

Checklist for County Department/Agency Filing Officials for Form 700s

- By January 26, 2009** - Identify the designated individuals from your department/agency's conflict of interest code who are required to file a Form 700 (those who are in a designated position listed on your department/agency's Exhibit A need to file).
- Prepare a Cover Memo to the filers to accompany the Form 700 (a sample cover memo is provided that you can customize and put on your letterhead).** On the cover memo, specify an internal due date in advance of the April 1, 2009 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.

It is also suggested that you provide a copy of your Department's Exhibit A with the cover memo to each filer so that they can see exactly what they are required to fill out and disclose. For your reference, the County Executive's Office emails each Department's Exhibit A in January to the Department Head and his/her assistant.

- By January 30, 2009** - Provide to each of the required filers the Form 700, with the cover memo and reference materials to answer their questions.
- By February 1, 2009** - Send a memo to Deputy County Executive-ESA, Luke Leung, with a copy to the Clerk of the Board, listing the names and positions of every designated employee and contractor in your department/agency required to file a Form 700.
- 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, 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 where requested 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.

- The Department Head 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 County.** If you, the Department Head, or the filer have any legal questions or questions regarding the completeness of the forms, feel free to call the County Counsel's office at (408) 299-5902. 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, 2009.
- On April 1, 2009** - 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, 10th Floor, East Wing, San Jose, CA 95110)
- On April 1, 2009** - Send a memo to Deputy County Executive-ESA, Luke Leung, with a copy to the Clerk of the Board identifying those who have not yet completed the form. Also include a detailed action plan to have filing completed as soon as possible for those designated employees who have not submitted the form. There are civil and criminal penalties for failure to file, and late filing of the Form 700.