

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF  
SANTA BARBARA RELATING TO THE DESTRUCTION OF  
RECORDS HELD BY THE WATERFRONT DEPARTMENT  
IN THE ADMINISTRATION OFFICE

WHEREAS, the City Council adopted Resolution No. 12-008 on February 14, 2012, 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 Waterfront Director submitted a request for the destruction of records held by the Waterfront 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 Waterfront Director, or his designated representative, is authorized and directed to destroy the Records without retaining a copy.

**EXHIBIT A**

## WATERFRONT DEPARTMENT – ADMINISTRATION OFFICE

<u>Records Series</u>	<u>Date(s)</u>
Terminated Slip Files	2008
Harbor Patrol Watch Logs	2007
Visitor Registration Cards	2008
Slip Checks	2010
Liveaboard Checklist	2007
Harbor Patrol Case Files	2002
Harbor Patrol Miscellaneous Files	2010
Harbor Patrol Complaints, Issues, Operations	2002
Inactive Business Activity Reports	2010
Waterfront / Parking Special Events	2010
Waterfront Administration Files	2007
Parking Kiosk Revenue Reports	2010
Miscellaneous SW Admin Files	2007
Telephone Message Books	2011
Buoy Permits	2007
WF Weekly Staff Meeting Agendas	2010
Requests for Information	2010
Requests for Information	2011
Stearns Wharf Incident Files	2007
Travel Authorizations & Information	2005
Cash Register Tapes	2010
Litigation Files	2002
Cruise and Race Files	2010
Impound/Found Property Reports	2011
Film Permits	2008
Recruitments – Unsuccessful applicants	2009