

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA BARBARA RELATING TO THE DESTRUCTION OF RECORDS HELD BY THE POLICE DEPARTMENT IN THE ADMINISTRATIVE SERVICES, PATROL, AND CHIEF'S STAFF 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 Chief of Police submitted a request for the destruction of records held by the Police 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 Chief of Police, or his designated representative, is authorized and directed to destroy the Records without retaining a copy.

POLICE DEPARTMENT

BUSINESS OFFICE

Records Series

Personnel Background Files (Unsuccessful)

Date(s)

2006 and prior

INTERNAL AFFAIRS

Records Series

Internal Affairs Files  
Administrative Complaints  
Citizen Complaints

Date(s)

4/1/2010 and prior  
4/1/2007 and prior

PARKING ENFORCEMENT

Records Series

Parking Statistics

Date(s)

2008 – 2/2009

TRAFFIC SECTION

Records Series

Justice Department Grant Files

Date(s)

2008 and prior

PATROL ADMINISTRATION

Records Series

Daily Work Schedules  
Administrative Subject File

Date(s)

2009 and prior  
2006 and prior

RECORDS BUREAU

Records Series

Abandoned Vehicle Reports  
Citation Purge Books  
Citations  
Criminal History Request Files  
Field Interview Cards  
Tickets  
Pawn Files

Date(s)

2009 and prior  
2004 and prior  
2009 and prior  
2009 and prior  
2009 and prior  
2009 and prior  
2004 and prior

**EXHIBIT A**

SPECIAL EVENTS

Records Series

Special Events Permits

Date(s)

2006 and prior

ANIMAL CONTROL

Records Series

Animal Bite Reports and Quarantine Notices

Dog License Files

Kennel Cards

Veterinarian's Bills

Date(s)

1996 and prior

2008 and prior

2008 and prior

7/1/2003 and prior