

1 Adopt 2 Cal. Code Regs. Section 18115.1 to read:

2 **§ 18115.1 Duties of Filing Officers - Paper Format Statements of Economic Interests.**

3 (a) Pursuant to Section 81010(b), a filing officer shall review a statement of economic
4 interests submitted in paper format to ensure:

5 (1) The statement is legible and readable when reproduced.

6 (2) The statement's cover sheet includes the filer's full name, formal official title, an
7 email address, and the residential or business street address of the filer, as well as the type of
8 statement and the period covered.

9 (3) The statement has been signed and dated by the filer under Section 81004.

10 (b) The filing officer shall promptly notify the filer if the review of the statement
11 required by subdivision (a) indicates the statement is incomplete or incorrect in any material
12 respect.

13 (c) With respect to a statement received in paper format, a filing official, the agency
14 official who receives statements of economic interest and forwards those statements under
15 Section 87500, shall:

16 (1) Indicate the date of the agency's receipt of the statement on the statement's cover
17 page.

18 (2) Make and retain a copy of each statement forwarded to the filing officer.

19 Note: Authority cited: Section 83112, Government Code. Reference: Sections 81004, 81010 and
20 87500, Government Code.