

#121  
11/15/22

(R-2023-154)

RESOLUTION NUMBER R- 314460

DATE OF FINAL PASSAGE NOV 28 2022

A RESOLUTION OF THE COUNCIL OF THE CITY OF  
SAN DIEGO APPROVING AN AMENDED 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 Council of the City of San Diego (Council) approved San Diego Municipal Code (Municipal Code) amendments concerning records management procedures in 1982, 1987, 1995, 2003, and 2012, which all provided for a citywide General Records Disposition Schedule and Records Disposition Schedule for each individual department; and

WHEREAS, in 2018 by San Diego Ordinance O-20960 (Jul. 20, 2018), Council updated the Municipal Code to address evolving records management procedures and technologies, including the creation of a Master Records Schedule, which is a single comprehensive citywide records schedule; and

WHEREAS, the Council approved the adoption of a Master Records Schedule by San Diego Resolution R-312004 (Oct. 22, 2018); and

WHEREAS, City departments will continue to follow the General Records Disposition Schedule and their individual department's Records Disposition Schedule until a department's transition to the Master Records Schedule is complete; and

WHEREAS, transitioning from the current system of a citywide General Records Disposition Schedule and individual department's Records Disposition Schedules to the Master Records Schedule is currently underway and expected to take approximately two more years to complete; and

WHEREAS, Municipal Code section 22.2605 requires Council approval of the Master Records Schedule and any amendments to the Master Records Schedule that add record series or change retention periods; and

WHEREAS, Council now desires to amend the Master Records Schedule to add several records series and change retention periods to comply with state law or based on operational needs; and

WHEREAS, the Office of the City Attorney has drafted this resolution based on the information provided by City staff, with the understanding that this information is complete, true, and accurate, NOW, THEREFORE,

BE IT RESOLVED, by the Council of the City of San Diego, that the amended City of San Diego Master Records 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- 314460 and also  
published on the City Clerk's website.

APPROVED: MARA W. ELLIOTT, City Attorney

By /s/ Hilda R. Mendoza  
Hilda R. Mendoza  
Deputy City Attorney

HRM:nja  
08/29/2022  
Or. Dept: City Clerk  
Doc. No. 3073626

I certify that the foregoing Resolution was passed by the Council of the City of San Diego, at this  
meeting of NOV 15 2022

ELIZABETH S. MALAND  
City Clerk

By Kristell Medina  
Deputy City Clerk

Approved: 11/21/22  
(date)

Todd Gloria  
TODD GLORIA, Mayor

Vetoed: \_\_\_\_\_  
(date)

\_\_\_\_\_  
TODD GLORIA, Mayor

NOV 15 2022

Passed by the Council of The City of San Diego on \_\_\_\_\_, by the following vote:

Councilmembers	Yeas	Nays	Not Present	Recused
Joe LaCava	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Campbell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen Whitburn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monica Montgomery Steppe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marni von Wilpert	<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"/>
Raul A. Campillo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vivian Moreno	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sean Elo-Rivera	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date of final passage NOV 28 2022.

**(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:

TODD GLORIA  
Mayor of The City of San Diego, California.

(Seal)

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

By Kristell Medina, Deputy

Office of the City Clerk, San Diego, California

**314460**

Resolution Number R-\_\_\_\_\_