

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 DIVISION, CREEKS DIVISION, PARKS DIVISION, AND IN THE ACTIVE ADULTS, COMMUNITY SERVICES, CULTURAL ARTS, FACILITIES AND PROGRAM REGISTRATION, AND YOUTH ACTIVITIES SECTIONS OF THE RECREATION DIVISION

WHEREAS, the City Council adopted Resolution No. 07-066 on July 24, 2007, 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

<u>Records Series</u>	<u>Date(s)</u>
ADMINISTRATION DIVISION	
City/County Regional Issues	2005 – 2006
Complaints	2006
General Administrative Files	1991 - 2006
Reports and Studies	2004 - 2006
Memberships in Associations, Societies, & Committees	2001 – 2/2004
Parks & Recreation Department Files	2004
Correspondence	2002 – 4/2007
Special Events File	1988 - 1999
Staff Working Papers	2001
Training Records	2003 - 2004
CREEKS DIVISION	
Audio Visual Materials	2004 – 2006
General Administrative Files	FY 2000 - 2006
Personnel Files	2007 - 2008
Correspondence	FY 2000 - 2006
PARKS DIVISION	
Reports and Studies	FY 2003 - 2006
Correspondence	8/2005 – 10/2006
ACTIVE ADULTS SECTION	
Facility Use Permit Files	7/2001 – 6/2004
Class Files	7/2006 – 6/2007
Program Files	7/2003 – 6/2004
Routine Correspondence	7/2006 – 6/2007
Tour Files	7/2003 – 6/2004

COMMUNITY SERVICES SECTION

Facility Use Permits 07/2003

CULTURAL ARTS SECTION

Class Files 2001 – 4/2004

Cultural Arts Accounting Records 1995 – 2004

Facility Use Permits 2002 - 2004

FACILITIES AND PROGRAM REGISTRATION SECTION

Camp Files 2003

Facility Use Permits 2003

Special Event Files 2003

YOUTH ACTIVITIES

Administrative Files FY 2003 – 2006

Camp files 2005-2006

Program Files 2005 - 2006