

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, GENERAL SERVICES, 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	2004
Accounts Payable	2004
Adopted Budget Reports	2006
Bank Reconciliations	2004
Community Development Block Grant (CDBG) Files	2006
General Ledger Journal Vouchers	2004
Medicare Quarterly Reports	2007
Payroll Check Registers	2008
Payroll Checks (cancelled)	2004
Time Cards	2004
Trial Balance Reports	2004
Utility Billing & Accounts Receivable	2004
Warrant Register	2004
Warrants	2004
Year-End Reports	2004

ADMINISTRATION DIVISION

<u>Records Series</u>	<u>Date(s)</u>
Budget Working Papers	2008
Travel Expense Records	2004

GENERAL SERVICES DIVISION

<u>Records Series</u>	<u>Date(s)</u>
Financial Files	2002-2003
Personnel Files	2000-2006
Bids	2000-2006
Bids (opened)	2000-2001
Cash Purchase Orders	2003-2004
Central Stores Supplies Inventory	2005-2006
Department Files	2005-2006
Proof of Insurance Files	2008-2009

GENERAL SERVICES DIVISION (cont'd)

<u>Records Series</u>	<u>Date(s)</u>
Purchase Orders	2002-2004
Quick Quotes	2003-2004
Requests for Proposals	2005-2006

RISK MANAGEMENT DIVISION

<u>Records Series</u>	<u>Date(s)</u>
General Administrative Files	1987-2009
California Occupational Safety & Health Administration Compliance Program Records	2006
Financial Files	2009
Fix-It Files	2007
Incident Files	2006
Insurance Program Files	2006
Liability Files	2006
Litigation Files	2006

TREASURY DIVISION

<u>Records Series</u>	<u>Date(s)</u>
Credit Card Transaction Records	2005-2009
Automatic Payment Service Applications and Agreements	2009
Broker Files	2004
Business License & Utility User's Tax Batch Files	2006
Cash Receipt Records	2004
Investment Files	2001
Licenses and Permits Subject File	2006
"MBIA" Audit Files	2006
Parking and Business Improvement Area Tax Files	2008
Treasury Receipts	2006
Utility Tax Exemption Renewal Applications	2008
Water Payment Records (Stubs)	2010