

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA BARBARA RELATING TO THE DESTRUCTION OF RECORDS HELD BY THE FINANCE DEPARTMENT IN THE ADMINISTRATION, ACCOUNTING, ENVIRONMENTAL PROGRAMS, GENERAL SERVICES, RISK MANAGEMENT AND TREASURY 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 Finance Director submitted a request for the destruction of records held by the Finance 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 Finance Director, or his designated representative, is authorized and directed to destroy the Records without retaining a copy.

FINANCE DEPARTMENT

ACCOUNTING DIVISION

<u>Records Series</u>	<u>Date(s)</u>
Accounting Reports	2005
Accounts Payable	2005
Adopted Budget Reports	2007
Bank Reconciliations	2005
Community Development Block Grant (CDBG) Files	2007
General Ledger Journal Vouchers	2005
Medicare Quarterly Reports	2008
Payroll Check Registers	2009
Payroll Checks (cancelled)	2005
Time Cards	2005
Trial Balance Reports	2005
Utility Billing & Accounts Receivable	2005
Warrant Register	2005
Warrants	2005
Year-End Reports	2005

ADMINISTRATION DIVISION

<u>Records Series</u>	<u>Date(s)</u>
Budget Working Papers	2009
Travel Expense Records	2005

ENVIRONMENTAL PROGRAMS

<u>Records Series</u>	<u>Date(s)</u>
Project Files	2007 & 2010

GENERAL SERVICES DIVISION

<u>Records Series</u>	<u>Date(s)</u>
Open Contracts Issued Files	2010
Personnel Files	2007
Bids	2002, 2007
Bids (opened)	2002
Cash Purchase Orders	2005
Central Stores Supplies Inventory	2007

## GENERAL SERVICES DIVISION (cont'd)

<u>Records Series</u>	<u>Date(s)</u>
Department Files	2007
Proof of Insurance Files	2010
Purchase Orders	2005
Quick Quotes	2005
Requests for Proposals	2007

## RISK MANAGEMENT DIVISION

<u>Records Series</u>	<u>Date(s)</u>
General Administrative Files	2010
California Occupational Safety & Health Administration Compliance Program Records	2007
Financial Files	2010
Fix-It Files	2008
Incident Files	2007
Insurance Program Files	2007
Liability Files	2007
Litigation Files	2007

## TREASURY DIVISION

<u>Records Series</u>	<u>Date(s)</u>
Credit Card Transaction Records	2010
Automatic Payment Service Applications and Agreements	2010
Broker Files	2005
Business License & Utility User's Tax Batch Files	2007
Cash Receipt Records	2005
Investment Files	2002
Licenses and Permits Subject File	2007
"MBIA" Audit Files	2007
Parking and Business Improvement Area Tax Files	2009
Transient Occupancy Tax Files	2007
Treasury Receipts	2007
Utility Tax Exemption Renewal Applications	2009
Water Payment Records (Stubs)	2011