

Draft Regulations For Electronic Filing of Form 700s for All City Employees
Last Updated 5/12/15

Regulation ~~3.1-103-1~~ 3.1-102-1.

Effective January 1, ~~2014~~ 2016, all persons *listed in Section 3.1-103(a) and (b) holding a position designated in Chapter Three of Article One* of the Campaign and Governmental Conduct Code, *other than designated employees who do not work for the City and County of San Francisco*, shall file assuming office, annual and leaving office Form 700 Statements of Economic Interests ~~with the Ethics Commission~~ in an electronic format prescribed by the Ethics Commission.

Regulation ~~3.1-103-2~~ 3.1-102-2.

(a) All persons listed in Section 3.1-103(a) and (b) of the Campaign and Governmental Conduct Code shall provide to the Ethics Commission a working and unique email address, in addition to a mailing address and telephone number and any other information required by the Ethics Commission consistent with the purposes and provisions of the Conflict of Interest Code. The email address shall be a personal or business email address, which may be a City email address. All such persons shall inform the Ethics Commission within 15 calendar days whenever a change is made to the email address, mailing address, or telephone number provided. All such persons shall provide their email addresses mailing address, and telephone number under this regulation within 15 calendar days of assuming office ~~or by January 1, 2014, whichever is later~~.

(b) No later than September 15, 2015, all designated employees (as referenced in Section 3.1-103(d) of the Campaign and Governmental Conduct Code) shall provide to their respective filing officers an email address, in addition to a mailing address and telephone number and any other information required by the Ethics Commission consistent with the purposes and provisions of the Conflict of Interest Code. The filing officer shall then provide this information to the Ethics Commission by no later than September 25, 2015.

(c) After September 15, 2015, all designated employees shall provide the information listed in in subsection (b) to their filing officer within 15 calendar days of assuming office. The filing officer shall then provide this information to the Ethics Commission within 5 calendar days of receipt.

(d) After September 15, 2015, all designated employees shall inform their respective filing officers within 15 calendar days whenever a change is made to their email address, mailing address, or telephone number previously provided to their department filing officers. The filing officer shall then provide this information to the Ethics Commission within 5 calendar days of receipt.

Regulation 3.1-103-3 3.1-102-3.

A person required to file a Form 700 Statements of Economic Interests in electronic format may make a written request to the Executive Director of the Ethics Commission and his or her filing officer, if different, to seek permission to file an original paper copy instead of filing in electronic format. The person must submit the request at least 15 calendar days prior to the deadline for filing the Form 700 Statement of Economic Interests, and the request must provide the compelling reasons why the request should be granted. A request may be granted only with the approval of both the Executive Director and the filing officer, if different. The Executive Director and filing officer may grant or deny the request in ~~his or her~~ their discretion.

Regulation 3.1-102-4.

(a) The Ethics Commission shall post on its website all assuming office, annual and leaving office Form 700 Statement of Economic Interests filed electronically by persons holding a position designated in Chapter Three of Article One of the Campaign and Governmental Conduct Code after January 1, 2016.

(b) A person required to file a Form 700 Statements of Economic Interests in electronic format may make a written request to the Executive Director of the Ethics Commission that the Commission remove the Form 700 on its website, or not post a Form 700 filed on paper pursuant to Regulation 3.1-102-3. The request must provide the compelling reasons why the request should be granted. The Executive Director may grant or deny the request in his or her discretion.

(c) For all Form 700 Statements of Economic Interests filed on or after January 1, 2016, the Ethics Commission shall redact from Form 700 Statement of Economic Interests posted online all phone numbers, email addresses, names of sources of rental income for real property, and street address information for economic interests that are not real property interests. Notwithstanding the foregoing, the Ethics Commission shall comply with any regulations enacted by the Fair Political Practices Commission concerning the redaction of information on a Form 700 Statements of Economic Interest for statements filed on or after such enactment.

Regulation 3.242-1

The Ethics Commission may impose the administrative penalties set forth in the Charter on any person who fails to file or fails to timely file an assuming office, annual and leaving office Form 700 Statement of Economic Interests in the electronic format prescribed by the Ethics Commission. In addition to those administrative penalties, the Ethics Commission may also issue warning letters.