



Types of Statements



Type of Statement	Who Files It?	What Form is Used?	Period Covered by Statement	What Responsibilities Do I Have?	Deadline to File Statement
Pre-Confirmation	Individuals who are appointed or reappointed to a position subject to City Council approval.	Form 700 & Form 60	12 months prior to appointment or reappointment.	You are not responsible for soliciting this filing. The Ethics Commission solicits the pre-confirmation statement when an individual is appointed or reappointed.	Within 21 days of appointment or reappointment.
Assuming Office	Individuals who assume a position listed on Schedule A of your agency's COI code or who assume a newly created position or consultant position that makes or participates in the making of governmental decisions.	Form 700 for all regular designated filers. Form 700 & Form 60 for elected officials, agency heads, and board and commission members.*	12 months prior to starting in the designated position.	Add the new filers to your agency's list of filers in eDisclosure (be sure to include her email address). An email from eDisclosure will automatically be sent to the filer with instructions on how to file the assuming office statement.	Within 30 days of starting in the designated position.

*Excluding HACLA, WIB, and IDA officials.

<p>Annual</p>	<p>Individuals who hold a position listed on Schedule A of a COI code or who hold a newly created position or consultant position that makes or participates in the making of governmental decisions.</p> <p>Individuals who assumed office on or after October 1, 2016 are not required to file an annual statement in 2017.</p>	<p>Form 700 for all regular designated filers.</p> <p>Form 700 & Form 60 for elected officials, agency heads, and board and commission members.*</p>	<p>January 1 through December 31 of previous calendar year OR If the filer assumed office in the previous year, the date the filer started through December 31.</p>	<p>You are responsible for making sure the list of annual filers in eDisclosure is correct and complete.</p> <p>An email from eDisclosure will automatically be sent to the filers who have an email address entered into eDisclosure and who are required to file an annual statement.</p>	<p>Every year on April 1.</p>
<p>Leaving Office</p>	<p>Filers who leave their agency or who transfer to a non-designated position in their agency.</p>	<p>Form 700 for all regular designated filers.</p> <p>Form 700 & Form 60 for elected officials, agency heads, and board and commission members.*</p>	<p>Any time period not covered by the filer's last annual statement, up to the day the filer leaves the designated position.</p>	<p>Update eDisclosure every time an existing filer:</p> <ol style="list-style-type: none"> 1. leaves your agency; OR 2. transfers to a position that is not designated on your agency's COI code. <p>As soon as you enter a leaving office date into eDisclosure, an automatic email will be sent to the filer.</p>	<p>Within 30 days of leaving a designated position.</p>
<p>*Excluding HACLA, WIB, and IDA officials.</p>					