

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, FLEET MANAGEMENT, FACILITIES AND ENERGY MANAGEMENT, 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

Records SeriesDate(s)**ENGINEERING DIVISION****Engineering:**

Payroll Files
Credit Card Transactions

2012-June 2013
Fiscal Year 2013

FACILITIES DIVISION**Building Maintenance:**

General Administrative Files

2012

FLEET DIVISION

Biennial Inspection of Terminals
Vehicle Records

Jan. 2010 – Dec 2012
Jan. 2010 – Dec 2012

TRANSPORTATION DIVISION**Downtown Parking:**

Billing Files
Location Files
Monthly Parking Program Information
Other Parking Program Files
Parking Supervisor Maintenance Files/Accident & Incident Reports
Parking Supervisor Maintenance Files/All Other Materials
Parking Supervisor Maintenance Files/Inspection Reports
Parking Supervisor Operation Files
Residential Parking Program Resident Information Sheets
Vendor History Files
Calendars
Complaints

Prior to May 2013
Prior to May 2013
Prior to May 2013
Prior to May 2013
Prior to May 2010
Prior to May 2010
Prior to May 2010
Prior to May 2013
Prior to May 2013
Prior to May 2013
Prior to May 2013
Prior to May 2013
Prior to May 2013
Prior to May 2013

Records Common to Most Offices

Contracts And Agreements
Credit Card Transactions
Equipment Records

Date(s)

Prior to May 2010
Prior to Jan. 2014
For equipment no longer in service
Prior to May 2011

Leases

EXHIBIT A

Memberships	Prior to May 2010
Personnel Recruitment Files	Prior to May 2010
Reading or Chronological Files	Prior to May 2013
Internal Reports and Studies – Final Report	Prior to May 2005
Internal Reports and Studies – Backup Data	Prior to May 2013
Internal Reports and Studies – Working Files	Prior to May 2013

WATER RESOURCES DIVISION

Water Distribution

Backflow Device Files	Jan – Dec 2008
Meter Test Reports	Jan 2003 – Dec 2008
Safety Meeting Minutes	Jan 2009 – Jun 2012
Water Incident Reports	Jan 2005 – Dec 2008

Wastewater Treatment

Wastewater Incident Reports	2002, 2004 - 2008
Discharge Self-Monitoring Reports	1978-2008
Safety Meeting Minutes	2011
Water Reclamation Plant Reports	1978-2008

Water Treatment

Safety Meeting Minutes	2011
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