

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. 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 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.

EXHIBIT A

FINANCE DEPARTMENT

ACCOUNTING DIVISION

Accounting Reports	2008
Bank Reconciliations	2008
Community Development Block Grant (CDBG) Files	2010
General Ledger Journal Vouchers	2008
Trial Balance Reports	2008
Utility Billing & Accounts Receivable	2008
W-2 Forms	2000 and earlier
Year-End Reports	2008

ADMINISTRATION DIVISION

Credit Card Transaction Records	2009
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GENERAL SERVICES

Bids	2005
Central Stores Supplies Inventory	2007 - 2010
Purchase Orders	2008

RISK MANAGEMENT

Contracts and Agreements	2008 and earlier
Travel Expense Records	2008 and earlier
Cal OSHA Compliance Program Records	2008 and earlier
Financial Files	2013 and earlier
Fix-It Files	2011 and earlier
Incident Files	2010 and earlier
Liability Files	2010 and earlier
Litigation Files	2010 and earlier

TREASURY

Credit Card Transaction Records	2013
Automatic Payment Service Applications and Agreements	2013
Broker Files	2008
Business License and Utility User's Tax Batch Files	2010
Cash Receipt Records	2008
Investment Files	2005
Licenses and Permits Subject File	2010
"MBIA" Audit Files	2010
Parking and Business Improvement Area Tax Files	2012
Transient Occupancy Tax Files	2010
Treasury Receipts	2010
Utility Tax Exemption Renewal Applications	2012
Water Payment Records (Stubs)	2014