

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 ADMINISTRATION, ACCOUNTING, RISK MANAGEMENT AND TREASURY 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 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.

FINANCE DEPARTMENT

ACCOUNTING DIVISION

<u>Records Series</u>	<u>Date(s)</u>
Accounting Reports	2003
Accounts Payable	2003
Adopted Budget Reports	2005
Bank Reconciliations	2003
Community Development Block Grant (CDBG) Files	2005
General Ledger Journal Vouchers	2003
Medicare Quarterly Reports	2006
Payroll Check Registers	2007
Payroll Checks (cancelled)	2003
Time Cards	2003
Trial Balance Reports	2003
Utility Billing & Accounts Receivable	2003
Warrant Register	2003
Warrants	2003
Year-End Reports	2003

ADMINISTRATION DIVISION

<u>Records Series</u>	<u>Date(s)</u>
Budget Working Papers	2007
Travel Expense Records	2003

RISK MANAGEMENT DIVISION

<u>Records Series</u>	<u>Date(s)</u>
California Occupational Safety & Health Administration Compliance Program Records	2005
Financial Files	2008
Fix-It Files	2006
Incident Files	2005
Insurance Program Files	2005
Liability Files	2005
Litigation Files	2005

TREASURY DIVISION

<u>Records Series</u>	<u>Date(s)</u>
Automatic Payment Service Applications and Agreements	2008
Broker Files	2003
Business License & Utility User's Tax Batch Files	2005
Cash Receipt Records	2003
Investment Files	1995-1997, 2000
Licenses and Permits Subject File	2005
"MBIA" Audit Files	2005
Parking and Business Improvement Area Tax Files	2007
Treasury Receipts	2005
Utility Tax Exemption Renewal Applications	2007
Water Payment Records (Stubs)	2009