

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA BARBARA RELATING TO THE DESTRUCTION OF RECORDS HELD BY THE COMMUNITY DEVELOPMENT DEPARTMENT IN THE HOUSING AND HUMAN SERVICES AND PLANNING 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 Community Development Director submitted a request for the destruction of records held by the Community Development 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 Community Development Director, or his designated representative, is authorized and directed to destroy the Records without retaining a copy.

COMMUNITY DEVELOPMENT DEPARTMENT
HOUSING AND HUMAN SERVICES DIVISION

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

<u>Records Series</u>	<u>Date(s)</u>
CDBG Files	1999 – 2006

HUMAN SERVICES

<u>Records Series</u>	<u>Date(s)</u>
Human Services Project Files	2004
Subject Files	2000

RENTAL HOUSING MEDIATION TASK FORCE (RHMTF)

<u>Records Series</u>	<u>Date(s)</u>
Intake Forms	2006
Statistical Reports	2006

HOUSING REHABILITATION LOAN PROGRAM (HRLP)

<u>Records Series</u>	<u>Date(s)</u>
HRLP Project Files	2005 – 2007

REDEVELOPMENT AGENCY

<u>Records Series</u>	<u>Date(s)</u>
Contracts	1993 – 1997
Leases (Temporary Use Permits)	2005 – 2007
Reports and Studies	1972 – 1978; 1985; 2003 – 2009

PLANNING DIVISION

<u>Records Series</u>	<u>Date(s)</u>
Affidavits of Publication of Legal Notices	1991 - 1998
Audiovisual Materials	1983-85; 1991; 2002-03