

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	2006
Accounts Payable	2006
Adopted Budget Reports	2008
Bank Reconciliations	2006
Community Development Block Grant (CDBG) Files	2008
General Ledger Journal Vouchers	2006
Medicare Quarterly Reports	2009
Payroll Check Registers	2010
Payroll Checks (cancelled)	2006
Time Cards	2006
Trial Balance Reports	2006
Utility Billing & Accounts Receivable	2006
Warrant Register	2006
Warrants	2006
Year-End Reports	2006

## ADMINISTRATION DIVISION

<u>Records Series</u>	<u>Date(s)</u>
Travel Expense Records	2006

## ENVIRONMENTAL PROGRAMS

<u>Records Series</u>	<u>Date(s)</u>
Project Files	2008 & 2011

## GENERAL SERVICES DIVISION

<u>Records Series</u>	<u>Date(s)</u>
Open Contracts Issued Files	2011
Bids	2008
Bids (opened)	2003
Cash Purchase Orders	2006
Central Stores Supplies Inventory	2008
Department Files	2008

## GENERAL SERVICES DIVISION (cont'd)

<u>Records Series</u>	<u>Date(s)</u>
Proof of Insurance Files	2011
Purchase Orders	2006
Quick Quotes	2006
Requests for Proposals	2008

## RISK MANAGEMENT DIVISION

<u>Records Series</u>	<u>Date(s)</u>
General Administrative Files	2011
California Occupational Safety & Health Administration Compliance Program Records	2008
Financial Files	2011
Fix-It Files	2009
Incident Files	2008
Insurance Program Files	2008
Liability Files	2008
Litigation Files	2008

## TREASURY DIVISION

<u>Records Series</u>	<u>Date(s)</u>
Credit Card Transaction Records	2011
Automatic Payment Service Applications and Agreements	2011
Broker Files	2006
Business License & Utility User's Tax Batch Files	2008
Cash Receipt Records	2006
Investment Files	2003
Licenses and Permits Subject File	2008
"MBIA" Audit Files	2008
Parking and Business Improvement Area Tax Files	2010
Transient Occupancy Tax Files	2008
Treasury Receipts	2008
Utility Tax Exemption Renewal Applications	2010
Water Payment Records (Stubs)	2012