

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA BARBARA RELATING TO THE DESTRUCTION OF RECORDS HELD BY THE ADMINISTRATIVE SERVICES DEPARTMENT IN THE CITY CLERK'S OFFICE, HUMAN RESOURCES DIVISION, AND INFORMATION SYSTEMS DIVISION

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 Administrative Services Director submitted a request for the destruction of records held by the Administrative Services 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 Administrative Services Director, or his designated representative, is authorized and directed to destroy the Records without retaining a copy.

## ADMINISTRATIVE SERVICES DEPARTMENT

CITY CLERK'S OFFICE

<u>Records Series</u>	<u>Date(s)</u>
Advisory Group Member Information	2010
City Council Meeting Audio or Video Recordings	2002
Contracts, Agreements and Leases	1970 – 1973
Correspondence	2010
Election Records	
Campaign Statements	2005, 2007
Election of November 6, 2007:	
CD of Voter Information, Rosters of Voters,	
Applications to View Registration Information	2007
Nomination Documents	1983 – 2003
Withdrawn or Disqualified Initiatives/Measures	1986, 1988, 1997
Ethics Training Logs	2006, 2007
Reports and Studies	2004 – 2010
Statements of Economic Interests	2005

HUMAN RESOURCES DIVISION

<u>Records Series</u>	<u>Date(s)</u>
Closed Eligibility and Examination Files	Prior to Feb. 2011
Employment Eligibility Forms (I-9)	Prior to Feb. 2010
Personnel Folders	Prior to 1988

INFORMATION SYSTEMS DIVISION

<u>Records Series</u>	<u>Date(s)</u>
Access Request Forms	2007 – 2012