LEGISLATURE BILL WORKING FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
INTERGOVERNMENTAL RELATIONS	ORIGINAL	2	-	2



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

State Legislature Bill Working Files contain documents which reflect the positions of City departments on proposed State bills. Also includes correspondence with the City's lobbyist regarding his activities on the bills. Both Assembly and Senate bills are included in these files.

Contents of these files include Legislative Analysis Forms, correspondence, news articles, notes, memoranda, and reports.

Arranged by house of origin and numerically by bill number 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**

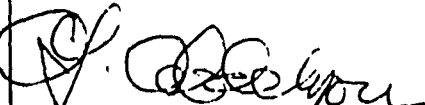
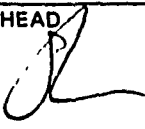

ORIGINATING DEPARTMENT <b>INTERGOVERNMENTAL RELATIONS</b>		RECORDS SERIES TITLE <b>STATE LEGISLATURE BILL FILES</b>		
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
<b>INTERGOVERNMENTAL RELATIONS</b>	<b>DUPLICATE</b>	<b>Destroy after bills are no longer under active consideration or after they are chaptered, whichever occurs first.</b>		

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

State Legislature Bill Files consist of copies of legislative bills introduced into the Assembly and/or Senate by State legislators during regular and special sessions of the legislature. Files include amendments made to the bills. These files are used for reference, for tracking legislation, and to learn what bills may affect City government.

Arranged by legislative house of origin and numerically by bill number thereunder.

Retention Criteria: Government Code section 34090.7.

APPROVED BY: CITY CLERK	DEPARTMENT HEAD	CITY ATTORNEY
		

**RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO**

ORIGINATING DEPARTMENT INTERGOVERNMENTAL RELATIONS	RECORDS SERIES TITLE PUBLIC ARTS ADVISORY BOARD FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
INTERGOVERNMENTAL RELATIONS	ORIGINAL	2	P	P


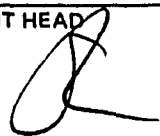
RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):

Public Arts Advisory Board Files consist of the records of this Board and reflect the development of City policy on the arts. Intergovernmental Relations provides staff support for this board.

Contents of these files include correspondence, grant applications, reports, notes, and resolutions.

Unarranged.

Retention Criteria: Government Code section 34090 (e).

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

# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO


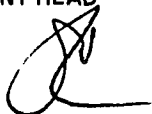
<b>ORIGINATING DEPARTMENT</b> INTERGOVERNMENTAL RELATIONS	<b>RECORDS SERIES TITLE</b> OFFICE MANAGEMENT FILES			
<b>COPIES BY DEPT./SECTION</b>	<b>COPY DESIGNATION</b>	<b>RETENTION PERIOD</b>		
INTERGOVERNMENTAL RELATIONS	DUPLICATE	<b>DEPARTMENT</b> 3	<b>REC. CENTER</b> -	<b>TOTAL</b> 3

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

Office Management Files document the day-to-day administrative activities of the department. Contents of these files include Requests for Direct Payment (Form AC-468).

Arranged according to the office of origination (Washington or Sacramento) and chronologically thereunder.

Retention Criteria: Government Code section 34090.7, decision to maintain for audit purposes.

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

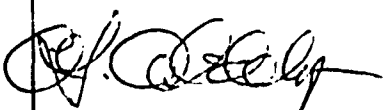

ORIGINATING DEPARTMENT INTERGOVERNMENTAL RELATIONS	RECORDS SERIES TITLE INTERGOVERNMENTAL RELATIONS REPORTS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
INTERGOVERNMENTAL RELATIONS	ORIGINAL	2	P	P

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

Intergovernmental Relations Reports contain materials which present a history of the activities of the department and reflect the development of policy by the department. The files include reports to the Rules Committee and to the Mayor and Council, memoranda, legislative analyses, report logs, articles, and notes.

Arranged numerically by report number.

Retention Criteria: Minimum legal requirement established by Government Code section 34090(d); decision to maintain permanently to meet the historical needs of the City.

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



# RECORDS RETENTION EVALUATION/CITY OF SAN DIEGO

<b>ORIGINATING DEPARTMENT</b> INTERGOVERNMENTAL RELATIONS	<b>RECORDS SERIES TITLE</b> GENERAL LEGISLATIVE WORKING FILES			
<b>COPIES BY DEPT./SECTION</b>	<b>COPY DESIGNATION</b>	<b>RETENTION PERIOD</b>		
INTERGOVERNMENTAL RELATIONS	ORIGINAL	DEPARTMENT	REC. CENTER	TOTAL
		2 or until reference value ceases, whichever occurs later.		



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

General Legislative Working Files consist of documents and materials on general legislative subjects involving problems and issues which involve legislation on the State or Federal level and/or cooperation between the City and the State or Federal Government. Subjects include air quality, bullet train, coastal zone, hazardous waste, gun control, and crime issues.

Contents of these files include reports, correspondence, news articles, notes, newsletters, and memoranda.

Arranged alphabetically by subject or unarranged.

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

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

ORIGINATING DEPARTMENT <b>INTERGOVERNMENTAL RELATIONS</b>	RECORDS SERIES TITLE <b>CORRESPONDENCE - ROUTINE</b>			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
<b>INTERGOVERNMENTAL RELATIONS</b>	<b>ORIGINAL</b>	2	-	2

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

Routine Correspondence consists of correspondence on a variety of the office's functions and tasks for which files have not been designated elsewhere. These files document functions of the department according to established policy and procedure. Files include letters, memoranda, and notes.

Arranged chronologically.

**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

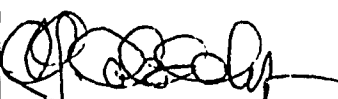

ORIGINATING DEPARTMENT INTERGOVERNMENTAL RELATIONS	RECORDS SERIES TITLE CHAPTERED BILLS			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
INTERGOVERNMENTAL RELATIONS	DUPLICATE	2	-	2

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

Chaptered Bills are bills which have passed both houses of the State Legislature and been signed into law by the Governor or passed over his veto. Chaptered bills are numbered sequentially according to the order in which they were approved as law. Chaptered Bills are the final official versions of bills which become law.

Arranged numerically.

Retention Criteria: 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 INTERGOVERNMENTAL RELATIONS	RECORDS SERIES TITLE CITY SPONSORED LEGISLATION FILES			
COPIES BY DEPT./SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	TOTAL
INTERGOVERNMENTAL RELATIONS	ORIGINAL	2	3	5

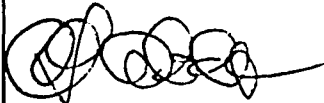
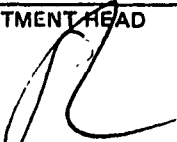
**RECORD SERIES DESCRIPTION (Purpose, content, and method of filing):**

City Sponsored Legislation Files contain information on bills prepared, sponsored, and promoted by the City at both the State and Federal levels. Includes materials on other Federal legislation of interest to the City.

Contents of these files include reports, correspondence, memoranda, Legislative Analysis Forms, articles, notes, and mailgrams.

Unarranged.

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

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