

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>
Contracts and Agreements	1997 – 2005
General Administrative Files	2008
Memberships in Associations, Societies, & Committees	2005
Reports and Studies	2008
Correspondence	2005 – 2008
Special Events Files	1996 – 2000
Subject Files	2005
Training Records	2005

PARKS DIVISION

California Coastal Conservancy Grant Files	1997 – 2007
Correspondence	2007 - 2008

RECREATION DIVISION**ADMINISTRATION**

Complaints	2000 – 2008
Personnel Recruitment Files	Prior to 2006
Correspondence	2000 – 2008

ACTIVE ADULTS SECTION

Administrative Subject Files	FY 2003
Contracts and Agreements	2005
Facility Use Permit Files	FY 2003, FY 2005, FY 2008
Program Files	FY 2005, FY 2008
Tour Files	FY 2005

AQUATICS

Aquatic Facility Files	1996 – 2005
Contracts and Agreements	1993 – 2005
Program Files	1999 – 2008

COMMUNITY SERVICES (NEIGHBORHOOD AND OUTREACH SERVICES)

Calendars	2005 - 2009
Complaints	2006
General Administrative Files	1986 - 2006
Facility Use Permit Files	1994-96; 2003

CULTURAL ARTS SECTION

Arts and Crafts Show Files	2005, 2008
Facilities Use Permits	2005

FACILITIES AND PROGRAM REGISTRATION SECTION

Summer Camp Registration Files	2005
Facilities Use Permits	2005
Special Events Files	2005

TENNIS

Contracts and Agreements	2004 – 2005
Facility Management Files	2004 – 2005
Program Files	2004 – 2005

SPORTS

Sports League Files	2001 – 2005
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YOUTH ACTIVITIES

Administrative Files	2008 – 2009
Program Files	2004 – 2005 and 2008