

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF
SANTA BARBARA RELATING TO THE DESTRUCTION OF
RECORDS HELD BY THE WATERFRONT DEPARTMENT
IN THE ADMINISTRATION OFFICE

WHEREAS, the City Council adopted Resolution No. 09-098 on December 15, 2009, approving the City of Santa Barbara Records Management Policies and Procedures Manual;

WHEREAS, the City of Santa Barbara Records Management Policies and Procedures Manual contains the records retention and disposition schedules for all City departments. The records retention and disposition schedules are a comprehensive listing of records created or maintained by the City, the length of time each record should be retained, and the legal retention authority. If no legal retention authority is cited, the retention period is based on standard records management practice;

WHEREAS, Government Code Section 34090 provides that, with the approval of the City Council and the written consent of the City Attorney, the head of a City department may destroy certain city records, documents, instruments, books or papers under the Department Head's charge, without making a copy, if the records are no longer needed;

WHEREAS, the Waterfront Director submitted a request for the destruction of records held by the Waterfront Department to the City Clerk Services Manager to obtain written consent from the City Attorney. A list of the records, documents, instruments, books or papers proposed for destruction is attached hereto as Exhibit A and shall hereafter be referred to collectively as the "Records";

WHEREAS, the Records do not include any records affecting title to real property or liens upon real property, court records, records required to be kept by statute, records less than two years old, video or audio recordings that are evidence in any claim or pending litigation, or the minutes, ordinances or resolutions of the City Council or any City board or commission;

WHEREAS, the City Clerk Services Manager agrees that the proposed destruction conforms to the City's retention and disposition schedules;

WHEREAS, the City Attorney consents to the destruction of the Records; and

WHEREAS, the City Council of the City of Santa Barbara finds and determines that the Records are no longer required and may be destroyed.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SANTA BARBARA that the Waterfront Director, or his designated representative, is authorized and directed to destroy the Records without retaining a copy.

WATERFRONT DEPARTMENT
ADMINISTRATION OFFICE

<u>Records Series</u>	<u>Date(s)</u>
1. Terminated Slip Files (WF Section 14)	2007
2. Harbor Patrol Watch Logs (WF Section 37)	2006
3. Visitor Registration Cards (WF Section 36)	2007
4. Slip Checks (WF Section 35)	2009
5. Liveaboard Checklist (WF Section 14)	2006
6. Harbor Patrol Case Files (WF Section 28)	2001
7. Harbor Patrol Miscellaneous Files (WF Section 31c)	2009
8. Harbor Patrol Complaints, Issues, Operations (WF Section 27)	2001
9. Inactive Business Activity Reports (WF Section 2)	2009
10. Waterfront / Parking Special Events (WF Section 16)	2009
11. Waterfront Administration Files (WF Section 1a)	2006
12. Parking Kiosk Revenue Reports (WF Section 5)	2009
13. Miscellaneous SW Administrative Files (WF Section 23a, c, d & e)	2006
14. Telephone Message Books (CR Section 29)	2009
15. Buoy Permits (WF Section 31b)	2006
16. WF Weekly Staff Meeting Agendas (WF Section 1a)	2006
17. Requests for Information (CR Section 9b)	2009
18. Requests for Information (CR Section 9c)	2010
19. Stearns Wharf Incident Files (WF Section 25b)	2006
20. Travel Authorizations & Information (CR Section 32)	2004
21. Cash Register Tapes (WF Section 3)	2009
22. Litigation Files (WF Section 11)	2001
23. Cruise and Race Files (WF Section 30)	2009
24. Impound/Found Property Reports (WF Section 32)	2010
25. Film Permits (WF Section 8)	2007
26. Recruitments – Unsuccessful Applicants (CR Section 20b1)	2006-2008