



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: July 14, 2015

TO: Mayor and Councilmembers

FROM: Administration Division, Public Works Department

SUBJECT: Records Destruction For Public Works Department

RECOMMENDATION:

That Council adopt, by reading of title only, A Resolution of the Council of the City of Santa Barbara Relating to the Destruction of Records Held by the Public Works Department in the Engineering, Fleet Management, Facilities and Energy Management, Transportation, and Water Resources Divisions.

DISCUSSION:

The City Council adopted Resolution No. 14-006 on February 11, 2014, approving the City of Santa Barbara Records Management Policies and Procedures Manual. The Manual contains the records retention and disposition schedules for all City departments. The 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.

Pursuant to the Manual, the Public Works Director submitted a request for records destruction to the City Clerk Services Manager to obtain written consent from the City Attorney. The City Clerk Services Manager agreed that the list of records proposed for destruction conformed to the retention and disposition schedules. The City Attorney has consented in writing to the destruction of the proposed records.

The Public Works Director requests the City Council to approve the destruction of the following Public Works Department records in the Engineering, Fleet Management, Facilities and Energy Management, Transportation, and Water Resources Divisions listed on Exhibit A of the proposed Resolution, without retaining a copy.

- The Engineering Division Records include Payroll files and credit card transactions from 2012 and Fiscal Year 2013.
- The Facilities Division Records are general administrative files from 2012.

- The Fleet Division Records include inspections of terminals and vehicle records between January 2010 and December 2012.
- The Transportation Division Records are billing files, monthly parking program information, maintenance files and accident/incident reports, inspection reports, Supervisor reports, Residential Parking Program Resident Information sheets, vendor files, calendars, complaints, various contracts and agreements prior to 2010, credit card transactions, equipment records, leases, memberships, staff recruitment files and internal reports and studies.
- The Water Resources Division Records are comprised of backflow device files, meter test reports, safety meeting minutes, water incident reports prior to 2009, and Discharge Self-Monitoring and Water Reclamation Plant reports.

SUSTAINABILITY IMPACT:

Under the City's sustainability program, one of the City's goals is to increase recycling efforts and divert waste from landfills. The Citywide Records Management Program outlines that records approved for destruction be recycled, reducing paper waste.

PREPARED BY: Michele DeCant, Business Manager/CC/mh

SUBMITTED BY: Rebecca J. Bjork, Public Works Director

APPROVED BY: City Administrator's Office