

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. 09-098 on December 15, 2009, 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**

<u>Records Series</u>	<u>Date(s)</u>
City/County Regional Issues	2007
Complaints	2007
Contract Files	1994 - 2006
Correspondence	2006 –2007
General Administrative Files	2005 –2007
Memberships in Associations, Societies, & Committees	2001 - 2004
Reports and Studies	2007
Personnel Recruitment Files	2005 - 2006
Special Events File	2002 - 2004
Staff Working Papers	1998 - 2004
Subject Files	1994 - 2007

**PARKS DIVISION**

<u>Records Series</u>	<u>Date(s)</u>
FEMA Grant Files	1999 - 2003

**RECREATION DIVISION**

**ACTIVE ADULTS SECTION**

<u>Records Series</u>	<u>Date(s)</u>
Administrative Subject Files	FY 2003
Facility Use Permit Files	FY 2003, FY 2005, FY 2008
Program Files	FY 2005, FY 2008
Tour Files	FY 2005

**CULTURAL ARTS SECTION**

<u>Records Series</u>	<u>Date(s)</u>
Facility Use Permits	2004

**FACILITIES AND PROGRAM REGISTRATION SECTION**

<u>Records Series</u>	<u>Date(s)</u>
Camp Files	2004
Facility Use Permits	2004
Special Event Files	2004

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<u>Records Series</u>	<u>Date(s)</u>
Facility Management Files (Facility Use Permits)	July 2003 – June 2004
Program Files	July 2003 – June 2004

**YOUTH ACTIVITIES**

<u>Records Series</u>	<u>Date(s)</u>
Administrative Files	FY 2007
Program Files	2004 - 2007