

RESOLUTION NUMBER R- 309800

DATE OF FINAL PASSAGE JUL 10 2015

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN DIEGO ADOPTING AN AMENDED RECORDS DISPOSITION SCHEDULE FOR THE REAL ESTATE ASSETS DEPARTMENT

WHEREAS, a Records Disposition Schedule is a comprehensive listing of all records created or maintained within an organization that describes the amount of time records must be kept readily accessible, when they may be transferred to less easily accessible areas, and if and when they may be destroyed; and

WHEREAS, the City is required to maintain Records Disposition Schedules for its records by state and local law, including California Government Code section 34090; San Diego Municipal Code, Chapter 2, Article 2, Division 26; and City Administrative Regulation No. 85.10; and

WHEREAS, the Municipal Code also requires that the City Council approve by resolution any new Records Disposition Schedule, or any amendment to an existing Records Disposition Schedule, for a City department, board or commission; and

WHEREAS, the Municipal Code provides that the City Attorney or designee, and the City Clerk's Office, must first approve a Records Disposition Schedule or any amendments to the schedule, ensuring that the schedule complies with laws related to the retention and disposition of public records; and

WHEREAS, the Real Estate Assets Department now seeks Council confirmation of an amended Records Disposition Schedule for its office, which adds a new category of records to the disposition schedule, and changes the retention period for another category of records; and

WHEREAS, the amended schedule has been approved by the City Attorney's Office and the City Clerk's Office; NOW, THEREFORE,

BE IT RESOLVED, by the Council of the City of San Diego, that the amended Records Disposition Schedule for the Real Estate Assets Department, on file with the Office of the City Clerk, is hereby approved.

APPROVED: JAN I. GOLDSMITH, City Attorney

By Sharon B. Spivak
Sharon B. Spivak
Deputy City Attorney

SBS:jdf
06/08/15
Or.Dept:City Clerk
Doc. No. 1038997

I hereby certify that the foregoing Resolution was passed by the Council of the City of San Diego, at this meeting of JUN 23 2015.

ELIZABETH S. MALAND
City Clerk

By Elizabeth S. Maland
Deputy City Clerk

Kevin L. Faulconer
KEVIN L. FAULCONER, Mayor

Approved: 7/8/15
(date)

Vetoed: _____
(date)

KEVIN L. FAULCONER, Mayor

Passed by the Council of The City of San Diego on JUN 23 2015, by the following vote:

Councilmembers	Yeas	Nays	Not Present	Recused
Sherri Lightner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lorie Zapf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Todd Gloria	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Myrtle Cole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark Kersey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Cate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Sherman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Alvarez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marti Emerald	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date of final passage JUL 10 2015

(Please note: When a resolution is approved by the Mayor, the date of final passage is the date the approved resolution was returned to the Office of the City Clerk.)

AUTHENTICATED BY:

KEVIN L. FAULCONER
Mayor of The City of San Diego, California.

ELIZABETH S. MALAND
City Clerk of The City of San Diego, California.

(Seal)

By *Mary Fernandez*, Deputy

Office of the City Clerk, San Diego, California

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