San Francisco Ethics Commission | Proposed Financial Disclosure Filing Procedure Regulation | January 19, 2018

Proposed Ethics Commission Regulation 3.1-103-2 would replace existing Ethics Commission Regulation 3.1-103-2 and would provide the following:

Any person required to file the Form 700 Statement of Economic Interest in electronic format shall provide the following to the Ethics Commission:

- 1) A current and unique City, County, State of California, Federal, or other local government agency email address;
- 2) The name of the filer's agency, department, or a current business mailing address;
- 3) A current and active telephone number;
- 4) Any other information required by the Ethics Commission consistent with the purposes and provisions of Chapter 1 of the Conflict of Interest Code.

Information required in (1)-(4) above must be provided to the Ethics Commission by the filer or his or her Filing Officer within 15 days of the filer assuming office. If an email address is not provided to the filer by the filer's government agency within 15 days of assuming office, the filer or his or her Filing Officer shall, within 30 days of assuming office, notify the Ethics Commission and the department head of the filer's agency. A filer shall inform their Filing Officer and the Ethics Commission within 15 calendar days whenever a change is made to the information required above.