

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF  
SANTA BARBARA RELATING TO THE DESTRUCTION OF  
RECORDS HELD BY THE CITY ATTORNEY'S OFFICE.

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 Records do not include any records affecting title to City real property and water division records or liens upon real property, original court records, records required to be kept by statute, records less than two years old, video or audio recordings that are evidence in any pending 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 has reviewed each of the files and 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 City Attorney, or his designated representative, is authorized and directed to destroy the Records without retaining a copy.

## CITY ATTORNEY'S OFFICE

<u>Records Series</u>	<u>Date(s)</u>
Litigation	1985-2009
Pre-lit	
Tort Litigation	
Land Use Litigation	
Code Enforcement	1985-2009
Litigation	
Non-Litigation	
Departmental General Subject Files	1985-2009
Airport	
City Administrator	
City Attorney	
City Clerk	
Community Development	
Finance	
Fire	
Miscellaneous	
Redevelopment	
Risk Management	
Personnel	
Parks & Recreation	
Police	
Public Works	
Waterfront	