



Sample Leaving Office Checklist

Political Reform Act Requirements

- **File Final Statement of Economic Interest**
Timeframe: Within 30 days of leaving office
Resource: Statement of Economic Interest [FPPC Form 700 Information](#)

- **Retiring Officials: Donate Surplus Campaign Funds, Close Account and Terminate Committee**
Timeframe: None, but reporting obligations will continue to apply until committee is terminated and account is closed
Resources: Government Code Section 89519
2 Cal Code of Regs. Section 18951 available at <http://www.fppc.ca.gov/index.php?id=496>
FPPC Advice Line: 1-866-275-3772
Campaign Disclosure Manual for Local Candidates (see chapter 8 and chapter 9) <http://www.fppc.ca.gov/manuals/manual2local.pdf>

- **Incumbents Not Returned to Office:** To use campaign funds for a future election to the same office:
 - File a Candidate Intention Statement Form (501)
 - Amend the Statement of Organization (Form 410) for the future election
Timeframe: No later than the closing date for the post-election filing period or the date of leaving office, whichever occur last. If this doesn't occur, the funds will become "surplus" campaign funds and the same rules apply as for retiring officials (see above).
Resources: FPPC Advice Line: 1-866-275-3772
Campaign Disclosure Manual for Local Candidates (see chapter 8) <http://www.fppc.ca.gov/manuals/manual2local.pdf>

 - Review revolving door restrictions under state and, if applicable, local law
Timeframe: Before leaving office
Resources: [Revolving Door Restrictions for Local Officials](#)

Expense Reimbursement

- Turn in any final expense reimbursement requests and receipts

Return Agency Property

Timeframe: Before last day in office

- Keys
- Identification Card
- Parking Passes
- Cell phone
- Computer
- Other Office Equipment (for example, fax machine)
- Credit Card (if applicable)
- Any gifts received on behalf of agency (for example, from Sister City)

Medical, Dental and Retirement Benefits

- Consult with Human Resources, Benefits and Retirement Departments regarding benefit continuation, transfer or termination, as applicable.

Time Frame: At least 60 days before end of term.

Communications

Timeframe: Before last day in office

- Provide forwarding contact information to city/county (mail and email addresses)
- Clean out email inbox and outbox, making arrangements to archive relevant documents (if required under agency's records retention rules) and redirecting inquiries that will need to be responded to by others

Niceties

- Send letter to staff thanking them for the opportunity to work together
[See ILG Website for Samples](#)
- Prepare OpEd piece for local newspaper reflecting on importance of community service and wishing successors well
[See ILG Website for Samples](#)