



## Statement of Economic Interests (Form 700) Filing Officer Duties

To fulfill their departmental filing officer duties for the financial disclosure (Form 700) requirements of the positions identified in [Campaign and Governmental Conduct Code Sec. 3.1-100 to 3.1-510](#), department heads may delegate those tasks to a department staff person. The sections below provide step-by-step instructions regarding filing officer duties.

### Filing Officer Duties: Annual

**2017 Annual Form 700 and Sunshine Ordinance Declaration due Monday, April 3 2017. [Learn More.](#)**

View the [Filing Officer Information Session presentation](#) for 2017 annual filing.

<p><b>1. Update your department contact information</b></p>	<ul style="list-style-type: none"> <li>Review the <a href="#">List of Filing Officers and Department Heads</a> currently on file with the Ethics Commission.</li> <li>To update your department’s details submit the <a href="#">Department Contact Information Form</a> to the Ethics Commission from your City email account.</li> </ul>
<p><b>2. Know Who Files</b></p>	<ul style="list-style-type: none"> <li>Review your department’s <a href="#">Conflict of Interest Code</a> (click on the section for your department) to identify the positions that are required by law to file SEI Form 700s and their respective disclosure categories.</li> </ul>
<p><b>3. Distribute Information to Elected Officials, Board Members, Commissioners and Department Heads (by Wednesday, March 15 2017)</b></p>	<ul style="list-style-type: none"> <li><a href="#">NetFile electronic FPPC Form 700</a> filings due by <b>Monday, April 3 2017</b>.</li> <li><a href="#">Sunshine Ordinance Declaration</a> filings due <b>Monday, April 3 2017</b>.</li> <li><a href="#">Certificate of Ethics Training</a> filings due two years from the date last taken. <i>Note: Look up previous filings in <a href="#">NetFile</a> to determine when the next one is due.</i></li> </ul>
<p><b>4. Distribute Information to Designated Employees (by Wednesday, March 15 2017)</b></p>	<ul style="list-style-type: none"> <li><a href="#">FPPC</a> Form 700 <a href="#">paper filings</a> due by <b>Monday, April 3 2017</b>.</li> </ul>

<b>5. Collect and Retain Completed Forms</b>	<ul style="list-style-type: none"> <li>▪ Assist filers with questions regarding filing requirements. For individual assistance request filers to contact the Ethics Commission.</li> <li>▪ Collect and retain filings from the designated employees.</li> </ul>
<b>6. Submit Certification of Delivery</b>	<ul style="list-style-type: none"> <li>▪ Submit <a href="#">Certification of Delivery</a> by <b>Wednesday, March 15 2017</b> to the Ethics Commission to confirm that you have notified filers of their SEI-related filing obligations.</li> </ul>
<b>7. Submit Filing Officer Report</b>	<ul style="list-style-type: none"> <li>▪ Submit a <a href="#">Filing Officer Report</a> by <b>Monday, April 10 2017</b> to the Ethics Commission to certify that your department has completed the filing requirements or provide contact information of designated filers who did not file by the April 3 2017 deadline.</li> </ul> <p><i>Note: It is important to remind your filers that there is no provision in state law to extend the deadlines. Learn more about <a href="#">Late Filing and Enforcement</a>.</i></p>

## Filing Officer Duties: Year-Round

Filing officers have the following departmental responsibilities to ensure that filers assuming office or leaving office meet the filing requirements.

### Assuming Office Checklist

- Submit [Notice of Appointment](#) to the Ethics Commission for [E-file account setup](#) (only for elected officials, boards members, commissioners and department heads).
- Request filers to [file FPPC Form 700](#) within **30 days of assuming office** (in [NetFile](#) or [hard copy](#) depending on the filer).
- Request Form 700 electronic filers to complete [Sunshine Training](#) and submit [Sunshine Ordinance Declaration](#) to the Ethics Commission within **30 days of assuming office**.
- Request Form 700 electronic filers to complete [Ethics Training](#) within **1 year of assuming office** and submit [Certificate of Ethics Training](#) to the Ethics Commission within **30 days of taking the training**.
- Notify Ethics Commission of late filers and non-filers.

### Leaving Office Checklist

- Submit the [Notice of Resignation](#) to the Ethics Commission for a filer leaving office (only for elected officials, board members, commissioners and department heads).
- Request the filer to [file FPPC Form 700](#) within **30 days of leaving office** (in [NetFile](#) or [hard copy](#) depending on the filer).
- Notify Ethics Commission of late filers and non-filers.

*This document is a printable version of the below webpage on the Ethics Commission website.*

<https://sfethics.org/compliance/city-officers/statement-of-economic-interests-city-officers/filing-officer-duties>