

## Checklist for Local Agency Form 700 Filing Officials

- January 2010** - Identify the designated individuals from your agency's conflict of interest code who are required to file a Form 700 (those who are in a designated position listed on your Agency's code need to file).
- January 20, 2010** - Attend the required Form 700 training.
- Week of January 25, 2010** - Attend a lab training on the new Form 700 electronic system.
- By February 1, 2010** - Send to the Clerk of the Board a list of the names and positions of every designated employee and contractor in your agency required to file a Form 700.
- Prepare a Cover Memo to the filers to accompany the Form 700 (a sample cover memo is provided).** On the cover memo, specify an internal due date in advance of the April 1, 2010 deadline (2 weeks is suggested) by which filers should submit the forms to you so that you have time to review the forms to ensure the forms are complete. The Cover Memo is strongly suggested so that filers understand why they are being asked to fill out the Form 700 and what is expected of them. You should also provide each filer a copy of your agency's List of Designated Positions and Disclosure Categories from your Conflict of Interest Code with the cover memo so the filers can see exactly what they are required to fill out and disclose.
- By February 5, 2010** - Provide to each of the designated filers the Form 700, with the cover memo and reference materials to answer their questions.
- As Forms are returned to you** - Check that the forms are filled out completely - i.e., that the agency, name of the filer and his or her position are clearly stated (no abbreviations) and match the way they are listed on the code, that the required signature is on the first page, that the "annual statement" box is checked, that the total number of pages and schedules filled out are checked/listed on the first page, and that the person's name is listed at the top of each page.  
**If any returned form is not complete**, notify the filer that the statement does not satisfy the legal requirement and that corrections must be made before you forward the form to the Clerk of the Board's office - the form is still due to the Clerk no later than the April 1 deadline.
- Immediately After you confirm the Form is complete**, date stamp the Form in the upper left corner of the first page. This is required.
- Your agency should also review the submitted forms for content to identify any potential conflicts of interest between the filer's financial interests and the filer's responsibilities within the agency.** If you or the filer have any questions regarding the completeness of the forms, feel free to call the Clerk of the Board's Office at (408) 299-5077. Or, you may also call the Fair Political Practices Commission (FPPC) toll free at 1-866-275-3772.
- On your internal due date**, contact individuals who have not yet submitted a form to you to urgently remind them that the forms are due by law in the Clerk of the Board's Office by April 1, 2010. There are civil and criminal penalties for failure to file, and late filing of the Form 700.
- March 16, 2010** - Attend a meeting with Clerk of the Board and County Counsel to answer questions you may have since the January 20 training.
- On April 1, 2010** - Original Form 700s for all of the filers in your agency must be in the Clerk of the Board's Office (Clerk of the Board, Attn: Form 700, County of Santa Clara, 70 W. Hedding Street, 10<sup>th</sup> Floor, East Wing, San Jose, CA 95110). You retain copies.
- On April 1, 2010** - Send a memo to the Clerk of the Board identifying those in your agency who have not yet completed the form. Work with the filers who have not yet submitted the form to have filing completed as soon as possible. There are civil and criminal penalties against the filer for failure to file, and late filing of the Form 700.