

# Frequently Asked Questions (FAQ)

**Q: Do I need to file a Form 700?**

**A:** Each Department or agency has a [Conflict of Interest Code](#) that designates which employees must file Form 700, and includes information regarding disclosure categories. For details, check with your agency official contact or the [Fair Political Practices Commission \(FPPC\)](#).

**Q: When am I required to file a Form 700?**

- A:**
- Assuming Office Filing – within 30 days of assuming office
  - Annual filing – every year between January 1<sup>st</sup> and April 1<sup>st</sup>
  - Leaving Office filing – within 30 days of leaving office
  - Amendment filing – immediately upon discovering an error or omission.

**Q: We have a new filer. What should their assuming office date be?**

**A:** The assuming office date is the date the filer is sworn in or begins to perform their duties, whichever is earlier.

**Q: A new filer assumed office on October 15, 2023, and filed an assuming office statement. Must he file an annual statement on April 3, 2024?**

**A:** No, any filer who assumed office between October 1 and December 31, 2023, and filed an assuming office statement does not need to file an annual statement until April 1, 2025. The period covered on the new filer's statement will be October 15, 2022, through October 15, 2023.

**Q: I am an Agency Official Contact. How can I use the eDisclosure (ED) system?**

**A:** You need a login to access [eDisclosure](#) system. If you are registered but do not remember your password, click the "Forgot password" button. If you are not registered, you can call the Clerk of the Board of Supervisors at (619) 531-5601 or email [form700@sdcounty.ca.gov](mailto:form700@sdcounty.ca.gov) to be added as either primary or secondary contact. After the loginID credential is determined, go to eDisclosure website: <https://www.southtechhosting.com/SanDiegoCounty/eDisclosure/>. There are tutorials on the left navigation pane on how to use the system.

**Q: Do all my filers use the County of San Diego's electronic filing system, eDisclosure?**

**A:** No. The system will only be used by those filers whose statements are forwarded to the Clerk of the Board of Supervisors under the conflict-of-interest code. Statements from all your other filers will be processed at your agency.

## Frequently Asked Questions (FAQ)

**Q: What happens once my filer's information has been updated to eDisclosure?**

**A:** Once your filer's information is updated, they will receive an e-mail which provides a login ID and password that they use to file their Form 700. The e-mail also provides access to a video that explains how to file statements online. If you have added new filers since your first update, or if you have filers who left since then, the system will generate e-mails to those filers notifying them to complete their assuming or leaving office statement once their assuming or leaving office date has been entered into the system.

**Q: If a filer holds various positions for which the Form 700 is required, is a statement required for each position?**

**A:** Yes. However, one expanded statement covering the disclosure requirements for all positions may be completed on eDisclosure, so long as the Clerk of the Board of Supervisors is the filing officer.

**Note:** Certain positions may be required to file with an alternate filing officer (e.g. City of San Diego, FPPC, other County).

**Q: How do I know what to report on my Form 700?**

**A:** To know what to report on your form 700, you should obtain your "disclosure category". A disclosure category is a description of the types of financial interests you must disclose on you form 700 based on you job classification or position. Each agency defines its own disclosure categories for each position based on the type and scope of work performed. To obtain a copy of your disclosure category, check with a supervisor or other designated staff in your agency's legal or personnel department. Any questions about form 700 reporting contact the Fair Political Practices Commission (FPPC) at [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov).

**Q: Does a board member who has been reappointed, or an employee who moved from one designated position to another designated position within our agency, have to file a leaving office and an assuming office Form 700?**

**A:** No. If there was not a break in service of 30 days or more, the person will continue to file annual statements. Although, a filer that has moved from one designated position to another will need their eDisclosure account to reflect the change. As a primary contact you have the ability to login to eDisclosure and make such change or contact my office at [form700@sdcounty.ca.gov](mailto:form700@sdcounty.ca.gov) for assistance.

## Frequently Asked Questions (FAQ)

**Q: What if an individual is hired for a position not yet covered under an agency's conflict of interest code?**

**A:** An individual hired for a position not yet covered under an agency's conflict of interest code must file Form 700 if the individual serves in a position that makes or participates in making governmental decisions. These individuals must file under the broadest disclosure category until the code is amended to include the new position unless the agency has provided in writing a limited disclosure requirement. These filing will be maintained within your agency.

**Q: Do individuals need to file a complete Form 700 when they leave office?**

**A:** Yes. The same requirements apply for the assuming office, the annual, and the leaving office filings. In order for the individual to be prompted to file a leaving office form, their leaving office date will need to be entered into eDisclosure by a filing official.

**Q: Can the public access my Form 700?**

**A:** Yes, the form 700 is a public document, and the filing officer must permit any member of the public to inspect and receive a copy of any statement. Forms must be available as soon as possible during the agency's regular business hours, but in any event not later than the second business day after the statement is received.