

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF
SANTA BARBARA RELATING TO THE DESTRUCTION OF
RECORDS HELD BY THE PUBLIC WORKS
DEPARTMENT IN THE ENGINEERING,
TRANSPORTATION AND WATER RESOURCES
DIVISIONS

WHEREAS, the City Council adopted Resolution No. 14-006 on February 11, 2014, 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 Public Works Director submitted a request for the destruction of records held by the Public Works 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 Public Works Director, or her designated representative, is authorized and directed to destroy the Records without retaining a copy.

PUBLIC WORKS DEPARTMENT

ENGINEERING DIVISION

Traffic Engineering:

<u>Records Series</u>	<u>Date(s)</u>
Speed Survey Subject Files	Prior to 2005
Subject Files (School & Location Files)	Prior to 1995

TRANSPORTATION DIVISION

Downtown Parking:

<u>Records Series</u>	<u>Date(s)</u>
Audiovisual Materials	2011, 2013
Bids and Proposals	Prior to 2009
Calendars	Prior to 2013
Complaints	Prior to 2012
Contracts and agreements	Prior to 2009
Correspondence	2011, 2012
Credit Card Transaction Records	Prior to June 2012 For Equipment No Longer in Operation
Equipment Records	Prior to 2012
General Administrative Files	Prior to 2011
Personnel Recruitment Files	Prior to 2012
Billing Files	Prior to 2012
Location Files	Prior to 2012
Other Parking Program Files	Prior to 2012

Parking Supervisor Maintenance Files:

<u>Records Series</u>	<u>Date(s)</u>
Parking Supervisor Maintenance Files	Prior to 2009
Parking Supervisor Operation Files	Prior to 2012
Vendor History Files	Prior to 2012

Street Maintenance:

<u>Records Series</u>	<u>Date(s)</u>
Street Maintenance Location Files	Prior to 2004

WATER RESOURCES DIVISION**Water Distribution:**Records Series

Backflow Device Files
Water Incident Reports

Date(s)

2003-2007
2007

Wastewater:Records Series

Complaints
General Administrative Files
Memberships in Associations, Societies, Committees
Wastewater Incident Reports
Discharge Self-Monitoring Reports
Water Reclamation Plant Reports

Date(s)

Prior to 2012
Prior to 2012
Prior to 2009
Prior to 2008
1997-2007
1997-2007

Water Treatment:Records Series

Billing Files
Safety Meeting Minutes

Date(s)

1982-2005
Prior to 2010