

(R-87-2252)

RESOLUTION NUMBER R- 268346

ADOPTED ON MAY 18 1987

BE IT RESOLVED, by the Council of The City of San Diego, that the Records Disposition Schedule for the Financial Management Department attached as Exhibit A is hereby approved.

APPROVED: JOHN W. WITT, City Attorney

By   
Ted Bromfield  
Chief Deputy City Attorney

TB:js:015  
04/28/87  
Or.Dept:Clerk  
R-87-2252  
Form=r.none

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV. 7-86)

DEPARTMENT (1) <b>FINANCIAL MANAGEMENT</b>	SCHED. NO. (2) <b>1</b>	DATE (3)
DIVISION		PAGE (4) <b>1</b>

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R C (8)	TOTAL (9)	
1.	<p>PERSONNEL FILES - INDIVIDUAL. Contains records for current and past employees of the department. Records are divided into two groups.</p> <p><u>Group A</u> records include: Accident reports, counseling documentation, disciplinary action records (including sealed disciplinary action maintained by a department head), education and training records, Emergency Notification Information Forms, employee recognition awards (e.g., exceptional merit increases, discretionary leave, bonus pay), employment application and resume (if copies available), industrial injury reports and records, letters of commendation or appreciation, medical data pertinent to the new job, name change records, out-of-class assignment records, payroll deduction forms, all performance evaluation and supplemental performance reports completed within the past year (or the last such report if older than one year) Vehicle Collision Review and Prevention Program Certification Form, and waivers or extensions of probationary period (if pertinent to the new job).</p>				R-268346

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV 7-88)

		DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
		FINANCIAL MANAGEMENT				
ITEM NO. (5)		DIVISION			1	PAGE (4) 2
TITLE AND DESCRIPTION OF RECORD SERIES. (6)		RETENTION			REMARKS (10)	
		DEPT. (7)	R C (8)	TOTAL (9)		
1. (con't)	<p><u>Group B</u> records include:                      Appointing authority selection interview documentation (to be maintained in separate files, not in an employee's personnel file), discharge and employee separation records, job descriptions, leave requests, letters of complaint against the employee, long term disability records, medical data not pertinent to the new job, memoranda and/or correspondence regarding grievances, payroll-related records (e.g., Merit Increase Notices, Payroll Change Notices, Notices of Absence or Overtime, Time Sheets Correction Notices, shift differential pay, bilingual pay, standby pay, etc.), performance evaluation reports (other than those in Group A), promotion, demotion and transfer records; reclassification and/or salary adjustment records Requests for Certification and Personnel Certifications, retirement records, waivers and/or extensions of probationary period (if not pertinent to the new job).</p> <p>a. Current employees                      (Group A and B records)</p>	Retain records in office.	-	-	For both Group A and Group B records please note for transferring/terminating employees. When an employee leaves a department the losing department should review its personnel records to determine if there are any records that should be forwarded to the Personnel Department which were not sent.	

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DEPARTMENT (1) <b>FINANCIAL MANAGEMENT</b>	SCHED. NO. (2) <b>1</b>	DATE (3)
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ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	RC (8)	TOTAL (9)	
1. (con't)	b. Transferring employees (Group A records) (Note: "Transferring employees" refers to employees changing departments to inter-departmental transfers, class transfers, promotions, demotions, and/or failures of probation)	Transfer with employee to receiving department.	-	-	<i>R-268346</i>
	c. Transferring employees (Group B records)	Losing department destroys records 3 years after employee transfer.	-	Destroy records 3 years after transfer.	
	d. Terminated employees (Group A and B records)	Destroy 3 years after employee has terminated.	-	Termination +3 years.	

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DEPARTMENT (1) <b>FINANCIAL MANAGEMENT</b>	SCHED. NO. (2) <b>1</b>	DATE (3)
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ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	RC (8)	TOTAL (9)	
2.	ACCOUNTING REPORTS. Microfiche reports providing information on various aspects of the City's finances and accounts. Many of these reports are issued on a frequent basis (period reports) and at the end of the fiscal year (year end reports). Reports include organizational Work Program Status Reports, Payroll Work File Reports (C20-100), Department Detail Listings By Social Security Number (C20-460), Appropriation Summary Lists (C20-468), Grant/Project Status Reports (C40-320), Program Financial Status Reports (C40-322), Work Program Status Reports (C60-140), Programmatic Work Program Status Reports (C40-382), Period Program Job Order Reports, Period Organization Job Order Reports (C40-365), Organizational Financial Status Reports, C and CP Mileage Reports (R04-100A), Appropriation Ledger Regular Funds (C10-555), and Appropriation Status Reports (C10-536).				R-268346

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV 7-86)

RECORDS DISPOSITION SCHEDULE CC-1571 (REV 7-86)		DEPARTMENT (1) <b>FINANCIAL MANAGEMENT</b>			SCHED. NO. (2) <b>1</b>	DATE (3)
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ITEM NO (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R C (8)	TOTAL (9)		
2. (con't)	The Auditor maintains originals of these reports for up to fifteen years. Arranged by type of report, chronologically thereunder.					
	a. Microfiche/Period	2	-	2		
	b. Microfiche/Year End	5	-	5		
3.	ADMINISTRATIVE REGULATIONS FILES. Records of revisions made to Administrative Regulations. Files include memoranda and Administrative Regulations pages (Form CM-712B). Arranged by Administrative Regulation number.	Send to Records Center when superseded.	P	P		

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		DEPARTMENT (1) <b>FINANCIAL MANAGEMENT</b>			SCHED. NO. (2) <b>1</b>	DATE (3)
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ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	RC (8)	TOTAL (9)		
4.	ADMINISTRATIVE WORKING FILES. Information produced and/or gathered on subjects of interest, including City departments and City funded and other agencies. Includes subject and reading files. Used for reference and research. Subjects include Bilingual Pay, office machines, Auditor, Central Stores, City Clerk, City Manager, Employee Benefits, Fire, Housing Commission, Library, Paramedics, Print Shop, SANDAG, and San Diego Transit Corporation. Contents of these files include memoranda, contracts, Requests For Direct Payment, agenda, reports, computer printouts, statistical worksheets, notes, and correspondence.	2	-	2		<i>R-208316</i>

**RECORDS DISPOSITION SCHEDULE**

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		DEPARTMENT (1) <b>FINANCIAL MANAGEMENT</b>			SCHED. NO. (2) <b>1</b>	DATE (3)
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ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	RC (8)	TOTAL (9)		
5.	BUDGET FILES. Documents resulting from the submission, review, preparation, and revision of the City's budget. Contents of these files include Trigger Sheets (Form FM-12), Reclassification Entry Procedure Forms (Form PC-3), Expenditure Forecasts (includes Computer Reports R20-650-A and R60-200-A), Budgeted Class Reports (Computer Report R20-090-D), Budget Slots Reports (Computer Report R-20-090-A), Budget Distribution Lists, Budget Change Orders (Form FM-22), Policy Budget Review Check-Off Sheets, Travel Requests (Form FM-1312), Travel Request Summaries (Form FM-1313), Membership Requests (Form FM-618), Motive Equipment Reports (T00-240), Motive Equipment Request Summaries (Form FM-240-B), Pool Equipment Requests (Form FM-240-A), Equipment Outlay Requests (Form FM-336), Equipment Outlay Summaries (Form FM-484), Contractual Services Details (Form FM-299), Contractual Services Summaries (Form FM-3299), Organization Charts, Budget Control Reports (Computer Report R20-060-C1), Position and Salary Schedule Summaries By Classification (Computer Report R20-090-B), Object Account Analyses (Computer Report R20-080-A3), Budget Change	Send to Records Center at end of Fiscal Year.	4	5		

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		DEPARTMENT (1) <b>FINANCIAL MANAGEMENT</b>			SCHED. NO. (2) <b>1</b>	DATE (3)
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ITEM NO (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS(10)	
		DEPT (7)	R.C. (8)	TOTAL (9)		
5. con't)	Confirmations (Computer Report R20-600), Personnel Budget Requests (Computer Report R20-040-A), Program Financial Status Reports, (Computer Report C40-322 IDX-815), Current Year Summary Financial Status Reports (Computer Report C40-121), and Estimating Sheets (Form CE-291). Arranged numerically by department number or by type of record.					
6.	BUDGET STATUS REPORTS. Microfiche reports providing information on various aspects of the City's budget. Some of these reports are issued on a frequent basis and at the end of the fiscal year (year end reports). Reports include Annual Budgets, Budget Control Reports (R20-060), Object Account Summaries (R20-080), Position and Salary Schedules (R20-090-A), Budget Status Reports (C10-583 and C10-585) and Budgeted Class Reports (R20-090-D). Arranged by type of report, chronologically thereunder.					
	a. Microfiche	5	-	5		

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ITEM NO (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS(10)	
		DEPT. (7)	RC (8)	TOTAL (9)		
7.	CAMPAIGN REVIEW TASK FORCE FILES. Consist of the records of this Task Force which was established to review the City's Campaign Control Ordinance and recommend changes to the Ordinance. Records include memoranda, correspondence, notes, membership lists, minutes, petty cash receipts, and Requests For Direct Payment (Form AC-468). Arranged chronologically.	2	3	5	<b>R-268346</b>	
8.	CAPITAL IMPROVEMENTS PROGRAM FILES. Documents relating to the planning, funding, and construction of capital improvements by the City. Financial coordination of these projects is provided by this division. Files contents include memoranda, schedules, lists, reports, and notes. Arranged chronologically.	2	3	5		
9.	CHARTS OF ACCOUNTS. Information on the various object accounts used in the City. Used for reference. Arranged by type of account.  a. Duplicate					
		Destroy when reference value ceases.				

## RECORDS DISPOSITION SCHEDULE

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ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
10.	CITY MANAGER RECRUITMENT FILES. Financial records of the recruitment of the City Manager. Files contents include correspondence, Requests For Direct Payment (Form AC-468), and copies of receipts. Arranged chronologically.  a. Duplicate	3	-	3	R-268316	
11.	COMPUTER FINANCIAL DATA BASES. Information on budget activities within the City. Data bases include Budget Data Base and Tables of Data. Arranged by data base and generally by fund number thereunder.	Archive to tape for 2 years after input has ceased and reference value ceases.				
12.	LOGIN MESSAGE FILES. Records of communications sent over the Local Government Information computer network and received by the City. Arranged chronologically.	2	-	2		

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ITEM NO (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)
		DEPT. (7)	RC (8)	TOTAL (9)	
13.	OFFICE MANAGEMENT FILES. Records which document the day-to-day activities of the office. Contents of these files include Requests For Direct Payment (Form AC-468), Printing Services Requisitions (Form PEA-1469), memoranda, Daily Cash Receipts (Form AC-1221), Official Receipts (Form AC-1218), phone bills, warrants and checks, Discretionary Leave Quarterly Reports, and Requests For Leave of Absence (Form CS-14-25A). Arranged by type of record and chronologically thereunder.	3	-	3	R-268316
14.	PERSONNEL INFORMATION FILES. Consist of general information on employees and personnel activities. Includes Transfer Lists (Report S02-700-C), Certification Lists (S02-700-A), Requests for Certification (Form CS-490), Vehicle Collision Review and Prevention Program Certification (Form RM-1574), and Employee Information Reports (Form CS-1501 and CS-1502). Arranged chronologically or by position.  a. Duplicate	1	-	1	

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**RECORDS DISPOSITION SCHEDULE**

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ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
15.	<p>PROCEDURAL MANUALS. Instructions for various administrative activities and procedures. Types of manuals include AMRIS, Budget Preparation, Personnel Management, preparation of reports, and pay regulations. Also included are copies of ordinances and resolutions relating to the budget and financial issues. Arranged by type of manual.</p> <p>a. Duplicate</p>				<p style="writing-mode: vertical-rl; transform: rotate(180deg);">R 268346</p>	
				<p>Destroy when superseded or when reference value ceases, whichever occurs first.</p>		
16.	<p>SALARY ORDINANCE FILES. Salary Ordinance, related memoranda, and a list of salaries by position. Used for reference. Unarranged.</p>	2	-	2		

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ITEM NO (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R C (8)	TOTAL (9)		
17.	SPECIAL STUDY FILES. In depth reports on various issues involving a financial and/or management analyses. Subjects include airports, auto allowance, Central Stores, City Clerk, citizen boards, commissions, and committees, library, microfilm feasibility, Mission Bay Park revenues and expenses, Padres contract, paramedics, parkade lease, Recreation-Aquatics Management Audit, and growth management. Files contents include memoranda, reports, notes, correspondence, ordinances, resolutions, and studies. Arranged alphabetically by subject.	2	8	10	<i>R 268216</i>	
18.	TECHNICAL REFERENCE MATERIALS. Printed or other reproduced material of nonrecord value which have a direct relationship to the office and are needed for future reference. Materials include the Municipal Code, Council Policy Manual, Personnel Manual, handbooks, journals, textbooks, and similar related materials. Unarranged.  a. Nonrecord or duplicate					
		Destroy when reference value ceases.				

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DEPARTMENT (1) <b>FINANCIAL MANAGEMENT</b>	SCHED. NO. (2) <b>1</b>	DATE (3)
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ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R C (8)	TOTAL (9)	
19.	<p>TIMESHEETS. Form DP-764R. Records of time worked by department employees. Accompanying them are Time Cards (Form DP-17). Arranged chronologically.</p> <p>a. Duplicate</p>				<p>Destroy when no longer needed.</p> <p style="text-align: right; font-size: 2em; transform: rotate(90deg);">R 268346</p>

**RECORDS DISPOSITION SCHEDULE**

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		DEPARTMENT (1) <b>FINANCIAL MANAGEMENT</b>			SCHED. NO. (2)	DATE (3)
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ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R C (8)	TOTAL (9)		
20.	ADMINISTRATIVE WORKING FILES. Reports and special studies used for reference and/or research. These files do not contain information of historical value. Subjects include police capital facilities, revenue sharing, revenue estimates, project financing studies, tax issues, comprehensive management plan, Proposition 13, and the Gann Initiative. Contents include memoranda, 1472's, statistics, reports, proposals, newspaper articles, correspondence, agreements, and notes. Generally arranged by subject.	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.	<i>R-268276</i>	
21.	BILL REFERRALS. Analyses of proposed State or Federal legislation that may affect City government. Bills are referred to this division from Intergovernmental Relations Department for an assessment of their fiscal impact. Arranged by type of legislation.  a. Duplicate	Destroy when reference value ceases.	-	Destroy when reference value ceases.		



**RECORDS DISPOSITION SCHEDULE**

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DEPARTMENT (1) <b>FINANCIAL MANAGEMENT</b>	SCHED. NO. (2) <b>1</b>	DATE (3)
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ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
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22.	<p>CONSULTANT REPORTS. Studies and reports prepared for the City by outside consultants on a variety of subjects. These reports are used for reference. Subjects include growth management and housing, natural resources, growth management fiscal impact and the Comprehensive Management Plan. Unarranged.</p> <p>a. Duplicate</p>				R 268346
				Destroy when reference value ceases.	
23.	<p>CONSULTANT SELECTION FILES. Documents related to the interviewing, selection, and approval of consultants employed to conduct studies used by the department. Consultants who submit unacceptable proposals are not interviewed. Contents include proposals, 1472's, memoranda, and correspondence. Unarranged.</p> <p>a. Original/Interviewed</p> <p>b. Original/Not Interviewed</p>	2  -	-  2	2  2	
24.	<p>COUNCIL MEETING RESULTS. Lists of ordinances and resolutions approved by the City Council. Included are brief descriptions of the items. Arranged chronologically.</p> <p>a. Duplicate</p>	1	-	1	01507

**RECORDS DISPOSITION SCHEDULE**

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DEPARTMENT (1)	FINANCIAL MANAGEMENT	SCHED. NO. (2)	DATE (3)
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Economic Research and Analysis			

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	RC (8)	TOTAL (9)	
25.	<p>DEPARTMENTAL FEES AND CHARGES. Form FM-53. Describes fees and service charges made by City departments for services and/or products. This information is used in the preparation of revenue estimates. Arranged numerically by index number.</p> <p>a. Duplicate</p>				<p style="writing-mode: vertical-rl; transform: rotate(180deg);">R 268346</p>
			Destroy when superseded or outdated, whichever occurs first.		
26.	<p>ECONOMIC RESEARCH AND ANALYSIS STUDIES. Studies made by this division of various functions, processes, and administrative divisions of the City; and studies of economic and other activities or situations which have impacted or may impact City government. Subjects include City Clerk Management Audit, Development Fee Study, Otay Mesa, Budget Cuts, Proposition 13, Library, Bill Referrals, management evaluations of various departments or divisions, Gann Limit Policy Alternatives, and freeway call boxes. Arranged either by subject or chronologically and numerically by document number thereunder.</p> <p>a. Original</p> <p>b. Duplicate</p>	1	P	P	
		5	-	5	

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ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
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27.	REVENUE ACCOUNT FILES. Revenue Account Ledgers (Form BD-11), Estimating Sheets (Form CE-291), Daily Cash Receipts Summary (Form AC-1221), memoranda, and ordinances. These files provide information on amount of revenue collected for each revenue account. This information is used in preparing estimates for the future and evaluating the accuracy of past estimates. Arranged numerically by revenue account number.	2	3	5	<b>R-268316</b>
28.	REVENUE ESTIMATE FILES. Various reports estimating City revenues for the future. Included in these files are Computer Report R60-200-A, Revenue Forecast By Fund, various estimate reports by the revenue analyst, Interest Earnings Report (Report Number 35-230-01) and Property Revenue Report (Report Number L13-830-A). Arranged by report, chronologically thereunder.	5	-	5	

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ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
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29.	REVENUE FORECAST REPORTS. Computer Reports (R60-200-A) generated at the end of each fiscal year which shows Fund Number, Revenue Account, Prior Year, Current Year and Forecasts, also lists Prior Year, Actual and Current Year Budget Estimate. Arranged chronologically by date.				
	a. Original	5	-	5	
	b. Microfiche	25	-	25	
30.	REVENUE SHARING FILES. Records of the use of Federal Revenue Sharing Funds. These records are placed on public display in the City Clerk's Office during the fiscal year that funds are being used. Contents of these files include three reports: one tells what the City Manager is proposing for Revenue Sharing, one that tells what the City Council has adopted for Revenue Sharing, and one that is the Actual Use Report. These reports contain an index, memo to viewer, Public Notice, Expenditure Survey, Revenue Sharing Use, Revenue Sharing Budget, Revenue Sharing Act and Regulations.	3	7	10	

R 268316

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ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
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31.	REVENUE STATUS REPORTS. Computer Reports (C40-350) by period and for the final period. Information in the reports includes descriptions of the revenue, account numbers, and a comparison of actual revenue with estimated revenue. Arranged chronologically, by fund number thereunder.  a. Duplicate  b. Microfiche	5  25	-  -	5  25	The department receives both paper reports and microfiche reports. Period reports are maintained by the Auditor for three years on microfiche; final period reports are maintained by the Auditor for fifteen years on microfiche.  <i>R 268316</i>
32.	STATUS REPORTS. Records of work assignments, progress on those assignments, and projected completion dates for assigned work. Arranged chronologically.  a. Duplicate	1	-	1	
33.	SURVEYS AND QUESTIONNAIRES. Mainly responses to requests for information regarding the City's budget. Contents include Route Slips (Form CM-8), notes, correspondence, and estimating sheets (Form CE-291). Arranged chronologically.	2	-	2	

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ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
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34.	<p>TECHNICAL REFERENCE MATERIALS. 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. Materials include budget books, books, journals, and publications from non-City agencies. Unarranged.</p> <p>a. Nonrecord of Duplicate</p>					<i>R 268216</i>
		Destroy when reference value ceases.				

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35.	ADMINISTRATIVE WORKING FILES. Special studies and reports and administrative records of the functioning of the division. Subjects include executive seminar, span of control, Productivity Improvement Project, equipment log, and Hughes Heiss and Associates. Contents include correspondence, Request For Direct Payment (Form PC-468), invoices, 1472's, contracts, memoranda, reports, and Purchase Orders (Form PA-2555B). Arranged by subject.	2	-	2	R-268346
36.	CITY MANAGER REPORTS. Reports to Council on a variety of subjects. Arranged chronologically.  a. Duplicate	1	-	1	
37.	OFFICE MANAGEMENT FILES. Documents reflecting the day-to-day financial and personnel administration of the office. Contents include Requests For Direct Payment (Form AC-468), Requests for Approval of Tuition Reimbursement (Form PEA-1523), and monthly status reports of the division. Arranged either chronologically or alphabetically.	3	-	3	

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV. 7-86)

		DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
		FINANCIAL MANAGEMENT				
ITEM NO. (5)		DIVISION			1	PAGE (4) 23
		Organizational Effectiveness Program				
TITLE AND DESCRIPTION OF RECORD SERIES. (6)		RETENTION			REMARKS (10)	
		DEPT. (7)	R C (8)	TOTAL (9)		
38.	<p>ORGANIZATIONAL EFFECTIVENESS PROGRAM REPORTS. Studies on the functions and procedures of City departments and/or department divisions. These reports analyze the workings of the unit being studied and present recommendations for increasing the efficiency and/or productivity of that unit. The reports include studies done by the Productivity Improvement Program (PIP). Arranged numerically by OEP or PIP number.</p> <p>a. Original</p> <p>b. Duplicate</p>	1  10	P  5	P  15	R 268316	
39.	<p>SUPERVISORS' ACADEMY ADMINISTRATIVE FILES. Records of the Supervisors' Academy which is conducted by the City to teach management principles and tactics to City Supervisors. Records include rosters, memoranda, and course evaluations. Arranged chronologically.</p>	2	-	2		



**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV 7-88)

		DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
		FINANCIAL MANAGEMENT				
		DIVISION			1	PAGE (4) 24
		Organizational Effectiveness Program				
ITEM NO (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS(10)	
		DEPT. (7)	RC (8)	TOTAL (9)		
40.	<p>TECHNICAL REFERENCE MATERIALS 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. Materials include books, periodicals, and manuals. Unarranged.</p> <p>a. Nonrecord</p>					<p style="text-align: right;">R-268216</p>
						<p style="text-align: right;">1515</p>

Destroy when reference value ceases.

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV. 7-86)

		DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)		
		FINANCIAL MANAGEMENT			1	PAGE (4) 25		
ITEM NO. (5)		TITLE AND DESCRIPTION OF RECORD SERIES. (6)			RETENTION			REMARKS (10)
					DEPT. (7)	RC (8)	TOTAL (9)	
41.	<p>TOTAL PERFORMANCE MANAGEMENT FILES. Records of this project which was a joint effort of San Diego, Long Beach, and Manhattan Beach to develop a Total Performance Management System to evaluate and improve government systems. This was a product of an Inter-governmental Personnel Act grant. Contents of these files include grant application, project timelines, budget sheets, notes, studies, reports, correspondence, guides, and meeting minutes. Arranged by subject.</p> <p>a. Original</p> <p>b. Duplicate</p>			2	-	2	<p>It is recommended that the final product or reports and guides be retained as long as they have reference value and that supporting documentation to the grant project be destroyed.</p> <p style="text-align: right; font-size: 2em;"><i>R. 200306</i></p>	
				<p>Destroy when reference value ceases.</p>				

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV 7-86)

		DEPARTMENT (1) <b>FINANCIAL MANAGEMENT</b>			SCHED. NO. (2) <b>1</b>	DATE (3)
		DIVISION <b>Organizational Effectiveness Program</b>			PAGE (4) <b>26</b>	
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R C (8)	TOTAL (9)		
42.	<p>TRAINING COURSE COMPLETION RECORDS. Documentation of the completion of the supervisory skills correspondence course by City employees. Records include Application and Records Card (Form ES-164) which give information on the students, and the completion dates and grades earned in the course. Arranged alphabetically by student name.</p>	5	45	50	<p><i>R-268216</i></p>	
43.	<p>TRAINING MATERIALS. Films, video cassettes, audio cassettes, memoranda, and course materials for the supervisory effectiveness course. Materials include nonrecord items from non-City sources and a guide on video tape training. Arranged by title, subject, or lesson.</p> <p>a. Original</p> <p>b. Duplicate or Nonrecord</p>	<p>2 or until reference value ceases, whichever occurs later.</p> <p>Destroy when reference value ceases.</p>	-	<p>2 or until reference value ceases, whichever occurs later.</p>		

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV. 7-88)

DEPARTMENT (1)		SCHED. NO. (2)	DATE (3)		
			PAGE (4)		
DIVISION		1	27		
RETENTION			REMARKS (10)		
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	DEPT. (7)	RC (8)	TOTAL (9)	
44.	ADMINISTRATIVE WORKING FILES. Subject files made up of reports, and documents used for reference and research. Subjects include air quality, auto for hire, commuter computer/ridesharing, Convention and Visitors Bureau, jitney routes, Metropolitan Transit Development Board, Regional Energy Task Force, Regional Transit Marketing Committee, San Diego Transit Corporation, SANDAG, taxi issues, Tort Liability Task Force, transportation financing, Transportation Improvement Program, Transportation Incentive Program, UCSD shuttle, UMTA, and Vanpools. Contents of these files include reports, memoranda, studies, correspondence, 1472's, Contracts, agreements, Requests For Direct Payment (Form AC-468), maps, notes, pamphlets, minutes, and agendas. Arranged alphabetically by subject, generally chronologically thereunder.	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.	

R-268316

## RECORDS DISPOSITION SCHEDULE

CC-1571 (REV 7-86)

		DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
		FINANCIAL MANAGEMENT				
		DIVISION			1	PAGE (4) 28
		Paratransit Administration				
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R.C. (8)	TOTAL (9)		
45.	ADVISORY GROUP FILES. Records of various advisory groups which are not official City boards or commissions. Included are the Centre City Advisory Committee for Transportation and Parking, and the Taxi Liaison Council. Types of records in these files include minutes, memoranda, reports, agendas, notes, newspaper articles, and correspondence. Arranged by group and chronologically thereunder.	2	-	2	<i>R-268316</i>	
46.	COMMUNITY PLAN FILES. Records relating to the development of the bikeway elements incorporated into community plans. Included in these files are correspondence, maps, community plans, and notes. Arranged alphabetically by community name.					
	a. Original	2	-	2		
	b. Duplicate/Community Plans	Destroy when reference value ceases.				
47.	COUPON ORDER FORMS. Requests for coupons to be issued to those applicants eligible to use the Dial-A-Ride program. Coupons are used in lieu of money for Dial-A-Ride services. Arranged chronologically.	1 month	35 mos.	3		

01519

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV. 7-86)

		DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
		FINANCIAL MANAGEMENT				
		DIVISION			1	PAGE (4) 29
		Paratransit Administration				
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	RC (8)	TOTAL (9)		
48.	DIAL-A-RIDE COUPON SERVICE FINANCIAL RECORDS. Records of payment made to taxi companies for coupons received for providing Dial-A-Ride service. Invoices are submitted by the taxi companies to Paratransit Administration. Paratransit then submits Requests For Direct Payment (Form AC-468) to the Auditor, authorizing payment to the taxi companies. Invoices are submitted biweekly. Records include cancelled coupons. Arranged chronologically, alphabetically by company name thereunder.	1 month	35 mos.	3		
49.	DIAL-A-RIDE USER APPLICATION FILES. Applications of people desiring to use Dial-A-Ride services and supporting documentation. Included are physician statements and coupon order forms. Arranged alphabetically by applicant name.					
	a. Original/Active	Transfer to terminated when no longer active.				
	b. Original/Terminated or Ineligible	1	2	3		

R 268276

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV. 7-86)

DEPARTMENT (1)	<b>FINANCIAL MANAGEMENT</b>	SCHED. NO. (2)	DATE (3)
DIVISION	<b>Paratransit Administration</b>	<b>1</b>	PAGE (4) <b>30</b>

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	RC (8)	TOTAL (9)	
50.	DIAL-A-RIDE VOUCHER FILES. Records of pickups and deliveries of passengers using Dial-A-Ride service. Files include Vouchers and Voucher Control Sheets. Information includes purpose of trip, distance, passenger information, and charge for the trip. Arranged by name of Dial-A-Ride service provided, chronologically by date thereunder.	1 month	35 mos.	3	Originals are maintained by the Auditor and Comptroller.  <span style="font-size: 2em; transform: rotate(90deg); display: block;">R-268316</span>
51.	FINANCIAL AND ACCOUNTING PRINTOUTS. Reports from the Auditor's AMRIS system. Included are Labor Distribution Reports (C20-468), Biweekly Billing By Benefiting Department Reports (C40-264), Grant/Project Status Reports (C40-320), and Organizational Financial Status Reports (C40-321). Arranged by type of printout, numerically by fund, department or grant number thereunder.				
	a. Duplicate	1	-	1	

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV. 7-88)

		DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
		FINANCIAL MANAGEMENT				
		DIVISION			1	PAGE (4) 31
		Paratransit Administration				
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	RC (8)	TOTAL (9)		
52.	GRANT FILES. Applications and records of the administration of grants. Grants include Taxicab Robbery Prevention, Transportation Development Act, and UMTA (Urban Mass Transit Act). Contents of these files include requests for proposal, 1472's, applications, notes, resolutions, agreements, Daily Cash Receipts (Form AC-1221), memoranda, regulations, claims, Application for Federal Assistance (Federal Form AD-625), and correspondence. Arranged by grant and by subject or unarranged thereunder.	2	3	5	<i>R2688346</i>	
53.	OFFICE MANAGEMENT FILES. Documents resulting from the day to day administration of the office. Contents of these files include Requests For Direct Payment (Form AC-468), invoices, payment records, and notes. Arranged by type of record, chronologically or by department thereunder.	3	-	3		



**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV. 7-86)

DEPARTMENT (1) <b>FINANCIAL MANAGEMENT</b>	SCHED. NO. (2) <b>1</b>	DATE (3) <b>32</b>
DIVISION <b>Paratransit Administration</b>	PAGE (4) <b>32</b>	

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	RETENTION			REMARKS (10)
		DEPT. (7)	RC (8)	TOTAL (9)	
54.	PARATRANSIT COMPUTER DATABASES. Information on Paratransit operations. Included are records of vehicles and companies used for Dial-A-Ride service, applications for Dial-A-Ride service, information on Dial-A-Ride applicants/users, jitney routes, and paratransit drivers. Arranged by type of database.		Archive to tape for two years after input is completed and once reference value ceases.		
55.	PARATRANSIT PERMIT HOLDERS FILES. Records relating to the eligibility of service providers and to the service which they provide. Contents of these files include Statement of Taxicab Rates of Fare (Form FM-1396), correspondence, annual statements, certificates of insurance, permit holder information, Notice of Change of Name/Address/Phone Number (Form FM-1397), Notices of Cancellation/Renewal or Non-Renewal, taxicab vehicle permit processing check lists, receipts, business licenses, license applications, transfer applications, Applications for Business License Renewals, and Lists of Vehicles. Arranged by in service or active and out of service or inactive.				
	a. Original/Active		Transfer to Inactive Files or when no longer participating in program.		
	b. Original/Inactive	1	4	5	

R-268246

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV. 7-86)

		DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
		FINANCIAL MANAGEMENT			1	33
		DIVISION				
				Paratransit Administration		
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)			RETENTION		
		DEPT. (7)	R.C. (8)	TOTAL (9)		
56.	PARATRANSIT PERMIT HOLDERS INFORMATION REPORTS. Computer printouts showing changes in information about paratransit companies. Changes shown include company name, address, phone number, ownership, insurance, rates of fare, and any other changes. Arranged chronologically by run date.	1	1	2		

R 268216

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV. 7-88)

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES (6)	DEPARTMENT (1)			SCHED. NO. (2)	DATE (3)
		FINANCIAL MANAGEMENT				
		DIVISION			1	PAGE (4) 34
Paratransit Administration						
		RETENTION			REMARKS (10)	
		DEPT. (7)	RC (8)	TOTAL (9)		
57.	<p>PROGRAM ADMINISTRATION FILES. Records which document the administration of programs in this division. Programs include Dial-A-Ride, Ridesharing, paratransit permit regulation, and the Mission Beach Shuttle. Contents of these files include Dial-A-Ride monthly summary reports, Agency Coupon Sales Records, Voucher Transfer Logs, Approved Coupon Sales Reports, Refund Records, Lists of Coupons Mailed, and other administrative records; Ridesharing surveys, contacts, and inventories; and Mission Bay Shuttle working documents. Types of documents in these files include reports, studies, memoranda, contracts, Requests For Direct Payment (Form AC-468), surveys, maps, notes, community plans, Route Slips, and correspondence, vouchers, service contracts, budget worksheets, statistics, and Annual Report of Financial Transactions of Transit Operators (Federal Form LGPA 80-T). Arranged by type of program and either alphabetically by subject, chronologically or unarranged thereunder.</p>	2	3	5		

R 208346

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV 7-88)

		DEPARTMENT (1) <b>FINANCIAL MANAGEMENT</b>			SCHED. NO. (2) <b>1</b>	DATE (3)
		DIVISION <b>Paratransit Administration</b>			PAGE (4) <b>35</b>	
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	R C (8)	TOTAL (9)		
58.	ROUTE SLIPS. Form CM-8 are complaints about City policies or procedures which are investigated and responded to by City staff. These files include memoranda and correspondence. Arranged chronologically.  a. Duplicate	6 months	-	6 months	Originals are maintained by the originating Council or Mayoral office; Record copies are maintained by Citizen's Assistance for five years.	
59.	TAXI REGULATION FILES. Records relating to the regulation of the operation of taxis in the City. Included are applicant logs, permit revocations, and rates of fare studies. Types of documents in these files include memoranda, Route Slips, pamphlets, notes, studies, logs, and reports. Arranged by subject, chronologically thereunder.	5	-	5	Taxis were deregulated in 1979.	

R-268216

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV. 7-86)

DEPARTMENT (1) <b>FINANCIAL MANAGEMENT</b>	SCHED. NO. (2) <b>1</b>	DATE (3)
DIVISION <b>Paratransit Administration</b>	PAGE (4) <b>36</b>	

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	RC (8)	TOTAL (9)	
60.	<p>TECHNICAL REFERENCE MATERIALS. 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. Materials include the Municipal Code, Council Policy Manual, Personnel Manual, handbooks, journals, textbooks, and similar related materials. Unarranged.</p> <p>a. Nonrecord or duplicate</p>				R-268376
				Destroy when reference value ceases.	
61.	<p>TRANSIT PASS AND PARKING TOKEN FILES. Records of registration for and sales of transit passes and parking tokens. Files include Requests For Direct Payment (Form AC-468), invoices, sales reports, sign-in logs acknowledging receipts of pass or token, registration forms, transit pass lists giving names of eligible employees, and parking garage deductions (Computer Report C00-289). Arranged by type of record and either chronologically or alphabetically by applicant name thereunder.</p>	3	-	3	

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV. 7-88)

DEPARTMENT (1) <b>FINANCIAL MANAGEMENT</b>	SCHED. NO. (2) <b>1</b>	DATE (3)
DIVISION <b>Paratransit Administration</b>	PAGE (4) <b>37</b>	

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
62.	TRANSPORTATION ADVISORY BOARD FILES. Records of this board which was disestablished in 1978. Included in these files are memoranda, reports, notes, correspondence, agendas, Route Slips, and minutes. Unarranged.	2	P	P	R 208316

## RECORDS DISPOSITION SCHEDULE

CC-1571 (REV. 7-86)

RECORDS DISPOSITION SCHEDULE CC-1571 (REV. 7-86)		DEPARTMENT (1) FINANCIAL MANAGEMENT			SCHED. NO. (2)	DATE (3)
		DIVISION			2	PAGE (4) 1
ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)	
		DEPT. (7)	RC (8)	TOTAL (9)		
1.	CETA CONTRACT FILES. Grant applications, contracts with sub-agents for the receipt of CETA funds, supporting memoranda, and resolutions. Files cover the period 1975-1977. Arranged chronologically.  a. Duplicate	-	2	2	R-268346	
2.	CETA EMPLOYEE INFORMATION FILES. Information on City employees hired under the CETA Program. Information includes lists of employees by department, wages for employees, average enrollment by agency and division in the City and statistics on the ethnic composition of CETA employees. Information covers the period 1975-1981. Arranged by type of report, chronologically, thereunder.	-	3	3		
3.	CETA PROGRAM MONITORING REPORTS. Evaluations of the administration of the CETA Program by sub-agencies of the City for the period 1976 to 1980. Arranged chronologically.	-	2	2		
4.	CETA TRAINING FILES. Correspondence, memoranda, proposals, and reports dealing with the training of CETA employees. Arranged chronologically.	-	2	2		

01523

**RECORDS DISPOSITION SCHEDULE**

CC-1571 (REV. 7-86)

DEPARTMENT (1) <b>FINANCIAL MANAGEMENT</b>	SCHED. NO. (2) <b>2</b>	DATE (3)
DIVISION	PAGE (4) <b>2</b>	

ITEM NO. (5)	TITLE AND DESCRIPTION OF RECORD SERIES. (6)	RETENTION			REMARKS (10)
		DEPT. (7)	R.C. (8)	TOTAL (9)	
5.	<p>EMPLOYMENT REFERENCE FILES. Newspaper clippings on the CETA Program, Employment and Training Reports which provide information on Federal activities regarding the CETA Program, and reference materials from the Manpower Information Service on planning and administering a federally funded employment program. Unarranged.</p> <p>a. Nonrecord.</p>	-	2	2	<i>R 268336</i>
6.	<p>SCHOOL DISTRICT STRIKE FILES. Memoranda, correspondence, and court records regarding the School District Strike in 1977. Arranged chronologically.</p>	-	2	2	

01560



cc #110

MAY 18 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 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ed Struiksma	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Gotch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judy McCarty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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.

(Seal)

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

By *Elm. Boverd*, Deputy.

Office of the City Clerk, San Diego, California

Resolution Number **R- 268346** Adopted **MAY 18 1987**

RECEIVED  
CITY CLERK'S OFFICE  
1987 MAY -6 PM 12: 25  
SAN DIEGO, CALIF.

01532