

RESOLUTION NUMBER R- 312004
DATE OF FINAL PASSAGE OCT 22 2018

A RESOLUTION OF THE COUNCIL OF THE CITY OF
SAN DIEGO APPROVING THE ADOPTION OF A CITYWIDE
MASTER RECORDS SCHEDULE.

WHEREAS, public entities like the City of San Diego (City) are required to retain records of certain types and for certain time periods, in compliance with specific federal, state, and local laws regarding their retention; and

WHEREAS, a viable records management program is vital to minimizing the risk of loss, deterioration or destruction of important documents that serve to promote transparency, protect rights, ensure accountability, and trace historical events; and WHEREAS, the City established a Citywide Records Management Program in 1980 by adopting San Diego Resolution R-250975 (Jan. 14, 1980); and

WHEREAS, the City Council approved San Diego Municipal Code (Municipal Code) amendments concerning records management procedures in 1987, 1995, 2003 and 2012, and more recently in 2018 through San Diego Ordinance O-20960 (Jul. 20, 2018); and

WHEREAS, Ordinance O-20960 updated the Municipal Code to address evolving records management procedures and technologies, including by providing for the creation of a Master Records Schedule; and

WHEREAS, the Council now seeks to create a Master Records Schedule, which will be a single, comprehensive Citywide records schedule; and

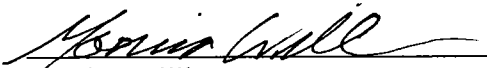
WHEREAS, City departments will continue to follow the existing General Records Disposition Schedule, which applies to all departments, along with their individual department's

Records Disposition Schedule, until a department's transition to the Master Records Schedule is complete; and

WHEREAS, the City Clerk's Office estimates that it will take five years to transition City departments to the Master Records Schedule, and away from the current system of using both a citywide General Records Disposition Schedule and an individual department's Records Disposition Schedule; NOW, THEREFORE,

BE IT RESOLVED, by the Council of the City of San Diego, that the City of San Diego Master Record Schedule is hereby adopted, with a copy as adopted to be placed on file in the Office of the City Clerk as Document No. RR- 312004 and also published on the City Clerk's website.

APPROVED: MARA W. ELLIOTT, City Attorney

By 
Monica Willian
Deputy City Attorney

MW:jdf
09/24/18
Or.Dept: City Clerk
Doc. No.: 1842299

I certify that the foregoing Resolution was passed by the Council of the City of San Diego, at this meeting of OCT 16 2018.

ELIZABETH S. MALAND
City Clerk

By Linda Irwin
Deputy City Clerk

Approved: 10/22/18
(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 OCT 16 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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Scott Sherman | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| David Alvarez | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Georgette Gomez | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Date of final passage OCT 22 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 Linda Irwin, Deputy

Office of the City Clerk, San Diego, California

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