

[Administrative Code Amendments - Electronic Distribution of Multi-Page Documents]

Ordinance amending the San Francisco Administrative Code by amending Sections 1.56 and 8.12.4, adding Section 8.12.5, and re-numbering Section 8.12-1 as 8.13, to provide for the electronic distribution of documents more than 10 pages long prepared by City departments.

NOTE: Additions are *single-underline italics Times New Roman*;
deletions are ~~*strike-through italics Times New Roman*~~.
Board amendment additions are double-underlined;
Board amendment deletions are ~~strike through normal~~.

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

Section 1. The San Francisco Administrative Code is hereby amended by amending Sections 1.56 and 8.12.4, adding Section 8.12.5, and re-numbering Section 8.12-1 as 8.13, to read as follows:

SEC. 1.56. ANNUAL REPORTS.

(a) Subject to the requirements of Section 8.12.5, every ~~Every~~ board or commission of the City and County shall prepare an annual report describing its activities as part of the Annual Statement of Purpose required under Charter Section 4.102(2). The report shall contain a general summary of the department's services and programs presented in terms and format accessible to the average citizen, and any highlights and achievements of the prior year that the department wishes to include.

(b) Boards, commissions and department heads required to prepare annual reports pursuant to this Section or Section 2A.30 shall post the reports on the City's official website, and transmit the Uniform Resource Locator (URL) for each report to the Documents Department of the San Francisco Public Library within 10 days of final approval of the report. The Documents Department shall maintain a directory of the URLs for posted reports.

1 (c) Where no date is otherwise specified by law, each board, commission or
2 department head required to prepare an annual report pursuant to this Section or
3 Section 2A.30 shall inform the Clerk of the Board of Supervisors in writing of the date by
4 which the board, commission or department head shall annually post the report.

5 ~~(d) No board, commission or department head may authorize the expenditure of City funds for~~
6 ~~the purpose of procuring the printing of an annual report without prior approval of the Board of~~
7 ~~Supervisors. Where a board, commission or department head proposes to cause an annual report to be~~
8 ~~printed, the board, commission or department head shall submit a written request to the Board of~~
9 ~~Supervisors explaining the need for a printed report and the projected cost of printing. The Board of~~
10 ~~Supervisors may approve or deny the request by resolution. Nothing in this paragraph is intended to~~
11 ~~prohibit any City official or employee from printing a copy of an annual report from the City website,~~
12 ~~or to prohibit a board, commission or department head from retaining hard copies of an annual report~~
13 ~~pursuant to a record retention policy. City Department officials or employees, including City Library~~
14 ~~employees shall print or assist in arranging for the prompt printing of a copy of an annual report from~~
15 ~~the City website when requested to do so by a member of the public.~~

16 17 **SEC. 8.12.4. FREE PUBLICATIONS.**

18 Copies of publications of the Board of Supervisors required for the use of a City and
19 County department shall be furnished upon issuance of a proper requisition supported by
20 available funds of the requisitioning department. Subject to the requirements of Section 8.12.5, the
21 ~~The~~ Purchaser of Supplies shall, upon requisition from the Clerk of the Board of Supervisors,
22 furnish, free of charge, copies of publications for distribution to such governmental agencies,
23 persons or institutions affected with a public interest outside the City and County as request
24 them, and which, in the opinion of the Clerk, are entitled to them by reason either of
25 reciprocity or policy.

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2 **SEC. 8.12.5. ELECTRONIC DISTRIBUTION OF MULTI-PAGE DOCUMENTS.**

3 (a) Subject to the provisions of subsection (b), no City officer, department, or agency shall
4 publish, print or otherwise reproduce on paper multiple copies of any report, memorandum, study,
5 form, or other document for general distribution, including an annual report required under
6 Section 1.56, where the document is more than 10 pages in length. The officer, department, or agency
7 shall instead distribute copies of such documents electronically. Transmission of an electronic copy of
8 the document to the appropriate person shall satisfy any requirement of the Municipal Code that a City
9 officer, department, or agency submit or file the document.

10 (b) The Director of Administrative Services may waive the requirements of subsection (a) in
11 whole or in part where an officer, department, or agency demonstrates that the use of paper copies is
12 required by law or standard business practice, or that the use of paper copies will best inform members
13 of the public.

14 (c) The Director may adopt regulations to implement this Section, including regulations
15 addressing the publication of particular classes of documents. Nothing in this Section shall prohibit a
16 City officer or employee from printing a copy of any document for individual use, or upon request from
17 a member of the public.

18 (d) Notwithstanding the provisions of subsection (a), boards, commissions, committees or other
19 meeting bodies subject to the Brown Act or the Sunshine Ordinance may provide paper copies of their
20 agenda and related materials to the general public, as well as provide paper copies of their agenda and
21 related materials to their members upon request.

22 (e) It shall be City policy that where a City officer, department, or agency does publish, print or
23 otherwise reproduce on paper multiple copies of any report, memorandum, study, form, or other
24 document for general distribution under subsections (b), (c), or (d), the officer, department, or agency
25 shall use the City's central print facility to reproduce the document.

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2 **SEC. 8.13 ~~8.12-1~~. SALE OF SYSTEMS TIME AND PROGRAMMING TIME.**

3 The Purchaser of Supplies, with the approval of the Director of Telecommunications
4 and Information Services, and the recommendation of the Controller, is authorized to enter
5 into agreements to sell systems time and programming time at rates established by the
6 Purchaser and the Controller.

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

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12 By: _____
13 THOMAS J. OWEN
14 Deputy City Attorney