

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. 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 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	2012
Camp Registration Forms	2009
Complaints	2012
Contracts and Agreements	2008-2009
Field and Facility Rental and Reservation Files	Through 2009
General Administrative Files	2010-2012
Memberships in Associations, Societies, and Committees	2009
Routine Correspondence	2012
Special Events Files	Jan – Dec 2006
Staff Working Files	2006-2012
Training Records	2009
Travel Expense Records	Aug – Dec 2007

PARKS DIVISION

Records Series	Date(s)
Incident and Injury Reports, and Safety Information	Jan 2012 – Jan 2013
Park Ranger Incident Reports	Mar 2010 – Feb 2012
Routine Correspondence	Jan 2011– Dec 2012

RECREATION DIVISION

Records Series	Date(s)
<i>Active Adults</i>	
Arts and Crafts Show Files	
Administrative Records	2006 – Jun 2013
Applications and Permits	2006 –2008
Contracts and Agreements	Jul 2009 – Jun 2010
Credit Card Transaction Records	Jul 2012 – Jun 2013
Routine Correspondence	Jul 2012 – Jun 2013
Recreation Program Files	
Accounting Records	Jul 2012 – Jun 2013
Registration	Jul 2009 – Jun 2010
Membership	2009
Facility Maintenance and Inspection	Jul 2007 – Jun 2008
Independent Contractor/Instructor Files	2007 –2009
<i>Aquatics and Sports</i>	
Recreation Program Files	

EXHIBIT A

Accounting Records	Jul 2008 – Jun 2011
Independent Contractor/Instructor Files	Jul 2006 – Jun 2008
Field and Facility Rental and Registration Files	Jul 2007 – Jun 2008
<i>Facilities & Special Events</i>	
Field and Facility Rental and Registration Files	2009
Special Event Files	2007
<i>Neighborhood & Outreach Services</i>	
Parks and Recreation Department Files	2002-2009
Credit Card Transaction Records	2012 – Oct 2013
Grant Files	2002-2010
Recreation Program Files	
Accounting Records	2009-2012
Field and Facility Rental and Registration Files	2007-2009
Staff Working Papers	2009 – 2013
<i>Tennis Section</i>	
Recreation Program Files	
Accounting Records	Jul 2008 – Jun 2009
Registration	Jul 2008 – Jun 2009
Independent Contractor/Instructor	Jul 2008 – Jun 2009
Membership	Jul 2008 – Jun 2009
Staff Training	Jul 2008 – Jun 2009
Field and Facility Rental and Reservation Files	Jul 2008 – Jun 2009
<i>Youth Activities</i>	
Camp Registration Files	Fiscal Years 1994, 2000 – 2005
Recreation Program Files	
Registration	Fiscal Years 2000 – 2005 Jul 2009– Jun 2010
Training Records	Fiscal Year 2003
Incident and Injury Reports	Jul 2012 – Jun 2013
Routine Correspondence	Fiscal Year 2005