

1 [Requiring departments to use interdepartmental mail.]

2 **Ordinance amending Chapter 8 of the Administrative Code by adding a new section**
3 **8.17 to require departments to use interdepartmental mail subject to certain limited**
4 **exceptions.**

5 Note: Additions are *single-underline italics Times New Roman*;
6 deletions are *strikethrough italics Times New Roman*.
7 Board amendment additions are double underlined.
8 Board amendment deletions are ~~strikethrough normal~~.

9 Be it ordained by the People of the City and County of San Francisco:

10 Section 1. The San Francisco Administrative Code is hereby amended by adding
11 Section 8.17, to read as follows:

12 **SEC. 8.17. MAILING OF DOCUMENTS**

13 *Unless otherwise provided in this Section, each City employee, official, department, board or*
14 *commission shall use interdepartmental mail, electronic mail, fax or in-person delivery by a City staff*
15 *member, rather than using U.S. mail or private express, messenger or overnight delivery services when*
16 *sending documents to other City departments, offices or agencies. This Section shall not apply to*
17 *documents that are urgent, time-sensitive or confidential, including, but not limited to, personnel*
18 *records, legal memoranda, documents relating to subpoenas, court filings or administrative hearings*
19 *and other attorney-client communications. The responsible City department head or official shall*
20 *determine for his or her department, board or commission, the types of documents that are urgent,*
21 *time-sensitive or confidential for purposes of this Section, including the documents specified above.*
22 *This Section shall not apply to documents sent to or from the Public Defender's Office, the District*
23 *Attorney's office, the City Attorney's Office, the Hall of Justice, the Police Department, the Courts, the*
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1 Grand Jury, the Airport, Port, Treasure Island or the offices of City departments or agencies outside of
2 the boundaries of the City and County of San Francisco.

3 Further, it shall be the duty of the secretary or other executive officer of each board,
4 commission or committee thereof, to update the mailing lists at least once annually for the meetings of
5 their respective board, commission or committee in order to remove addresses of individuals or
6 organizations who are no longer interested in receiving the materials or who are no longer residing or
7 operating at the listed address.

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9 APPROVED AS TO FORM:
10 DENNIS J. HERRERA, City Attorney

11 By: _____
12 ADINE K. VARAH
13 Deputy City Attorney

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