GE&O AUG 0 8 2005 #1

OFFICE OF THE CITY CLERK

REPORT

TO THE GOVERNMENT EFFICIENCY AND OPENNESS COMMITTEE

DATE: July 29, 2005 REPORT NO.: CC-05-07

SUBJECT: RECORDS MANAGEMENT STATUS REPORT

ISSUE:

The Office of the City Clerk was asked by the Government Efficiency and Openness Committee to report on the status of the Records Management Program in the City. We were also asked to report on the retention policy for appointment calendars for City Councilmembers.

BACKGROUND:

The City's Records Management Program is mandated by the San Diego Municipal Code (SDMC) Article 2, Division 26. Administrative Regulation (AR) 85.10 directs the City Clerk to operate an efficient and orderly Records Center. In addition, Council Policy (CP) 000-25 assigns the various responsibilities of records management throughout the City to department heads and the City Clerk. Attachment 1 includes the above referenced SDMC Article 2, Division 26, A.R. 85.10, and Council Policy 000-25.

The City launched its Records Management Program in April 1980. The Office of the City Clerk hired qualified records personnel, established the Records Center, and assisted City departments, Council Offices, and the Mayor's Office in creating records retention and destruction guidelines, called Records Disposition Schedules (RDS). In addition, the Program utilized in-house technologies such as micrographics to transfer paper records to microfilm to save space and provide a better and easier medium to access and view requested documents. Subsequently, the City's Records Management Program was recognized nationwide. In both 1988 and 1989, the program was awarded the "William Olsten Award" for excellence in Records Management Programs. Additionally, the Program received the first International Institute of Municipal Clerks (IIMC) award for the best Records Management Program in a city with a population over 20,000.

Due to the high volume of paper records generated by various City departments, the Records Center reached maximum capacity in the early 1990s. Since that time, we have been unable to accommodate all of the departments' needs to transfer records to the Records Center. In addition, due to budget cuts, the Clerk's Office has been unable to update existing technologies

or to implement new ones to address the ever increasing amount of paper records generated by the City. The Program's staff has been reduced over the years due to the City's financial hardships. In the early 1990s, the Program employed eleven (11) employees compared to the five (5) employees that we have at this time.

DISCUSSION AND ANALYSIS:

The Records Management Program is mandated by the SDMC and further clarified by the City Council Policy and Administrative Regulation. The main responsibility of establishing a Records Management Program and operating an efficient Records Center is given to the City Clerk, although the responsibilities of maintaining records and ensuring they are kept and disposed of appropriately, is shared with the department heads.

It has been a challenging task to run an effective Records Management Program due to limited space in our storage rooms, and staff and budget cuts. The Records Center stores approximately 20,000 boxes in multiple storage rooms that are scattered in the basements of the City Administration Building (CAB), the Development Services Center (DSC), and the World Trade Center (WTC). In addition, 4,500 boxes are stored off-site with a private vendor. The lack of space has forced other City departments to pursue their own storage options and in some instances, to set up their own records management systems. For example, some departments utilize office space to store their records and others use private vendors.

The micrographics section of the Records Management Program is at a minimum staffing level. If more boxes could be put on microfilm, space could be freed up in the storage areas. The increasing use of technology such as imaging or expanding micrographics could play a great role in eliminating hundreds, if not thousands, of boxes from the Records Center. Many government entities across California and the United States have benefited from imaging technologies.

Recently in our efforts to revitalize the Program, our Office has been aggressively pursuing a new space for the City's records. We have been working with the Real Estate Assets Department to find a warehouse storage space to create a true Records Center. In addition, we have updated our record barcoding system to a new, up-to-date Records and Information Management System (RIMS). Working with the City Attorney's office, we also put together a General Records Disposition Schedule (GRDS).

The GRDS was passed unanimously by the City Council in November 2003. The purpose of the GRDS is to provide consistency and uniform retention policies for the records common to most departments in the City. The GRDS makes it easier for City departments to create or revise their individual schedules since these schedules will only need to include the records unique to the department. In collaboration with the offices of the City Attorney and City Manager, we have distributed an ambitious time schedule for all City departments to update their Records Disposition Schedules (Attachment 2.)

Our staff surveyed several cities across California and the United States to see what kind of programs there were in other cities. We found that many cities have established effective records management programs and invested the time, staff, and money to create such programs. For example, in the City of Phoenix, a city comparable in size to San Diego, their Records Center stores 22,000 boxes of records and they employ 116 employees in their Records Management Program.

The following are some of the benefits to having an effective Records Management Program and a centralized Records Center:

1. To comply with State law and local codes, regulations, and policies.

2. It is cost-effective to have a centralized records location. Utilizing warehouse space for storing City records is less costly than utilizing office space for the same purpose. Many department records can be transferred to the Records Center which would free up office space in those departments as well as reduce the cost of equipment used to store and maintain these records. See attachment 3 for cost comparisons.

3. It is more efficient to maintain all City records in a central location managed by knowledgeable and professional staff, whose main job duties are the maintenance, management, and disposition of records.

4. The Records Management Program's staff will ensure that department records are retained and disposed of according to the law and the respective department's Records Disposition Schedule.

5. A central location for all City records will reduce the City's liability by ensuring that records are retrieved quickly and efficiently in compliance with the State of California Public Records Act.

6. We can improve customer service: Internal and external customers will request records from a central location instead of guessing which department is keeping which records.

As a part of our efforts to review the record retention for various types of documents to create consistency, the retention of City Councilmembers' calendars was changed to two years. Prior to July 2000, the retention period for such calendars was permanent. After much research and working with the City Attorney's Office, we determined that a two year retention for Councilmembers' calendars was reasonable and is consistent with most jurisdictions in California.

SUMMARY:

The Records Management Program is mandated by the SDMC and further clarified by the Council Policy and Administrative Regulation. The City's Records Management Program was established in April 1980 and was a model nationwide. At that time, the Program was run efficiently and effectively. It had adequate budget and staffing levels, the appropriate storage space, and City departments maintained up-to-date Records Disposition Schedules.

Currently, the Program lacks adequate staffing to provide comprehensive Records Management to all City departments and the public. The Program also lacks the needed storage space to meet the ever increasing production of the City's paper records. Furthermore, the Program lacks the needed funding to utilize new technologies to provide imaging and electronic formats, which would assist in addressing the space issues.

Despite all the challenges mentioned above, the Office of the City Clerk continues to provide customer service to internal and external customers at excellent levels. We continue to respond to requests under California's Public Records Act. We also provide records to City departments, members of the public, grand juries, and in response to subpoenas. All requests are responded to within the legal deadlines, if not much sooner. We believe enhancing and strengthening the Records Management Program is in the best interests of the City and will save the City money and time almost immediately. To achieve a truly efficient Records Management Program and effectively manage City's records, the following steps should be taken:

1. Restore staffing levels in the Records Management Program to previous levels.

2. Find a warehouse type of space to serve as a true Records Center for all of the City's records and provide the needed funding to operate an orderly and efficient Center.

3. Provide funding to improve existing technology and to deploy new technologies to deal with the ever increasing number of records.

4. City departments must update their Records Disposition Schedules. Despite the established timeline for updating their Records Disposition Schedules, very few City departments have completed revising their Schedules. Records Management needs to be a higher priority within City departments.

Our Office has been working to accomplish these steps. We have included the Program's budget needs in our 5 year financial forecast submitted to Financial Management earlier this year (Attachment 4.) This will help us move forward on steps 1-3 mentioned above. In collaboration with the City Attorney's and City Manager's offices, we have issued a timeline schedule for departments to update their Records Disposition Schedules by the end of 2005. We believe for our efforts to be successful, a strong commitment and support is needed from the City Council and departments' management.

I hope you find this information helpful. Should you have any questions, please contact Salam Hasenin, Records and Information Management Deputy Director at (619) 533-4024.

Liz Maland
City Clerk

By: _____

Salam Hasenin
Deputy Director
Records and Information Management

Attachments

cc: City Councilmembers
City Attorney
City Manager

Article 2: Administrative Code

Division 26: Procedures Governing the Management of City Records

("Procedures Governing the Management of City Records" added 6–18–1982 by O–15761 N.S.)

§22.2601 Purpose and Intent

It is the purpose and intent of this Division to establish procedures for the management of City records.
("Purpose and Intent" added 6–14–1982 by O–15761 N.S.)

§22.2602 Policy

The policy of the City of San Diego is to provide for efficient, economical, and effective controls over creation, distribution, organization, maintenance, use, and disposition of all City records.
("Policy" added 6–14–1982 by O–15761 N.S.)

§22.2603 Authority

The City Clerk shall be responsible for the administration of a uniform Records Management Program assisting all City departments.
("Authority" added 6–14–1982 by O–15761 N.S.)

§22.2604 Definitions

For the purpose of this Division the following definitions shall apply and appear in italicized letters.

"Appraisal" means the process of determining the value and thus the *disposition* of *records* based upon their (1) administrative, legal, fiscal, and historical uses; (2) relative activity; (3) relationship to other *records*; and (4) evidential and informational value.

"Disposition" means actions taken with regard to *records* and *nonrecords* following their *appraisal*. These actions include the transfer of inactive *records* to the Records Center or the destruction of *records* or *nonrecords* no longer required in the course of the City's business.

"Duplicate record" means copies or reproductions of *original records*, whether or not the same physical form as the original, which are retained

"Record" includes all books, papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documentary material regardless of physical form or characteristics, produced, received, owned or used by a City department and preserved because of the informational value of data in them or as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the City.

"Record copy" means a reproduction of an *original record* which is retained in lieu of the *original record* as the *official record* of the City.

"Records Disposition Schedule" means a listing of *records series* in the City or by department, indicating for each series the length of time it is to be *maintained* in office areas and in the Records Center. The Schedule constitutes authority for the destruction of *records* listed thereon, after required retention periods have lapsed.

"Record series" means file units or documents arranged in accordance with a filing system or *maintained* as a unit because they relate to a particular subject or function, result from the same activity, have a particular form, or because of some other relationship arising out of their creation, receipt, or use. *Record series* may consist of *records* of a single type or format and can be described, handled, and disposed of or retained as a unit.

"Writing" includes handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, and other documents, retained in the ordinary course of business. *Writings* are *record* or *nonrecord* material.

(Amended 10–13-2003 by O–19219 N.S.)

§22.2605 Records Disposition Schedule

The *Records Disposition Schedule* will serve as the basis for the City's Records Management Program. The City Clerk, in conjunction with the City Attorney, shall develop a General *Records Disposition Schedule* for the *records* common to most departments. The head of each department shall have prepared a *Records Disposition Schedule* for the unique *records* of his/her department and any subsequent proposed amendments thereto. With the assistance of the Records Management Officer, this preparation shall include:

for personal reference or for operational requirements.

"Maintain" means provide custody and care for a *record.*

"Nonrecord" means material which is not retained in the regular course of business or is a temporary aid, not created for the purpose of preserving its own documentary or informational content for future reference. This includes but is not limited to:

(1) Transmittal letters and acknowledgments which do not add any information to the material transmitted.

(2) Requests for printed material after the requests have been filled.

(3) Informal notes, worksheets, and rough drafts of letters, memoranda, or reports that do not represent basic steps in the preparation of documents.

(4) Shorthand notes, including stenographic notebooks and stenotype tapes, and dictating media which have been transcribed.

(5) Miscellaneous notices of community affairs, employee meetings, or holidays.

(6) Stocks of publications or unused blank forms that are kept for supply purposes only.

(7) Tickler, follow–up, or suspense copies of correspondence.

(8) Extra copies of documents already in an official file.

(9) Publications or reference materials received or acquired from outside sources such as professional organizations, conferences, seminars, or workshops.

(10) Library and museum materials made or acquired and preserved solely for reference or exhibition purposes.

"Official record" means any *record* containing information relating to the conduct of the public's business prepared, owned, used, or retained by any City department regardless of physical form or characteristics.

"Original record" means the first or initial documentation, that of which anything else is a copy or reproduction; or, a *duplicate record* with any original documentation.

(a) A physical inventory and *appraisal* of all *records* to determine their administrative, fiscal, legal and historical value.

(b) Identification of an *official record series* title for all department *records* and specific and accurate descriptions of *records* listed thereunder in accordance with guidelines developed by the City Clerk. Terms used as *record series* titles or as description of files on the *Records Disposition Schedule* or any revision thereto, shall be descriptive. They shall not include the use of the words "miscellaneous" or "various," or words of similar connotation; nor shall any such schedule or request bearing such nomenclature be submitted to the City Clerk and the City Attorney for their consideration and approval.

(c) A periodic review or audit of *records* to make sure they are properly covered by the *Records Disposition Schedule.*

Following the review or audit, the City Clerk will be notified of any proposed amendments to the *Records Disposition Schedule* that are needed. Such amendments may include the addition of new *record series* titles to the *Records Disposition Schedule*, or requests to have superseded *record series* titles removed from the *Records Disposition Schedule.*

Final approval of the General *Disposition Schedule* shall require the written consent of the City Clerk and the City Attorney. The General *Records Disposition Schedule* must then be approved by the City Council by resolution. Amendments and revisions thereto shall require the written consent of the City Attorney and the City Clerk.

Final approval of the *Records Disposition Schedule* for individual departments shall require the written consent of the department head, the City Attorney, and the City Clerk. The *Records Disposition Schedule* for the department must then be approved by the City Council by resolution. Amendments and revisions thereto shall require the written consent of the department head, the City Attorney, and the City Clerk. *(Amended 10-13–2003 by O–19219 N.S.)*

§22.2606 Responsibilities

(a) The City Clerk shall:

(1) Be responsible for the maintenance of and access to:

(A) The official records of his/her office, as identified in the Records Disposition Schedule of the Clerk's Office.

(B) Newly created or unidentified record series in his/her office which are not identified in the Records Disposition Schedule of the Clerk's Office or any other department.

(C) Official Records which are part of a City Archives.

(D) Official Records located in an off–site storage location specifically designated for the storage of vital City records, during the time those records are located in vital records storage.

(E) Any Official Records in the custody of the City which are not the responsibility of any other department, as specified in paragraph C below.

(2) Be responsible for the preservation of and the assignment of the maintenance of and access to inactive records which have been transferred to non–City organizations.

(3) Not be responsible for the maintenance of records which are legally maintained by other government agencies.

(4) Be responsible for the administration of a uniform Records Management Program assisting all City departments, and for the development, administration and coordination of procedures thereunder.

(5) Administer a City Archives for the maintenance of historically significant City records. Providing that the responsible department does not object within thirty days of notification, the City Clerk may transfer to the City Archives records having permanent historical value as noted in the Records Disposition Schedule.

(6) Administer a Records Center for the efficient and economical storage, maintenance and servicing of inactive City records.

(7) Appoint a Records Management Officer who shall serve in the Office of the City Clerk as the head of the Records Management Program.

(b) The Records Management Officer under the direction of the City Clerk shall:

(1) Provide effective control over the identification, appraisal, maintenance, protection, preservation, transfer, retention, and disposition of all City Records. This shall include:

(A) Providing assistance and guidelines to departments in the preparation of their Records Disposition Schedules and amendments thereto.

(B) Establishing proper procedures for securing necessary revisions to the Records Disposition Schedule, with the approval of the City Attorney. (c) Providing direct technical assistance and guidance to departments that will aid in resolving specific files and related records problems.

(2) Operate the Records Center in an orderly and efficient manner. This operation shall include:

(A) Providing information, assistance and records to using departments to insure optimum utilization of the Records Center.

(B) Notifying using departments periodically when records held by the Records Center are eligible for destruction.

(C) Causing to be destroyed records held by the Records Center. Destruction shall occur only after thirty days following notification of the destruction to the responsible department head. If, within that thirty day period, the responsible department head makes a valid request for delaying the destruction of the records, the Records Management Officer may delay the destruction of the records or return them to the department for review. Records so returned shall be retained by the responsible department until such time that the department destroys the records or revises the Records Disposition Schedule.

(3) Operate a City Archives in an orderly and efficient manner.

(c) Each department head shall:

(1) Be responsible for the maintenance of and access to:

(A) Except as specified in (a)(1)(C) and (D), the Official Records of his/her department, as identified in the department's Records Disposition Schedule.

(B) Newly created or unidentified record series in the department's custody which are not identified in the Records Disposition Schedule of the department or any other department.

(2) Be responsible for ensuring the safety of valuable historical City records in his/her custody. If said records are original and sole copies, and use of records endangers their ultimate preservation, the department head shall ensure that copies are made and used in place of the originals.

(3) Cooperate with the City Clerk to assure proper administration and implementation of the City's Records Management Program.

(4) Ensure the proper application of the Records Disposition Schedule to his/her department's records.

(5) Ensure that records are transferred to the Records Center for storage at the end of the office retention period listed in the Records Disposition Schedule.

(6) Review the Records Disposition Schedule and recommend to the City Clerk any amendments thereto which are necessary due to changing requirements.

(7) Comply with procedures mentioned in this ordinance regarding the destruction of records and nonrecords.

(8) Appoint a Records Coordinator to serve as liaison between the Records Management Officer and the department and to assist in the implementation of the Records Management Program.

(Amended 5–26–1987 by O–16869 N.S.)

§22.2607 Destruction of Records

(a) Eligibility

No record shall be destroyed until it has been properly inventoried, appraised, and entered in the Records Disposition Schedule. Furthermore, before a record

is eligible for destruction, the department head must first make the following determinations:

(1) Required retention periods listed in the Records Disposition Schedule have lapsed.

(2) The record is maintained by said department.

(3) The record is no longer required to fulfill any administrative, fiscal, legal, or historical interests of the City or the public.

(4) The record series title is descriptive and does not include the use of the words "miscellaneous" or "various," or words of similar connotation.

(b) Procedures

Before records are destroyed, the department head shall:

(1) In compliance with the Records Disposition Schedule, exercise a final review over all records eligible for destruction for the purpose of determining any further administrative, fiscal, legal, or historical needs.

(2) Ensure that if the Records Disposition Schedule does not specify records for transfer to the Records Center, the records shall be destroyed at the end of the listed office retention period in compliance with the Records Disposition Schedule.

(3) Ensure that if the Records Disposition Schedule does specify records for transfer to the Records Center, and this has not occurred, the records shall be destroyed, providing they have exceeded their total retention requirement (office plus Records Center).

(4) Destroy duplicate records and nonrecords when they are no longer needed in the course of the City's business.

("Destruction of Records" added 6–14–1982 by O–15761 N.S.)

§22.2608 Copies of Documents

The City Manager is authorized to furnish to any person copies of any official record, document or paper of the City upon payment of the required fee.

(a) The City Manager is authorized to establish fees for copies of requested records, documents or papers. The fees shall be calculated to recover the direct cost of reproducing the copies. Sales tax may be included or excluded from the established fee.

(b) The City Manager shall maintain an up–to–date schedule of fees which shall be filed and available for inspection in the office of the City Clerk.

("Copies of Documents" amended and renumbered from Sec. 22.0103 on 10–2–1995 by O–18214 N.S.)

§22.2609 Free Copies of Documents

The City Manager is hereby authorized to furnish a limited number of copies of any official record, document or paper of the City free of charge in the following cases:

(a) Any governmental agency or any public officer acting in his official capacity.

(b) Any nonprofit corporation or civic organization.

(c) Any person engaged in the performance of work at the City's request where such copies of such records, documents or papers are required by such person in order to perform that work.

(d) Bona fide students or teachers engaged in research projects.

(e) Any paper deemed by the Manager as promotional in nature for the City.

(f) Documents prepared especially for presentation to the general public for its convenience and information.

("Free Copies of Documents" renumbered from Sec. 22.0104 on 10–2–1995 by O–18214 N.S.)

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number	Issue	Page
	85.10	4	1 of 3
RECORDS RETENTION AND DESTRUCTION	Effective Date August 31, 1987		

1. PURPOSE

1.1 To assign responsibility and establish procedures for the systematic disposition of official City records.

2. GENERAL INFORMATION

2.1 A Records Management Program has been developed to provide departments with an efficient and economical system of records maintenance. The basis for this program is a Records Disposition Schedule (Records Transfer and Retention Schedule). This schedule specifies the length of time each record is to be retained in office files and in Records Center storage.

2.2 The legal authority for the destruction date specified for each record in the Schedule is contained in the Government Code of the State of California, Paragraphs 34090 through 34090.7, and in City of San Diego Resolution No. 198142 dated October 2, 1969.

3. SCOPE

3.1 This regulation applies to all departments.

4. BASIC RESPONSIBILITY

4.1 It is the responsibility of each department head to:

a. Properly maintain all records entrusted to his/her department.

b. Prepare, approve and submit to the City Clerk and the City Attorney a Records Disposition Schedule.

c. Ensure that records are transferred to the Records Center for storage at the end of the office file retention period.

(Supersedes Administrative Regulation 85.10, Issue 3, effective December 1, 1982).

Authorized

(Signed by Charles G. Abdelnour)
CITY CLERK

(Signed by John Lockwood)
CITY MANAGER

SUBJECT	Number	Issue	Page
	85.10	4	2 of 3
RECORDS RETENTION AND DESTRUCTION	Effective Date August 31, 1987		

d. Ensure that records are destroyed in a manner consistent with their content at the end of the office file retention period, if the Schedule does not specify transfer to the Records Center.

e. Exercise a final review over all records eligible for destruction prior to destruction for the purpose of determining if any administrative considerations require their further preservation.

f. Destroy duplicate documents when they are no longer needed.

g. Maintain newly created records until the City Clerk has been notified and the records are properly identified in the Records Disposition Schedule.

h. Review the Records Disposition Schedule and recommend to the City Clerk any revisions to retention periods which are necessary because of changing administrative or legal requirements.

i. Appoint a department Records Coordinator.

j. Ensure that the Vital Records Program of his/her department is managed in accordance with procedures established by the City Clerk's Office.

4.2 It is the responsibility of the City Clerk and/or the Records Management Officer to:

a. Operate the Records Center in an orderly and efficient manner, following the procedures outlined in the Records Control Manual.

b. Provide information and assistance to using departments to ensure optimum utilization of the Records Center.

c. Provide information and records to using departments and authorized agencies upon request.

d. Establish procedures for securing lawful revision to the Records Disposition Schedule with the approval of the City Attorney and affected department heads.

e. Notify using departments periodically when records held by the Records Center are eligible for destruction (use Form CC-869, Records Destruction Notification).

f. Destroy records held by the Records Center only after the passage of thirty (30) days from the date the Records Destruction Notification has been sent to originating department head.

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RECORDS RETENTION AND DESTRUCTION	Effective Date August 31, 1987		

g. Do not destroy records requested to be withheld from destruction by originating department head when request is made within thirty (30) days following the transmission of Records Destruction Notification to the department head.

h. Establish procedures for and administer in an efficient manner a Vital Records Program.

5. Procedure

5.1 The procedures which departments are requested to follow when processing records for transfer to the Records Center or for departmental destruction can be found in the front of the department's Records Disposition Schedule (Records Transfer and Retention Schedule). Included in this same instruction are procedures for requesting records from and returning records to the Records Center.

APPENDIX

Legal References

(1) Government Code of the State of California, Paragraphs 34090 through 34090.7
(2) City of San Diego Resolution No. 198142, October 2, 1969.
(3) City of San Diego Ordinance No. 15761, June 14, 1982.

Forms Involved

(1) Form CC-869, Records Destruction Notification

Subject Index

Records Retention; Records Center; Records Transfer and Retention Schedule

Administering Department

City Clerk

CITY OF SAN DIEGO, CALIFORNIA

COUNCIL POLICY

CURRENT

SUBJECT: RECORDS MANAGEMENT PROGRAM
POLICY NO.: 000-25
EFFECTIVE DATE: June 6, 1983

BACKGROUND:

There is a substantial need within the City of San Diego to elevate to a professional level the system of controlling paperwork, records creation, maintenance, usage and disposal. A program is needed to establish a classification and filing system which will result in effective information retrieval, disposal of unneeded records, transfer of inactive records to storage and preservation of essential records.

PURPOSE:

To establish a City-wide Records Management Program and to specify the procedures and responsibilities necessary for its implementation.

POLICY:

A Records Management Program within the City Clerk department, shall administer a uniform Records Management Program encompassing all City departments and offices. The program will include assistance in developing departmental Records Disposition Schedules (Records Transfer and Retention Schedules) with the objective of providing for proper disposition of City records; a records center for the storage, retrieval and disposition of non-current and in-active records; an archives for the preservation of historical permanent records; and off-site storage for the protection of vital records. A Records Management Officer shall be appointed by the City Clerk to serve as head of the program. This policy will be supplemented by an administrative regulation which will formalize in detail the procedures, duties and responsibilities of this program.

A. GENERAL RESPONSIBILITIES

1. Under the guidance of the City Clerk, the Records Management Officer shall develop policies, standards, and procedures to provide effective records management services. These duties include providing guidance to departments as they revise Records Disposition Schedules, providing assistance to City departments in solving records problems, and evaluating program effectiveness.

2. Each department head shall cause to be prepared a departmental records inventory and a Records Disposition Schedule.

3. The City Clerk shall administer the overall Records Management Program; provide guidance to all departments as needed; and review the program, taking corrective action as needed.

4. Department heads shall be responsible for the periodic review and updating of Records Disposition Schedules.

B. RECORDS DISPOSITION SCHEDULE

Each department head shall prepare, approve and submit to the City Clerk, the City Attorney and the City Council for approval, a Records Disposition Schedule. With guidance and assistance provided by the Records Management Officer, this preparation shall include:

1. A physical inventory and appraisal of all records.
2. A Records Disposition Schedule for each department.
3. An official, descriptive title for each record or record series.
4. An evaluation of each original record or record series and of each record retained in lieu of an original record, to determine if such records meet retention criteria to be specified by the City Clerk's office.
5. A periodic review of the Records Disposition Schedule.

C. RECORDS DISPOSAL

1. The Records Disposition Schedule shall constitute authority to destroy records. No original records or record copies shall be destroyed until they have been appraised and properly identified in the Records Disposition Schedule.
2. Each department head shall have authority to destroy unneeded duplicate records.
3. When microfilming original records for the purpose of destroying the original, the provisions of Calif. Government. Code section 34090.5 must be complied with, and the approval of the City Clerk must be secured.

D. VITAL RECORDS

Each department head shall establish systems for protecting vital records according to the provisions of this policy and the procedures established by the City Clerk's office.

E. CITY ARCHIVES

The Records Management Officer shall supervise the operation of the City Archives and will assist departments in the identification of records, review proposed Records Disposition Schedules to ensure that permanent records are adequately identified, collect and store department records having historical significance, develop and implement standards for the preservation of historical records, provide reference services, periodically examine records of historical value, and provide for their availability.

CROSS REFERENCE:

Administrative Regulation 85.10
Ordinance O-15761
Municipal Code Secs. 22.2601-22.2607

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

CURRENT

HISTORY:

Adopted by Resolution R-250975 01/14/1980
Amended by Resolution R-258594 06/06/1983

City of San Diego
MEMORANDUM

DATE: November 23, 2004

TO: Honorable Mayor and City Councilmembers
Department Directors

FROM: Charles G. Abdelnour, City Clerk SH for Chuck
George Loveland, Assistant City Manager
Casey Gwinn, City Attorney CG

SUBJECT: Records Management

This memorandum is sent to you to provide direction and guidance regarding your departments' Records Disposition Schedules (RDS).

The City of San Diego Municipal Code Article 2, Division 26 dictates the establishment of a uniform Records Management Program. The City Clerk is responsible for administering this program and assisting all City departments in matters related to records management. In addition, Council Policy 000-25 assigns the various responsibilities of records keeping to the City Clerk and department heads.

In the early 1980s, most City departments had current RDSs that addressed the maintenance, retention, and disposition of their records. Among other reasons, due to numerous reorganizations over the last decade, most departments' RDSs are obsolete. Up-to-date RDSs serve as the basis for an effective Records Management Program and the ongoing review and updating of records schedules is required by Council Policy 000-25.

In collaboration with the City Attorney's Office, the Office of the City Clerk's Records Management Program created a General Records Disposition Schedule (GRDS). The purpose of the GRDS is to provide uniform retention policies for the records common to most departments in the City. The GRDS makes it easier for City departments to create or revise their individual schedules since these will only need to include the records unique to the department. The GRDS was passed unanimously by the City Council in November 2003.

City departments must create or update their RDSs to provide appropriate retention guidelines. We have attached a schedule with proposed timelines to accomplish this task; see Attachment. The goal is to have current RDSs for all City departments by December 2005. The staff of the City Clerk's Office will be available to assist your departments with writing or updating these schedules. Should you have questions, or if you would like to negotiate your proposed timeline, please contact the City Clerk's Office Records and Information Management Deputy Director Salam Hasenin at (619) 533-4024.

Attachment

Attachment

Number	Department or Program	Due Date
1	Mayor's Office	January 31, 2005
2	Council Districts 1-8	February 31, 2005
3	Environmental Services	March 31, 2005
4	Treasurer	March 31, 2005
5	Special Projects	March 31, 2005
6	Engineering and Capital Projects	March 31, 2005
7	Water Department	March 31, 2005
8	Personnel Department	March 31, 2005
9	Commission for Arts and Culture	April 30, 2005
10	Citizen Assistance	April 30, 2005
11	City Attorney	April 30, 2005
11	Emergency Medical Service	April 30, 2005
12	Library Department	May 31, 2005
13	Development Services	May 31, 2005
14	Human Relations Commission	May 31, 2005
15	Stadium	June 30, 2005
16	Fire Rescue Department	June 30, 2005
17	Auditor and Comptroller	July 31, 2005
18	Financial and Management Services	July 31, 2005
19	Neighborhood Code Compliance	July 31, 2005
20	Real Estate Assets	August 31, 2005

Attachment

Number	Department or Program	Due Date
21	Manager's Office	August 31, 2005
22	General Services	August 31, 2005
23	Governmental Relations	September 30, 2005
24	Metropolitan Wastewater Department	September 30, 2005
25	Park and Recreation Department	September 30, 2005
26	Planning Department	September 30, 2005
26	Police Department	October 31, 2005
27	Retirement	October 31, 2005
28	Risk Management	October 31, 2005
29	Community and Economic Development	October 31, 2005
30	Citizens' Review Board on Police Practices	November 30, 2005
31	Citizens' Advisory Board on Police/Community Relations	November 30, 2005
31	Equal Opportunity Contracting	November 30, 2005
32	Ethics Commission	November 30, 2005
33	Human Resources	November 30, 2005
34	Public and Media Affairs	December 31, 2005
35	Technology Services	December 31, 2005
36	Transportation Department	December 31, 2005

ATTACHMENT 3

- 1000 boxes require 300 sq feet of storage area at a Records Center
- 300 sq ft of storage area at 70 cents per sq ft cost $210 per month; $2,500 per year
- 1000 boxes require 900 sq ft of office space to store such records
- 900 sq ft at $2.50 per sq ft cost $2,250 per month; $27,000 per year

City Clerk
Expenditure Forecast - Fiscal Years 2006 to 2010

	Final Budget FY 2005	Fiscal Year 2006	Fiscal Year 2007	Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010
Salaries & Wages	$ 2,099,940	$ 2,234,737	$ 2,234,737	$ 2,270,908	$ 2,270,908	$ 2,270,908
Retirement	$ 404,705	$ 423,794	$ 423,794	$ 431,036	$ 431,036	$ 431,036
Fringe (w/o Retirement)	$ 508,584	$ 532,881	$ 532,881	$ 542,100	$ 542,100	$ 542,100
Supplies & Services	$ 271,688	$ 271,688	$ 271,688	$ 273,688	$ 273,688	$ 273,688
Information Technology	$ 208,594	$ 208,594	$ 208,594	$ 208,594	$ 208,594	$ 208,594
Energy/Utilities	$ 88,491	$ 88,491	$ 88,491	$ 88,491	$ 88,491	$ 88,491
Equipment Outlay	$ 3,993	$ 3,393	$ 3,393	$ 3,393	$ 3,393	$ 3,393
Total	**$ 3,585,995**	**$ 3,763,578**	**$ 3,763,578**	**$ 3,818,210**	**$ 3,818,210**	**$ 3,818,210**

Source: Annual Budget, Fiscal Year 2005 - Five-Year Expenditure Forecast; Unfunded Needs Report

Projected Expenditures per Fiscal Year

Fiscal Year 2006
Requested
Restore Salary for Positions Held Vacant
Total Projected Expenditure = $178,183.

Fiscal Year 2007
No major projected requirements.

Fiscal Year 2008
Requested
Addition of Personnel to Support City Elections.
Total Projected Expenditure = $58,838. Total FTE = 1.00.

Fiscal Years 2009 - 2010
No major projected requirements.