

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF  
SANTA BARBARA RELATING TO THE DESTRUCTION OF  
RECORDS HELD BY THE POLICE DEPARTMENT

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

**POLICE DEPARTMENT**

<u>Records Series</u>	<u>Date(s)</u>
Alarm Ordinance Files	2007 and earlier
Permit Files	
Taxicab and Pedicab Driver Permits	2012 and earlier
Taxicab Company Permits	2011 and earlier
Massage Permits	2011 and earlier
Fire and Police Commission Files	2012 and earlier
Internal Affairs Files	
Public Complaints	2009 and earlier
Administrative Complaints	2012 and earlier
Case Files	
Misdemeanor Case Files	2009 and earlier
Intelligence Files	2009 and earlier
Special Investigation Fund Forms	6/2008 and earlier
Parking Statistics	6/2012 and earlier
Daily Work Schedules	2012 and earlier
Abandoned Vehicle Reports	6/2013 and earlier
Criminal History Request Files	2012 and earlier
DUI Intoxylizer Results	2012 and earlier
Pawn Files	
Files for items other than concealable firearms	2011 and earlier
Tickets	
Tickets that result in court cases	All years not in case files
Tickets that do not result in court cases	6/2013 and earlier
Towed Vehicle Files – Private Property	6/2013 and earlier
Advanced Fund Bank Reconciliations	2012 and earlier

## EXHIBIT A

Asset Forfeiture Financial Files	2012 and earlier
Credit Card Transaction Receipts at Parking Counter	6/2013 and earlier
Financial Files for Extraditions	2007 and earlier
Personnel Background Files (Former)	6/1990 and earlier
Personnel Background Files (Unsuccessful)	6/2010 and earlier
Refunds	6/2008 and earlier
Reserve Personnel Files	6/1990 and earlier
Tickets on Review	6/2013 and earlier
Towed Vehicle Files ("Form 180")	6/2013 and earlier
Traffic Safety Grant Documents	2009 and earlier
Job Applicant Interview Materials	6/2013 and earlier
Correspondence	6/2013 and earlier
Credit Card Transaction Records	12/2013 and earlier
Reading or Chronological Files	6/2013 and earlier
Travel Expense Records	2007 and earlier