

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, FACILITIES AND ENERGY MANAGEMENT, FLEET MANAGEMENT, TRANSPORTATION, AND WATER RESOURCES 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 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

| <u>Records Series</u>                                 | <u>Date(s)</u>             |
|---|----------------------------|
| <b><u>ENGINEERING DIVISION</u></b>                    |                            |
| <b>Engineering</b>                                    |                            |
| Capital Project files – Design and Construction       | 2013                       |
| <b><u>FLEET MANAGEMENT DIVISION</u></b>               |                            |
| Biennial Inspections of Terminals                     | FY2010 – FY2012            |
| Smog Records  | FY2010 – FY2012            |
| Vehicle Records                                       | FY2010 – FY2012            |
| <b><u>TRANSPORTATION DIVISION</u></b>                 |                            |
| <b>Downtown Parking</b>                               |                            |
| Billing Files   | May 2013 – March 2014      |
| Downtown Parking Committee Files                      | Prior to April 2015        |
| Resident Parking Program Files                        |                            |
| Correspondence and Tracking Documents                 | May 2013 – March 2014      |
| Information Sheets                                    | Prior to March 2014        |
| Monthly Parking Program Files                         | May 2013 – March 2014      |
| Other Parking Program Files                           | May 2013 – March 2014      |
| Parking Supervisor Maintenance Files                  | May 2010 – March 2011      |
| Parking Supervisor Operations Files                   | May 2013 – March 2014      |
| Treasury and Revenue Reports                          | May 2013 – March 2014      |
| Vendor History Files                                  | May 2013 – March 2014      |
| <b><u>RECORDS COMMON TO MOST OFFICES</u></b>          |                            |
| Calendars   | May 2014 – March 2015      |
| Complaints  | May 2013 – March 2014      |
| Contracts and Agreements                              | May 2010 – March 2011      |
| Credit Card Transaction Records                       | January– September<br>2014 |
| Equipment Records                                     | 2015                       |
| Leases  | May 2010 – March 2011      |
| Membership in Associations, Societies, and Committees | May 2010 – March 2013      |
| Personnel Recruitment Files                           | May 2010 – March 2013      |
| Reports and Studies                                   |                            |
| Final Report  | Prior to March 2006        |
| Backup Data and Documentation                         | May 2013 – March 2014      |
| Working Files   | May 2013 – March 2015      |

**STREETS**

Street Maintenance Subject Files 2003 - 2005  
Streets Maintenance Project Files 1992 - 2006

**RECORDS COMMON TO MOST OFFICES**

Citizen Complaints 1992 – March 2006  
Correspondence 2011 - 2014

**WATER RESOURCES DIVISION**

**Water Distribution**

Backflow Device Files 2008  
Meter Test Reports 2003 - 2009  
Water Incident Reports 2001 - 2009

**Laboratory**

Laboratory Equipment Maintenance Files Prior to 2015

**Waste Water Collection**

Waste Water Incident Reports Prior to 2009

**Waste Water Treatment**

Discharge Self-Monitoring Reports 2009  
Safety Meeting Minutes 2012

**Water Treatment**

Safety Meeting Minutes 2012