

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. 16-005 on February 9, 2016, 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	2013
Contracts and Agreements	2010
Correspondence	2013
Membership in Associations, Societies, and Committees	2009
Personnel Files	2016
Staff Working Papers	2006 - 2012
Travel Expense Records	2008

PARKS DIVISION

Records Series	Date(s)
Park Ranger Incident Reports	3/1/12 - 2/28/13
Correspondence	3/1/13 – 2/28/14

RECREATION DIVISION

Records Series	Date(s)
<i>Active Adults</i>	
Contracts and Agreements	July 2010 - June 2011
Credit Card Transaction Records	July 2013 - June 2014
Recreation Program Files	
Registration	July 2010 - June 2011
Independent Contractor/Instructor	July 2010 – June 2011
Membership	2010
Facility Maintenance and Inspection	July 2008 - June 2009
Arts And Crafts Show Files	
Routine Administrative Records	July 2013 – June 2014
Applications and Permits	July 2010 – June 2011
<i>Aquatics</i>	
Credit Card Transaction Records	July 2011 – June 2013
Recreation Program Files	
Accounting Records	July 2011 - June 2013
Registration	July 2009 – June 2010
Independent Contractor/Instructor	July 2008 - June 2010
Aquatics Facilities Files	July 2007 – June 2010

EXHIBIT A

Records Series

Date(s)

<i>Facilities & Special Events</i>	
Field and Facility Rental and Registration Files	2010
Special Events Files	2008

<i>Neighborhood & Outreach Services</i>	
Credit Card Transaction Records	2012 - 2014
General Administrative Files	2014
Leases	2006 - 2008
Personnel Files	2013
Recreation Program Files	
Membership	2009 - 2010
Accounting Records	2009 - 2013
Registration	2007 - 2010
Routine administrative records	2009 - 2015
Field and Facility Rental and Reservation Files	
Applications and Permits	2004 – 2007
Other Materials	2004 - 2013

<i>Tennis Section</i>	
Recreation Program Files	
Registration	Fiscal Year 2010
Independent Contractor/Instructor	Fiscal Year 2010

<i>Youth Activities</i>	
Recreation Program Files	
Registration	2010
Staff Training Records	2002-2003
Special Events Files	2009-2013

<i>Sports</i>	
Recreation Program Files	
Registration	2009-2010
Personnel Files	2009-2014