11|10|26 #55
(O-2027-15)

ORDINANCE NUMBER O- 22157 (NEW SERIES)

DATE OF FINAL PASSAGE NOV 13 2026

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE 2, DIVISION 26 OF THE SAN DIEGO MUNICIPAL CODE BY AMENDING SECTIONS 22.2602, 22.2603, AND 22.2604, BY RETITLING AND AMENDING SECTION 22.2605, AND BY AMENDING SECTIONS 22.2606 AND 22.2607; AMENDING CHAPTER 2, ARTICLE 7, DIVISION 1 BY AMENDING SECTION 27.0120; AMENDING CHAPTER 5, ARTICLE 11, DIVISION 1 BY AMENDING SECTION 511.0104; AND AMENDING CHAPTER 5, ARTICLE 12, DIVISION 1 BY AMENDING SECTION 512.0104, ALL RELATING TO RENAMING THE MASTER RECORDS SCHEDULE TO THE MUNICIPAL RETENTION SCHEDULE.

RECITALS

The Council of the City of San Diego (Council) adopts this Ordinance based on the following:

A. 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.

B. The City established a Citywide Records Management Program in 1980 by San Diego Resolution R-250975 (Jan. 14, 1980) and approved San Diego Municipal Code (Municipal Code) amendments concerning records management procedures.

C. The Council updated the Municipal Code to address evolving records management procedures and technologies, including the creation of a Master Records Schedule, by San Diego Ordinance O-20960 (Jul. 20, 2018).

D. The Council approved the adoption of a Master Records Schedule, a single, comprehensive citywide records schedule, by San Diego Resolution R-312004 (Oct. 22, 2018).

E. The Council approved several updates to the Records Management Program and renamed the Records Management Program the Records Management Policy, by San Diego Ordinance O-21795 (Apr. 29, 2024).

F. The Office of the City Clerk recommends revising the name of the Master Records Schedule to Municipal Retention Schedule to better represent the document's citywide jurisdiction and authority under the City's Records Management Policy.

G. The Office of the City Attorney prepared this Ordinance based on the information provided by City staff, with the understanding that this information is complete and accurate.

ACTION ITEMS

Be it ordained by the Council of the City of San Diego:

Section 1. Chapter 2, Article 2, Division 26 of the San Diego Municipal Code is amended by amending sections 22.2602, 22.2603, and 22.2604, by retitling and amending section 22.2605, and by amending sections 22.2606 and 22.2607, to read as follows:

**§22.2602 Definitions**

For the purpose of this Division, the following definitions shall apply. Defined terms appear in italics.

*Appraise* through *Legal hold* [No change in text.]

*Municipal Retention Schedule* is a citywide comprehensive retention schedule that categorizes *record series* by business function.

*Nonrecord* means recorded information of any kind and in any form which is not required to be retained in the ordinary course of City business or is a temporary aid and does not appear in the *Municipal Retention Schedule. Nonrecords* include the following:

(a) through (f) [No change in text.]

*Record* through *Vital record* [No change in text.]

**§22.2603 City Clerk's Responsibilities**

The City Clerk's responsibilities include:

(a) through (c) [No change in text.]

(d) maintenance and oversight of the *Municipal Retention Schedule*;

(e) through (f) [No change in text.]

**§22.2604 Department Directors' Responsibilities**

*Department* directors' responsibilities include:

(a) through (b) [No change in text.]

(c) ensuring that their *department* fully complies with legal and statutory requirements in applicable Council Policies, the *Municipal Retention Schedule*, the Administrative Regulations, and the City Clerk's Administrative Guidelines; and

(d) [No change in text.]

**§22.2605 Municipal Retention Schedule**

(a) The City Council is required to approve the *Municipal Retention Schedule* and any amendments to the *Municipal Retention Schedule* that add *record series* or change *retention periods*.

(b) The City Clerk may amend the *Municipal Retention Schedule*, without the approval of City Council required by section 22.2605(a), when state or federal law or regulations require longer *retention periods*.

(c) A *department* director may authorize destruction of any *record* under the *department* director's charge in accordance with the *retention periods* set forth in the *Municipal Retention Schedule*.

**§22.2606 Retention of Records**

(a) The following *records* shall be permanently retained:

(1) through (2) [No change in text.]

(3) *records* required to be permanently retained under the *Municipal Retention Schedule*.

(b) *Records* for which a *retention period* is defined by local, state, or federal law or regulation shall be retained for that authority's stated *retention period* or expiration of the *retention period* in the *Municipal Retention Schedule*, whichever is longer.

(c) All *records* shall be retained for the *retention period* in the *Municipal Retention Schedule* or until the termination of a *legal hold*, whichever is longer.

(d) through (e) [No change in text.]

**§22.2607 Disposition of Records**

(a) A *record* shall be inventoried, *appraised*, and identified in the *Municipal Retention Schedule* before a *department* director may determine whether to retain the *record*.

(b) *Department* directors shall transfer *records* with a permanent *retention period* to the City Clerk's records center at the conclusion of their operational use in accordance with the *Municipal Retention Schedule*.

(c) *Department* directors shall not retain *records* beyond the *retention period* unless a *legal hold* exists, if otherwise required by law, or if the *records* have been transferred to the City Clerk's Archives as *historical records.*

(d) *Department* directors shall destroy *records* at the end of a *retention period* as described in the *Municipal Retention Schedule.*

Section 2. Chapter 2, Article 7, Division 1 of the San Diego Municipal Code is amended by amending section 27.0120, to read as follows:

**§27.0120 Retention of Documents**

All papers and documents held by the *City Clerk* relating to *elections* must be maintained in accordance with the Municipal Retention Schedule.

Section 3. Chapter 5, Article 11, Division 1 of the San Diego Municipal Code is amended by amending section 511.0104, to read as follows:

**§511.0104 Duties and Powers of the Fire Code Official**

(a) Local Amendment. Section 104.7, Official Records, is amended to read as follows:

Any records associated with this Article shall be retained in accordance with the retention periods set forth in the City's Municipal Retention Schedule on file with the City Clerk and in compliance with local, state, and federal laws.

(b) through (c) [No change in text.]

Section 4. Chapter 5, Article 12, Division 1 of the San Diego Municipal Code is amended by amending section 512.0104, to read as follows:

**§512.0104 California Wildland-Urban Interface Code, Chapter 1 - Duties and Powers of the Code Official**

(a) Local Amendment. Section 104.7, Official Records, is amended to read as follows:

Any records associated with this Article shall be retained in accordance with the retention periods set forth in the City's Municipal Retention Schedule on file with the City Clerk and in compliance with local, state, and federal laws.

(b) [No change in text.]

Section 5. The Council dispenses with a full reading of this Ordinance before its passage because a written copy of this Ordinance was made available to the Council and the public before the date of its passage.

Section 6. This Ordinance will take effect and be in force on the thirtieth day from and after its final passage.

APPROVED: HEATHER FERBERT, City Attorney

By _____
Hilda R. Mendoza
Senior Deputy City Attorney

HRM:nja
March 5, 2026
Or. Dept: City Clerk
Doc. No. 4558813

I certify that the Council of the City of San Diego adopted this Ordinance at a meeting held on NOV 10 2026.

DIANA J.S. FUENTES
City Clerk

By _____
Deputy City Clerk

Approved: 11/13/26
(date)

_____
TODD GLORIA, Mayor

Vetoed: _____
(date)

_____
TODD GLORIA, Mayor

**STRIKEOUT ORDINANCE**

**OLD LANGUAGE: ~~Struck Out~~**
**NEW LANGUAGE: Double Underline**

ORDINANCE NUMBER O-_____ (NEW SERIES)

DATE OF FINAL PASSAGE _____

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**§22.2602 Definitions**

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~~*Master Records*~~ *Municipal Retention Schedule* is a citywide comprehensive retention schedule that categorizes *record series* by business function.

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*Nonrecords* include the following:

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*Record* through *Vital record* [No change in text.]

**§22.2603 City Clerk's Responsibilities**

The City Clerk's responsibilities include:

(a) through (c) [No change in text.]

(d) maintenance and oversight of the ~~**Master Records**~~ *Municipal Retention Schedule*;

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**§22.2604 Department Directors' Responsibilities**

*Department* directors' responsibilities include:

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(c) ensuring that their *department* fully complies with legal and statutory requirements in applicable Council Policies, the ~~*Master Records*~~ *Municipal Retention Schedule*, the Administrative Regulations, and the City Clerk's Administrative Guidelines; and

(d) [No change in text.]

**§22.2605 ~~Master Records~~ Municipal Retention Schedule**

(a) The City Council is required to approve the ~~*Master Records*~~ *Municipal Retention Schedule* and any amendments to the ~~*Master Records*~~ *Municipal Retention Schedule* that add *record series* or change ~~retention periods~~ *retention periods*.

(b) The City Clerk may amend the ~~*Master Records*~~ *Municipal Retention Schedule*, without the approval of City Council required by section 22.2605(a), when state or federal law or regulations require longer *retention periods.*

(c) A *department* director may authorize destruction of any *record* under the *department* director's charge in accordance with the *retention periods* set forth in the ~~*Master Records*~~ *Municipal Retention Schedule*.

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operational use in accordance with the ~~*Master Records*~~ *Municipal Retention Schedule*.

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All papers and documents held by the *City* ~~Clerk~~ *Clerk* relating to *elections* must be maintained in accordance with the ~~Master Records~~ Municipal Retention Schedule.

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(a) Local Amendment. Section 104.7, Official Records, is amended to read as follows:

Any records associated with this Article shall be retained in accordance with the retention periods set forth in the City's ~~Master Records~~ Municipal Retention Schedule on file with the City Clerk and in compliance with local, state, and federal laws.

(b) through (c) [No change in text.]

**§512.0104 California Wildland-Urban Interface Code, Chapter 1 - Duties and Powers of the Code Official**

(a) Local Amendment. Section 104.7, Official Records, is amended to read as follows:

Any records associated with this Article shall be retained in accordance with the retention periods set forth in the City's ~~Master Records~~ Municipal Retention Schedule on file with the City Clerk and in compliance with local, state, and federal laws.

(b) [No change in text.]

HRM:nja
March 5, 2026
Or. Dept: City Clerk
Doc. No. 4559949

Passed by the Council of The City of San Diego on November 10, 2026, by the following vote:

| Councilmembers | Yeas | Nays | Not Present | Recused |
|---|---|---|---|---|
| Joe LaCava | ☒ | ☐ | ☐ | ☐ |
| Jennifer Campbell | ☐ | ☐ | ☒ | ☐ |
| Stephen Whitburn | ☒ | ☐ | ☐ | ☐ |
| Henry L. Foster III | ☐ | ☐ | ☒ | ☐ |
| Marni von Wilpert | ☐ | ☐ | ☒ | ☐ |
| Kent Lee | ☒ | ☐ | ☐ | ☐ |
| Raul A. Campillo | ☒ | ☐ | ☐ | ☐ |
| Vivian Moreno | ☒ | ☐ | ☐ | ☐ |
| Sean Elo-Rivera | ☒ | ☐ | ☐ | ☐ |

Date of final passage NOV 13 2026.

**(Please note: When an ordinance is approved by the Mayor, the date of final passage is the date the approved ordinance 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 _____, Deputy

I HEREBY CERTIFY that the foregoing ordinance was not finally passed until twelve calendar days had elapsed between the day of its introduction and the day of its final passage, to wit, on

OCT 20 2026, and on NOV 13 2026.

I FURTHER CERTIFY that said ordinance was read in full prior to passage or that such reading was dispensed with by a vote of five members of the Council, and that a written copy of the ordinance was made available to each member of the Council and the public prior to the day of its passage.

(Seal)

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

By _____, Deputy

Office of the City Clerk, San Diego, California

Ordinance Number **O-22157**