

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF
SANTA BARBARA RELATING TO THE DESTRUCTION OF
RECORDS HELD BY THE WATERFRONT DEPARTMENT
IN THE ADMINISTRATION OFFICE

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 Waterfront Director submitted a request for the destruction of records held by the Waterfront 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 Waterfront Director, or his designated representative, is authorized and directed to destroy the Records without retaining a copy.

WATERFRONT DEPARTMENT – ADMINISTRATION OFFICE

<u>Records Series</u>	<u>Date(s)</u>
Administration Files	2009
Business Activity Permits	2012
Cash Register Tapes.....	2012
Parking Kiosk Revenue “Tear Sheets”	2012
Film Permits	2010
Harbor and Outer Lot Permits	2012
Litigation Files	2004
Parking “Honor Fee” Cash Records	2012
Terminated Slip Files.....	2010
Special Event Files.....	2012
Tenant Billing Records	2012
Slip Permit Transfer Receipt Book	2012
Treasury Receipts and Reports.....	2012
Terminated Mooring Permits	2010
Stearns Wharf Administrative Subject Files	2009, 2011
Stearns Wharf Safety Files.....	2009
Harbor Patrol Case Logs.....	2004
Harbor Patrol Case Reports	2004
Harbor Patrol Citation Logs	2009
Cruise and Race Files	2012
Harbor Patrol Subject Files	2009, 2012
Impound/Found Property Reports	2013
Vessel Storage Permits.....	2012
Harbor Patrol Radio License Files.....	2012
Slip Checks	2012
Vessel Lien Sale Records	2010
Visitor Registration Cards.....	2010
Harbor Patrol Watch Logs	2009
Desk Calendars and Notebooks.....	2013
Complaints	2012
Correspondence.....	2012, 2013
General Administrative Files	2012
Personnel Recruitment Files	2011
Reports and Studies.....	2012
Travel Expense Records.....	2007