

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 AND IN THE ACTIVE ADULTS, ADAPTED RECREATION, AQUATICS, ADULT SPORTS, COMMUNITY SERVICES, CULTURAL ARTS, FACILITIES AND PROGRAM REGISTRATION, TEEN PROGRAMS, AND TENNIS SERVICES 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

EXHIBIT A

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	
Alcohol Ban on Beaches Binder	1983 thru 1993, and 2002
Complaints	2005
General Administrative Files	1991– 2005
Memberships in Associations, Societies, & Committees	1999 – 2002
Parks & Recreation Department Files	1993 – 05/2003
Personnel Recruitment Files	2000 – 2004
Routine Correspondence	1999 – 2005
Training Records	2002
ACTIVE ADULTS SECTION	
Administrative Subject Files	2005
Facility Use Permit Files	2000, 2002, 2005
Instructor Payment Records	2005
Program Files	2002
Tour Files	2002, 2005
AQUATICS SECTION	
Aquatics Facilities Files	2002
Program Files	2002
COMMUNITY SERVICES SECTION	
Facility Use Permits	1983 – 06/2003
CULTURAL ARTS SECTION	
Arts & Crafts Show Files	Thru 2005
FACILITIES AND PROGRAM REGISTRATION SECTION	
Camp Files	2002
Facility Use Permits	2002
Special Event Permits	1983 – 2002
RECREATION PROGRAM MANAGEMENT (ADAPTED PROGRAMS)	
Program Files	Thru June 2003
SPORTS SECTION	
Field and Facility Reservation Files	2002
Sports League Files	2002

TEEN PROGRAMS

Program Files

Activity Registration Forms & Permits

03/2001 – 06/2003

All Other Materials

03/2001 – 03/2005

TENNIS PROGRAMS

Facility Management Files

07/2001 – 06/2003

Program Files

07/2001 – 06/2003