

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 ADMINISTRATION, FACILITIES MAINTENANCE, TRANSPORTATION AND WATER RESOURCES DIVISIONS

WHEREAS, the City Council adopted Resolution No. 07-066 on July 24, 2007, 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 – ADMINISTRATION, FACILITIES MAINTENANCE,
TRANSPORTATION AND WATER RESOURCES DIVISIONS**

<u>Records Series</u>	<u>Date(s)</u>
ADMINISTRATION DIVISION	
<u>Motor Pool</u>	
Accounts Payable	Prior to 2007
Biennial Inspection of Terminals	All vehicles that were auctioned prior to 2002
Smog Records	All vehicles that were auctioned prior to 2002
Vehicle Records	All vehicles that were auctioned prior to 2002
FACILITIES MAINTENANCE DIVISION	
Project Files	Prior to 1999 completion
Street Light Petition Files	Prior to 2004
Work Order Reports	Prior to 2007
Work Orders	Prior to 2007
Custodial Maintenance Subject Files	Prior to 2004
Project Files (open)	Prior to 1999 completion
Radio Licensing Files	Prior to 2007 expiration
Site Project Files	Prior to 2007
Traffic Signal General Project	Prior to 2004
Traffic Signal Monthly Work Orders	Prior to 2007
Work Order Reports	Prior to 2007
TRANSPORTATION DIVISION	
<u>Downtown Parking</u>	
Billing Files	Prior to 2007
Location Files	Prior to 2007
Monthly Parking Program Information	Prior to 2007
Other Parking Program Files	Prior to 2007

EXHIBIT A

Parking Expansion North of Carrillo Project Files	Prior to 2007
Parking Supervisor Maintenance Files	Prior to 2004
Parking Supervisor Operation Files	Prior to 2007
Residential Parking Program Resident Information Sheets	Prior to 2007
Vendor History Files	Prior to 2007

Streets

Sidewalk Repair Files	Prior to 1999 completion
Street Files	Prior to 1999 completion
Street Maintenance Reports	Prior to 1999 completion
Street Work Reports	Prior to 1999 completion

Transportation Operations

Transportation and Parking Gen'l Files (Accidents in City Parking Lots)	Prior to 2005
Transportation Operations Files (Traffic Signal Studies)	Prior to 2004

WATER RESOURCES DIVISION

Water Distribution/Wastewater Collection

Backflow Device Files	Prior to 2003
Fire Hydrant and Wastewater Meter Files	Prior to 2007
Vehicle Inspection Sheets	Retired Vehicles Prior to 2008
Vehicle Maintenance Slips	Retired Vehicles Prior to 2008
Wastewater Incident Reports	Prior to 1989
Water Incident Reports	Prior to 1989

Wastewater

Wastewater Metal Files	Prior to 2004
Air Pollution Control District/EPA/Tri-Counties Files	Prior to 2004

Water Treatment

Safety Meeting Minutes	Prior to 2006
------------------------	---------------

EXHIBIT A

Water Supply Management

Meter Test Reports

Prior to 2003

Water Checkup Reports

Prior to 2004