

RESOLUTION NUMBER R- 311225

DATE OF FINAL PASSAGE JUL 25 2017

A RESOLUTION OF THE COUNCIL OF THE CITY
OF SAN DIEGO ADOPTING A RECORDS DISPOSITION
SCHEDULE FOR COMMUNICATIONS 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

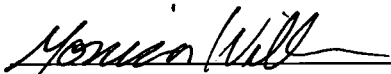
WHEREAS, the Municipal Code also requires that the City Council approve by resolution any new Records Disposition Schedule, or any amendment to an existing Records Disposition Schedule, for a City department, board or commission; and

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 Communications Department now seeks Council confirmation of its Records Disposition Schedule, which 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 Communications Department, on file with the Office of the City
Clerk, is hereby approved.

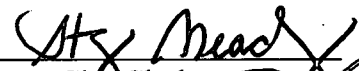
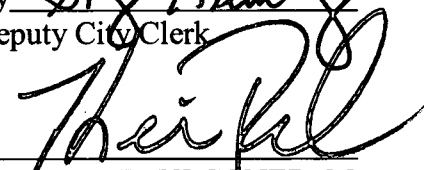
APPROVED: MARA W. ELLIOTT, City Attorney

By 
Monica Willian
Deputy City Attorney

MW:hm
06/16/17
Or.Dept: City Clerk
Doc. No. 1465418

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

ELIZABETH S. MALAND
City Clerk

By 
Deputy City Clerk

KEVIN L. FAULCONER, Mayor

Approved: 7/24/17
(date)

Vetoed: _____
(date)

KEVIN L. FAULCONER, Mayor

Passed by the Council of The City of San Diego on JUL 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 JUL 25 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:

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 *Sty Brady*, Deputy

Office of the City Clerk, San Diego, California

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