

RESOLUTION NUMBER R- 315448

DATE OF FINAL PASSAGE APR 22 2024

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 develops and updates the City of San Diego's Records Management Policy, and operates the City Clerk's records center and City Clerk Archives; and

WHEREAS, the City of San Diego City Clerk Administrative Guidelines (Guidelines) are referenced in the San Diego Municipal Code (Municipal Code) and include provisions applicable to records disposition; and

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

WHEREAS, the City Clerk now seeks to update the Guidelines to bring them in line with recent amendments to the Municipal Code adopted by San Diego Ordinance O- 21795 (APR 22, 2024); and

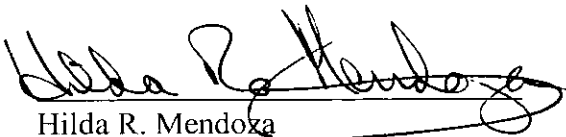
WHEREAS, the updates to the Guidelines relate to Section 6, Records Disposition, by amending sections 600 through 607 to provide clarity and be consistent with the recent amendments to Chapter 2, Article 2, Division 26 of the Municipal Code relating to procedures governing the management of City records; and

WHEREAS, the Guidelines, as amended, will be available to the public at the Office of the City Clerk and will be published on the City Clerk's website at www.sandiego.gov/city-clerk; 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 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- 315448 and published on the City Clerk's website.

APPROVED: MARA W. ELLIOTT, City Attorney

By 
Hilda R. Mendoza
Senior Deputy City Attorney

HRM:nja
02/07/2024
Or. Dept: City Clerk
Doc. No. 3557091

I certify that the foregoing Resolution was passed by the Council of the City of San Diego, at this meeting of APR 08 2024.

DIANA J.S. FUENTES
City Clerk

By 
Deputy City Clerk

Approved: 4/22/24
(date)


TODD GLORIA, Mayor

Vetoed: _____
(date)

TODD GLORIA, Mayor

Passed by the Council of The City of San Diego on APR 08 2024, 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"/>
Henry Foster, III	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marni von Wilpert	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kent Lee	<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 APR 22 2024.

(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)

DIANA J.S. FUENTES
City Clerk of The City of San Diego, California.

By Linda Irwin, Deputy
For Connie Patterson

Office of the City Clerk, San Diego, California

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