

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF
SANTA BARBARA RELATING TO THE DESTRUCTION OF
RECORDS HELD BY THE PARKS AND RECREATION
DEPARTMENT IN THE ADMINISTRATION, PARKS, AND
RECREATION DIVISIONS

WHEREAS, the City Council adopted Resolution No. 12-008 on February 14, 2012, 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 Parks and Recreation Director submitted a request for the destruction of records held by the Parks and Recreation 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 Parks and Recreation Director, or her designated representative, is authorized and directed to destroy the Records without retaining a copy.

PARKS AND RECREATION DEPARTMENT

ADMINISTRATION DIVISION

<u>Records Series</u>	<u>Date(s)</u>
Administrative Staff Meeting Agendas and Minutes	Up to 2009
Complaints	2009
Contracts and Agreements	
• Not requiring City Council approval	2006
Routine Correspondence	2009
General Administrative Files	1986-2009
Memberships in Associations, Societies, and Committees	2006
Personnel Recruitment Files	2007-2008
Reports and Studies	2009
Subject Files	2006, 2008
Administrative Procedural Files	2006
Training Materials	2006
Travel Expense Records	2004-2005

PARKS DIVISION

<u>Records Series</u>	<u>Date(s)</u>
Routine Correspondence	2008 –2009
Park Ranger Incident Reports	2/2001 – 2/2009

RECREATION DIVISION

<u>Records Series</u>	<u>Date(s)</u>
<i>Active Adults & Classes</i>	
Contracts and Agreements - Not Approved by City Council	Jul 2006 – Jun 2007
Routine Correspondence	Jul 2009 – Jun 2010
Financial Files	Jul 2004 – Jun 2005
Recreation Program Files	Jul 2004 – Jun 2010
Tour Files	Jul 2006 - 2007
<i>Aquatics and Sports Sections</i>	
Recreation Program Files	2004 – 2006, 2008 – 2009
Sports League Files	2006
<i>Cultural Arts Sections</i>	
Arts & Crafts Show Files	2006, 2009
Field and Facility Rental and Reservation Files	2006

EXHIBIT A

<i>Facilities & Events</i>	
Camp Registration Files	Jan – Dec 2006
Field and Facility Rental and Registration Files	Jan – Dec 2006
<i>Neighborhood & Outreach Services</i>	
Recreation Program Files	1995 – 1998, Jan – Mar 2007
CDBG Grant Files	1993 - 2008
Field and Facility Rental and Reservation Files	2005 – Mar 2007
PARC Foundation Grant Files	Jul 2006 – Jun 2007
Arts & Crafts Show Files	2002
Routine Correspondence	Jan 1993 – 1998
<i>Tennis Section</i>	
Recreation Program Files	Jul 2005 – Jun 2006
Field and Facility Rental and Reservation Files	Jul 2005 – Jun 2006
<i>Youth Activities</i>	
Recreation Program Files	Aug 2006 – Jun 2007
Camp Registration Files	Jun 2007 – Aug 2008