

RESOLUTION NUMBER R- 311032

DATE OF FINAL PASSAGE APR 13 2017

A RESOLUTION OF THE COUNCIL OF THE CITY
OF SAN DIEGO ADOPTING A RECORDS DISPOSITION
SCHEDULE FOR THE OFFICE OF THE CHIEF OPERATING
OFFICER, ASSISTANT CHIEF OPERATING OFFICER AND
DEPUTY CHIEF OPERATING OFFICERS

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 Office of the Chief Operating Officer, Assistant Chief Operating Officer and Deputy Chief Operating Officers now seeks Council confirmation of its Records Disposition

Schedule, and the 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 Records Disposition Schedule for the Office of the Chief Operating Officer, Assistant Chief Operating Officer and Deputy Chief Operating Officers, on file with the Office of the City Clerk, is hereby approved.

APPROVED: MARA W. ELLIOTT, City Attorney

By Monica Willian
Monica Willian
Deputy City Attorney

MW:hm
03/28/17
04/06/17 COR.COPY
Or.Dept:COO
Doc. No. 1424280.2

I hereby certify that the foregoing Resolution was passed by the Council of the City of San Diego, at this meeting of APR 11 2017

ELIZABETH S. MALAND
City Clerk

By Linda Brown
Deputy City Clerk

Approved: 4/13/17
(date)

Kevin L. Faulconer
KEVIN L. FAULCONER, Mayor

Vetoed: _____
(date)

KEVIN L. FAULCONER, Mayor

Passed by the Council of The City of San Diego on APR 11 2017, by the following vote:

Councilmembers	Yeas	Nays	Not Present	Recused
Barbara Bry	<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"/>
Chris Ward	<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"/>
Georgette Gomez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date of final passage APR 13 2017.

(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:

(Seal)

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

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

By Linda Bruin, Deputy

Office of the City Clerk, San Diego, California

Resolution Number R- 311032