

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA BARBARA RELATING TO THE DESTRUCTION OF RECORDS HELD BY THE POLICE DEPARTMENT IN THE ADMINISTRATIVE SERVICES, PATROL, AND CHIEF'S STAFF DIVISIONS

WHEREAS, the City Council adopted Resolution No. 09-098 on December 15, 2009, 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 Chief of Police submitted a request for the destruction of records held by the Police 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 Chief of Police, or his designated representative, is authorized and directed to destroy the Records without retaining a copy.

POLICE DEPARTMENT

BUSINESS OFFICE

<u>Records Series</u>	<u>Date(s)</u>
Tickets	2008 and prior
Tickets on Review	2008 and prior
Unpaid Ticket Letters	2008 and prior
Credit Card Transaction Records	8/1/09 and prior
Personnel Background Files (Unsuccessful)	2005 and prior

INTERNAL AFFAIRS

<u>Records Series</u>	<u>Date(s)</u>
Internal Affairs Files	
• Administrative Complaints	3/1/09 and prior
• Citizen complaints	3/1/06 and prior

PARKING ENFORCEMENT

<u>Records Series</u>	<u>Date(s)</u>
Parking Statistics	2007 and prior

TRAFFIC SECTION

<u>Records Series</u>	<u>Date(s)</u>
Justice Department Grant Files	2007 and prior

PATROL ADMINISTRATION

<u>Records Series</u>	<u>Date(s)</u>
Daily Work Schedules	2008 and prior
Administrative Subject File	2005 and prior

RECORDS BUREAU

Records Series

Date(s)

Abandoned Vehicle Reports
Citation Purge Books
Citations
Criminal History Request Files
Field Interview Cards
Tickets
Pawn Files

2008 and Prior
2003 and Prior
2008 and Prior
2008 and Prior
2008 and Prior
2008 and prior
2003 and prior

SPECIAL EVENTS

Records Series

Date(s)

Special Events Files

2005 and prior

ANIMAL CONTROL

Records Series

Date(s)

Animal Bite Reports and Quarantine Notices
Dog Licenses
Kennel Cards
Veterinarian's Bills

1995 and prior
2007 and prior
2007 and prior
7/1/2002 and prior