

ORDINANCE NUMBER O-19219 (NEW SERIES)

ADOPTED ON OCT 13 2003

AN ORDINANCE OF THE COUNCIL OF THE CITY OF
SAN DIEGO AMENDING THE SAN DIEGO MUNICIPAL
CODE BY AMENDING CHAPTER 2, ARTICLE 2,
DIVISION 26, BY AMENDING SECTIONS 22.2604 AND
22.2605, ALL RELATING TO PROCEDURES GOVERNING
THE MANAGEMENT OF THE CITY RECORDS

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

Section 1. That Chapter 2, Article 2, Division 26, of the San Diego Municipal Code
is hereby amended by amending Section 22.2604, to read as follows:

§22.2604 Definitions

For the purpose of this Division the following definitions shall apply and appear
in italicized letters.

“Appraisal” means the process of determining the value and thus the
disposition of records based upon their (1) administrative, legal, fiscal,
and historical uses; (2) relative activity; (3) relationship to other *records*;
and (4) evidential and informational value.

"Disposition" means actions taken with regard to *records* and *nonrecords* following their *appraisal*. These actions include the transfer of inactive *records* to the Records Center or the destruction of *records* or *nonrecords* no longer required in the course of the City's business.

"Duplicate record" means copies or reproductions of *original records*, whether or not the same physical form as the original, which are retained for personal reference or for operational requirements.

"Maintain" means provide custody and care for a *record*.

"Nonrecord" means material which is not retained in the regular course of business or is a temporary aid, not created for the purpose of preserving its own documentary or informational content for future reference. This includes but is not limited to:

(1) through (10) [No change in text.]

"Official record" means any *record* containing information relating to the conduct of the public's business prepared, owned, used, or retained by any City department regardless of physical form or characteristics.

"Original record" means the first or initial documentation, that of which anything else is a copy or reproduction; or, a *duplicate record* with any original documentation.

"Record" includes all books, papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other

documentary material regardless of physical form or characteristics, produced, received, owned or used by a City department and preserved because of the informational value of data in them or as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the City.

“*Record copy*” means a reproduction of an *original record* which is retained in lieu of the *original record* as the *official record* of the City.

“*Records Disposition Schedule*” means a listing of *records series* in the City or by department, indicating for each series the length of time it is to be *maintained* in office areas and in the Records Center. The Schedule constitutes authority for the destruction of *records* listed thereon, after required retention periods have lapsed.

“*Record series*” means file units or documents arranged in accordance with a filing system or *maintained* as a unit because they relate to a particular subject or function, result from the same activity, have a particular form, or because of some other relationship arising out of their creation, receipt, or use. *Record series* may consist of *records* of a single type or format and can be described, handled, and disposed of or retained as a unit.

“*Writing*” includes handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any form of communication or representation, including letters, words, pictures,

sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, and other documents, retained in the ordinary course of business. *Writings* are *record* or *nonrecord* material.

Section 2. That Chapter 2, Article 2, Division 26, of the San Diego Municipal Code is hereby amended by amending Section 22.2605, to read as follows:

§22.2605 Records Disposition Schedule

The *Records Disposition Schedule* will serve as the basis for the City's Records Management Program. The City Clerk, in conjunction with the City Attorney, shall develop a General *Records Disposition Schedule* for the *records* common to most departments. The head of each department shall have prepared a *Records Disposition Schedule* for the unique *records* of his/her department and any subsequent proposed amendments thereto. With the assistance of the Records Management Officer, this preparation shall include:

- (a) A physical inventory and *appraisal* of all *records* to determine their administrative, fiscal, legal and historical value.
- (b) Identification of an *official record series* title for all department *records* and specific and accurate descriptions of *records* listed thereunder in accordance with guidelines developed by the City Clerk. Terms used as *record series* titles or as description of files on the *Records Disposition Schedule* or any revision thereto, shall be descriptive. They shall not include the use of the words "miscellaneous" or "various," or words of

[CORRECTED 9/30/03]

similar connotation; nor shall any such schedule or request bearing such nomenclature be submitted to the City Clerk and the City Attorney for their consideration and approval.

- (c) A periodic review or audit of *records* to make sure they are properly covered by the *Records Disposition Schedule*.

Following the review or audit, the City Clerk will be notified of any proposed amendments to the *Records Disposition Schedule* that are needed. Such amendments may include the addition of new *record series* titles to the *Records Disposition Schedule*, or requests to have superseded *record series* titles removed from the *Records Disposition Schedule*.

Final approval of the *General Disposition Schedule* shall require the written consent of the City Clerk and the City Attorney. The *General Records Disposition Schedule* must then be approved by the City Council by resolution. Amendments and revisions thereto shall require the written consent of the City Attorney and the City Clerk.

Final approval of the *Records Disposition Schedule* for individual departments shall require the written consent of the department head, the City Attorney, and the City Clerk. The *Records Disposition Schedule* for the department must then be approved by the City Council by resolution. Amendments and revisions thereto shall require the written consent of the department head, the City Attorney, and the City Clerk.


[CORRECTED 9/30/03]

Section 3. That the City Clerk is instructed to amend Chapter 2, Article 2, Division 26, of the San Diego Municipal Code by putting all the defined terms into italicized type, where not already indicated.

Section 4. That a full reading of this Ordinance is dispensed with prior to its final passage, since a written or printed copy having been available to the City Council and the public a day prior to its final passage.

Section 5. This Ordinance shall take effect and be in force on the thirtieth day from and after its passage.

APPROVED: CASEY GWINN, City Attorney

By 
Lisa A. Foster
Deputy City Attorney

LAF:jab
08/28/03
09/30/03 REV.
Or.Dept:CityClerk
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