

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 ACCOUNTING, ADMINISTRATION, GENERAL SERVICES, RISK MANAGEMENT, AND TREASURY 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 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 – ADMINISTRATION DIVISION

<u>Records Series</u>	<u>Date(s)</u>
ACCOUNTING DIVISION	
Accounting Reports	2007
Accounts Payable	2007
Adopted Budget Reports	2009
Bank Reconciliations	2007
Community Development Block Grant (CDBG) Files	2009
General Ledger Journal Vouchers	2007
Medicare Quarterly Reports	2010
Payroll Check Registers	2011
Payroll Checks (cancelled)	2007
Time Cards	2007
Trial Balance Reports	2007
Utility Billing and Accounts Receivable	2007
Warrant Register	2007
Warrants	2007
Year-End Reports	2007

ADMINISTRATION DIVISION

Travel Expense Records	2007
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GENERAL SERVICES

Bids (opened)	2004
Cash Purchase Orders	2007
Central Stores Supplies Inventory	2002-2009
Department Files	1981-2009
Purchase Orders	1994-2004

RISK MANAGEMENT

Contracts and Agreements	2007 or earlier
Travel Expense Records	2007 or earlier
CalOSHA Compliance Program Records	2007 or earlier
Financial Files	2012 or earlier
Fix-It Files	2010 or earlier
Incident Files	2009 or earlier
Liability Files	2009 or earlier
Litigation Files	2009 or earlier

TREASURY

Credit Card Transaction Records	2012
Automatic Payment Service Applications and Agreements	2012
Broker Files	2007

Business License and Utility User's Tax Batch Files	2009
Cash Receipt Records	2007
Investment Files	2004
Licenses and Permits Subject File	2009
"MBIA" Audit Files	2009
Parking and Business Improvement Area Tax Files	2011
Transient Occupancy Tax Files	2009
Treasury Receipts	2009
Utility Tax Exemption Renewal Applications	2011
Water Payment Records (Stubs)	2013