

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. 14-006 on February 11, 2014, 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

| Records Series | Date(s) |
|--|---------------------|
| Administrative Staff Meeting Agendas and Minutes | 2011 |
| Complaints | 2011 |
| Contracts and Agreements | 2007-2008 |
| Field and Facility Rental and Reservation Files | Jan – Dec 2008 |
| General Administrative Files | Aug 2006 – Jun 2008 |
| Memberships in Associations, Societies, and Committees | 2008 |
| Routine Correspondence | 2011 |
| Special Events Files | Jan – Dec 2006 |
| Travel Expense Records | Jul 2005 – Jun 2006 |

PARKS DIVISION

| Records Series | Date(s) |
|------------------------------|---------------------|
| Park Ranger Incident Reports | Mar 2010– Feb 2011 |
| Routine Correspondence | Jan 2010 – Dec 2011 |

RECREATION DIVISION

| Records Series | Date(s) |
|--|---------------------|
| <i>Active Adults & Classes</i> | |
| Arts and Crafts Show Sign-in Sheets | Jul 2010 – Jun 2012 |
| Arts and Crafts Show Applications and Permits | Jul 2008 – Jun 2009 |
| Contracts and Agreements | Jul 2008 – Jun 2009 |
| Credit Card Transaction Records | Jul 2010 – Jun 2012 |
| Routine Correspondence | Jul 2011 – Jun 2012 |
| Recreation Program Files | |
| Accounting Records | Jul 2011 – Jun 2012 |
| Registration | Jul 2008 – Jun 2009 |
| Membership | 2008 |
| Facility Maintenance and Inspection | Jul 2006 – Jun 2007 |
| Independent Contractor/Instructor Files | Jul 2008 – Jun 2009 |
| <i>Facilities & Events</i> | |
| Field and Facility Rental and Registration Files | 2008 |
| Special Event Files | 2006 |

RECREATION DIVISION (CONT'D)

| <i>Neighborhood & Outreach Services</i> | |
|---|---------------------|
| General Administrative Files | 2010 - 2012 |
| Personnel Files | 1997 – 2013 |
| Recreation Program Files | |
| Accounting Records | 1989 - 1995 |
| Staff Working Papers | 2008 – 2012 |
| <i>Tennis Section</i> | |
| Recreation Program Files | |
| Registration | Jul 2007 – Jun 2008 |
| Independent Contractor/Instructor | Jul 2007 – Jun 2008 |
| Membership | Jul 2007– Jun 2008 |
| Staff Training | Jul 2007 – Jun 2008 |
| Field and Facility Rental and Reservation Files | Jul 2007– Jun 2008 |
| <i>Youth Activities</i> | |
| Recreation Program Files | |
| Registration | Jul 2008– Jun 2009 |
| Camp Registration Files | Jul 2010– Jun 2011 |