

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

Records Series	Date(s)
Administrative Staff Meeting Agendas and Minutes	2010
Contracts and Agreements	2007
Correspondence	2009 – 2010
Memberships in Associations, Societies, and Committees	2006 - 2007
Special Events Files	2002 - 2008
Subject Files	2007

PARKS DIVISION

Records Series	Date(s)
Park Ranger Incident Reports	Mar 2009 – Feb 2010
Correspondence	2009 –2010

RECREATION DIVISION

Records Series	Date(s)
<i>Active Adults & Classes</i>	
Contracts and Agreements	Jul 2007 – Jun 2008
Correspondence	Jul 2010 – Jun 2011
Recreation Program Files	
Accounting Records	Jul 2010 – Jun 2011
Registration	Jul 2007 – Jun 2008
Membership	2007
Facility Maintenance and Inspection	Jul 2005 – Jun 2006
Independent Contractor/Instructor Files	2007
<i>Aquatics and Sports Sections</i>	
Recreation Program Files	
Registration	2007
Field and Facility Rental and Reservation Files	2007
Sports League Files	2007
<i>Cultural Arts Sections</i>	
Arts & Crafts Show Files	2007-2010
Field and Facility Rental and Reservation Files	2007
<i>Facilities & Events</i>	
Recreation Program Files	Jan – Dec 2007
Field and Facility Rental and Registration Files	Jan – Dec 2007

RECREATION DIVISION (cont.)

Records Series	Date(s)
<i>Neighborhood & Outreach Services</i>	
Routine Correspondence	1983 – 2001
Staff Working Papers	2005-2006, 2008-2010
<i>Tennis Section</i>	
Recreation Program Files	
Registration	Jul 2006 – Jun 2007
Independent Contractor/Instructor	Jul 2006 – Jun 2007
Membership	Jul 2006 – Jun 2007
Incident and Injury Reports, and Safety Information	Jul 2006 – Jun 2007
Field and Facility Rental and Reservation Files	Jul 2006 – Jun 2007
<i>Youth Activities</i>	
Recreation Program Files	
Registration	Jul 2007 – Jun 2008
Camp Registration Files	Sept 2009 – Aug 2010