

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA BARBARA AMENDING THE CITY'S RECORDS MANAGEMENT PROGRAM TO ADD A RETENTION POLICY FOR VIDEO FEED FROM SECURITY CAMERAS

WHEREAS, the City Council adopted Resolution No. 14-006 on February 11, 2014, approving the City of Santa Barbara's Records Management Program;

WHEREAS, the Records Management Program as currently approved does not include a retention policy for video feed from the City's security cameras; and

WHEREAS, in order to ensure that this type of record is retained for a minimum period of time consistent with public agency best practice, as reflected by state statute, it is necessary to add this records series to the Records Management Program and implement as digital storage capacity becomes available.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SANTA BARBARA THAT the following text, describing a retention policy for video feed from the City's security cameras, is approved for addition to the Records Management Policies and Procedure Manual for Departments to implement as soon as practicable:

**Video Feed From Security Cameras**

Recordings of the video monitoring of public activity within the City's right-of-ways (e.g. streets, sidewalks, and paseos) and public buildings.

- (a) Routine video monitoring of regular and ongoing operations, including feed produced by mobile in-car video systems and building security recording systems. **Disposition:** *Destroy after one year.* (GC 34090.6)
- (b) Special video recording of a specific event or activity. **Disposition:** *Destroy after two years.* (GC 34090)
- (c) Video recordings related to complaints against police personnel. **Disposition:** *Retain for five years.* (Penal Code 832.5)