

RESOLUTION NUMBER R- 311820

DATE OF FINAL PASSAGE JUN 21 2018

A RESOLUTION OF THE COUNCIL OF THE CITY OF
SAN DIEGO AMENDING THE CITY OF SAN DIEGO
CITY CLERK ADMINISTRATIVE GUIDELINES RELATED
TO RECORDS DISPOSITION

WHEREAS, the City Clerk serves as the election official for the City of San Diego; and

WHEREAS, the City of San Diego City Clerk Administrative Guidelines (the Guidelines) are referenced in the San Diego Municipal Code and include requirements to ensure the accurate and proper disposition of records and archival material; and

WHEREAS, certain requirements previously referenced in the San Diego Municipal Code are now detailed in the Guidelines, providing the City Clerk's Office with an easier way to keep the requirements updated and to reflect best practices; and

WHEREAS, the Guidelines are brought back to the City Council periodically for review and approval if amendments are proposed; and

WHEREAS, amendments are proposed to address details about the City Clerk's responsibilities related to the Master Records Schedule are now outlined in Section 602 of the Guidelines; and

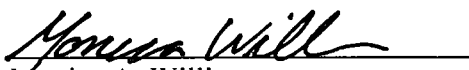
WHEREAS, details regarding the appointment and responsibilities of a Records Coordinator are now detailed in Section 601 of the Guidelines; and

WHEREAS, trusted document management system retention requirements are now outlined in section 607 of the City Clerk's Administrative Guidelines; and

WHEREAS, the Guidelines will be available to the public at the Office of the City Clerk and also will be published on the City Clerk's website at www.sandiego.gov/city-clerk; NOW, THEREFORE,

BE IT RESOLVED, by the Council of the City of San Diego, that the City of San Diego City Clerk Administrative Guidelines are hereby adopted, with a copy as adopted to be placed on file in the Office of the City Clerk as Document No. RR- 311820 and also published on the City Clerk's website.

APPROVED: MARA W. ELLIOTT, City Attorney

By 
Monica A. Willian
Deputy City Attorney

MAW:jdf
06/11/18
Or.Dept: City Clerk
Doc. No.: 1770851

I hereby certify that the foregoing Resolution was passed by the Council of the City of San Diego, at this meeting of JUN 19 2018.

ELIZABETH S. MALAND
City Clerk

By 
Deputy City Clerk

Approved: 6/21/18
(date)


KEVIN L. FAULCONER, Mayor

Vetoed: _____
(date)

KEVIN L. FAULCONER, Mayor

Passed by the Council of The City of San Diego on JUN 19 2018, 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 JUN 21 2018

(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 *City Road*, Deputy

Office of the City Clerk, San Diego, California
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