

(O-87-196)

ORDINANCE NUMBER O- 16869 (NEW SERIES)

ADOPTED ON MAY 26 1987

AN ORDINANCE AMENDING CHAPTER II, ARTICLE 2, DIVISION 26, OF THE SAN DIEGO MUNICIPAL CODE BY AMENDING SECTIONS 22.2605 AND 22.2606 RELATING TO PROCEDURES GOVERNING THE MANAGEMENT OF CITY RECORDS.

BE IT ORDAINED, by the Council of The City of San Diego, as follows:

Section 1. That Chapter II, Article 2, Division 26, of the San Diego Municipal Code be and the same is hereby amended by amending Sections 22.2605 and 22.2606 to read as follows:

SEC. 22.2605 RECORDS DISPOSITION SCHEDULE

The Records Disposition Schedule will serve as the basis for the City's Records Management Program. The head of each department shall have prepared a Records Disposition Schedule for his/her department and any subsequent proposed amendments thereto. With the assistance of the Records Management Officer, this preparation shall include:

A., B., C. and the last two paragraphs - No change.

SEC. 22.2606 RESPONSIBILITIES

A. The City Clerk shall:

1. Be responsible for the maintenance of and access to:

(a) The official records of his/her office, as identified in the Records Disposition Schedule of the Clerk's Office.

(b) Newly created or unidentified record series in his/her office which are not identified in the Records Disposition Schedule of the Clerk's Office or any other department.

(c) Official Records which are part of a City Archives.

(d) Official Records located in an off-site storage location specifically designated for the storage of vital City records, during the time those records are located in vital records storage.

(e) Any Official Records in the custody of the City which are not the responsibility of any other department, as specified in paragraph C below.

2. Be responsible for the preservation of and the assignment of the maintenance of and access to inactive records which have been transferred to non-City organizations.

3. Not be responsible for the maintenance of records which are legally maintained by other government agencies.

4. Be responsible for the administration of a uniform Records Management Program assisting all City departments, and for the development, administration and coordination of procedures thereunder.

5. Administer a City Archives for the maintenance of historically significant City records. Providing that the responsible department does not object within thirty days of

notification, the City Clerk may transfer to the City Archives records having permanent historical value as noted in the Records Disposition Schedule.

6. Administer a Records Center for the efficient and economical storage, maintenance and servicing of inactive City records.

7. Appoint a Records Management Officer who shall serve in the Office of the City Clerk as the head of the Records Management Program.

B. The Records Management Officer under the direction of the City Clerk shall:

1. Provide effective control over the identification, appraisal, maintenance, protection, preservation, transfer, retention, and disposition of all City records. This shall include:

(a) Providing assistance and guidelines to departments in the preparation of their Records Disposition Schedules and amendments thereto.

(b) Establishing proper procedures for securing necessary revisions to the Records Disposition Schedule, with the approval of the City Attorney.

(c) Providing direct technical assistance and guidance to departments that will aid in resolving specific files and related records problems.

2. Operate the Records Center in an orderly and efficient manner. This operation shall include:

(a) Providing information, assistance and records to using departments to insure optimum utilization of the Records Center.

(b) Notifying using departments periodically when records held by the Records Center are eligible for destruction.

(c) Causing to be destroyed records held by the Records Center. Destruction shall occur only after thirty days following notification of the destruction to the responsible department head. If, within that thirty day period the responsible department head makes a valid request for delaying the destruction of the records, the Records Management Officer may delay the destruction of the records or return them to the department for review. Records so returned shall be retained by the responsible department until such time that the department destroys the records or revises the Records Disposition Schedule.

3. Operate a City Archives in an orderly and efficient manner.

C. Each department head shall:

1. Be responsible for the maintenance of and access to:

(a) Except as specified in A. 1. (c) and (d), the Official Records of his/her department, as identified in the department's Records Disposition Schedule.

(b) Newly created or unidentified record series in the department's custody which are not identified in the Records Disposition Schedule of the department or any other department.

2. Be responsible for ensuring the safety of valuable historical City records in his/her custody. If said records are original and sole copies, and use of records endangers their ultimate preservation, the department head shall ensure that copies are made and used in place of the originals.

3. Cooperate with the City Clerk to assure proper administration and implementation of the City's Records Management Program.

4. Ensure the proper application of the Records Disposition Schedule to his/her department's records.

5. Ensure that records are transferred to the Records Center for storage at the end of the office retention period listed in the Records Disposition Schedule.

6. Review the Records Disposition Schedule and recommend to the City Clerk any amendments thereto which are necessary due to changing requirements.

7. Comply with procedures mentioned in this ordinance regarding the destruction of records and nonrecords.

8. Appoint a Records Coordinator to serve as liaison between the Records Management Officer and the

department and to assist in the implementation of the
Records Management Program.

Section 2. This ordinance shall take effect and be in force
on the thirtieth day from and after its passage.

APPROVED: John W. Witt, City Attorney

By Ted Bromfield
Ted Bromfield
Chief Deputy City Attorney

TB:js:015
04/21/87
Or.Dept:Clerk
O-87-196
Form=o.none

MAY 26 1987

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

Council Members	Yeas	Nays	Not Present	Ineligible
Abbe Wolfsheimer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill Cleator	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Judy McCarty	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Celia Ballesteros	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Maureen O'Connor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AUTHENTICATED BY:

MAUREEN O'CONNOR
Mayor of The City of San Diego, California.

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

(Seal)

By *Barbara Boster*, Deputy.

I HEREBY CERTIFY that the foregoing ordinance was not finally passed until twelve calendar days had elapsed between the day of its introduction and the day of its final passage, to wit, on

MAY 11 1987, and on MAY 26 1987

~~I FURTHER CERTIFY that said ordinance was read in full prior to its final passage.~~

I FURTHER CERTIFY that the reading of said ordinance in full was dispensed with by a vote of not less than a majority of the members elected to the Council, and that there was available for the consideration of each member of the Council and the public prior to the day of its passage a written or printed copy of said ordinance.

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

(Seal)

By *Barbara Boster*, Deputy.

Office of the City Clerk, San Diego, California

Ordinance Number O-16869 Adopted MAY 26 1987

RECEIVED
CITY CLERK'S OFFICE
1987 APR 29 PM 4:43
SAN DIEGO, CALIF.

CERTIFICATE OF PUBLICATION

RECEIVED
CITY CLERK'S OFFICE
1987 JUN 12 PM 12: 02
SAN DIEGO, CALIF.

CITY OF SAN DIEGO
202 C STREET, 2ND FLOOR
SAN DIEGO, CA 92101
ATTN: BARBARA BAXTER

IN THE MATTER OF
AN ORDINANCE AMENDING CHAPTER II, ARTICLE 2, DIVI-
SION 26, OF THE SAN DIEGO MUNICIPAL CODE BY AMENDING
SECTIONS 22.2605 AND 22.2606 RELATING TO PROCEDURES
GOVERNING THE MANAGEMENT OF CITY RECORDS

NO.

I, THOMAS D. KELLEHER, am a citizen
of the United States and a resident of the County aforesaid; I am over the
age of eighteen years, and not a party to or interested in the above- entitled
matter. I am the principal clerk of the San Diego Daily Transcript, a
newspaper of general circulation, printed and published daily, except
Saturdays and Sundays, in the City of San Diego, County of San Diego, and
which newspaper has been adjudged a newspaper of general circulation by
the Superior Court of the County of San Diego, State of California, under
the date of January 23, 1909, Decree No. 14894; and the

ORDINANCE NUMBER O-16869 (NEW SERIES)
AN ORDINANCE AMENDING CHAPTER II, ARTICLE 2, DIVI-
SION 26, OF THE SAN DIEGO MUNICIPAL CODE BY AMEN-
DING SECTIONS 22.2605 AND 22.2606 RELATING TO PRO-
CEDURES GOVERNING THE MANAGEMENT OF CITY RE-
CORDS.
This ordinance amends two (2) sections of the San Diego Muni-
cipal Code to clarify the responsibilities of the City Clerk and depart-
ment heads with respect to said records.
A complete copy of the Ordinance is available for inspection in the
Office of the City Clerk of the City of San Diego, 2nd floor, City Ad-
ministration Building, 202 "C" Street, San Diego, CA 92101.
Introduced 5-11-87
Passed and adopted by the Council of The City of San Diego
5-26-87
AUTHENTICATED BY: MAUREEN O'CONNOR
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
Pub. June 9 78834

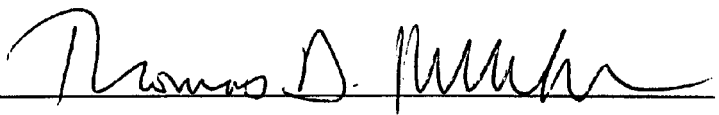
ORDINANCE NUMBER O-16869 (NEW SERIES)

is a true and correct copy of which the annexed is a printed copy and was
published in said newspaper on the following date(s), to wit:

JUNE 9

I certify under penalty of perjury that the foregoing is true and correct.

Dated at San Diego, California this 9 day of JUNE, 19 87


(Signature)

2.00 x 10.24 x 2 = 40.96