



BOARD OF SUPERVISORS  
AGENDA LETTER

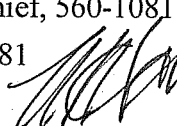
Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

Department Name: CEO - OES  
Department No.: 990  
For Agenda Of: 5/4/2010  
Placement: Administrative  
Estimated Time:  
Continued Item: No  
If Yes, date from:  
Vote Required: 4/5

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**TO:** Board of Supervisors  
**FROM:** Department Michael D. Harris, Emergency Operations Chief, 560-1081  
Contact Info: Erika Isaly, Administrative Assistant, 560-1081  
**SUBJECT:** Request for Destruction of Records



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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:** That the Board of Supervisors:

Approve the certification of approval for the destruction of records after the legal retention period has been met for those records not expressly required by law to be filed or preserved permanently or for a specified period of time.

**Summary Text:**

The Office of Emergency Services has identified departmental records, correspondence, and applications (specified in Attachment A) that are no longer required by law to be retained and have no value or purpose. The records include Oil Spill Prevention & Response short form contracts, letters to and from California Dept of Fish and Game, budget preparation materials, correspondence to and from FEMA re: completed projects, agenda reports, and other project materials.

**Background:**

California Government Code Section 26202 allows the Board of Supervisors to authorize the destruction of records that are more than two years old "*when the retention of any such record, paper or document is no longer necessary for county purposes.*"

**Fiscal and Facilities Impacts:**

Budgeted: Yes

Narrative: The current adopted budget allows for the cost of the destruction of records.

**Special Instructions:**

Please return a copy of the Minute Order and a copy of the executed Application for Destruction of Records to Erika Isaly in the Office of Emergency Services.

**Attachments:** Application for the Destruction of Records Certification of Approval

Office of Emergency Services File Destruction List

**Authored by:**

Erika Isaly

**APPLICATION FOR DESTRUCTION OF RECORDS**  
**CERTIFICATION OF APPROVAL**

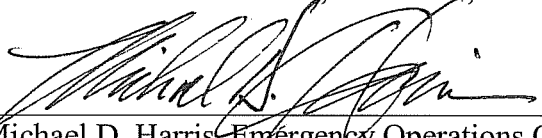
TO: Board of Supervisors  
County of Santa Barbara, California

The undersigned officer hereby applies, pursuant to the law cited below, for an order to destroy the records described in the attached schedule and to excuse said officer and his assistants, deputies and employees from further custody of said records.

**Code and Section Number:** Government Code Section 26202.

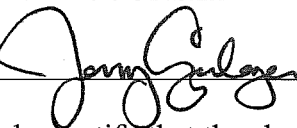
**Reason for Destruction:** The basic accounting information is retained electronically in the County's Financial Information Network, having surpassed the County's Single Audit process and other accounting tests. The accounting information, personnel files for employees who have retired or separated from the County, and the departmental project files are deemed to have no further administrative, legal or fiscal value. The boxes of documents are restricting physical space needed for current and future accounting, personnel and departmental files.

Executed at Santa Barbara, California, on May 4, 2010.

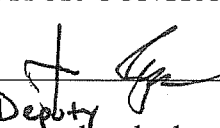
  
Michael D. Harris, Emergency Operations Chief

**APPROVED:**

COUNTY COUNSEL

BY: 

AUDITOR-CONTROLLER

BY:   
Deputy

I hereby certify that the above application was approved and adopted on May 4, 2010, by the following vote of the Board of Supervisors:

AYES:

NOES:

ABSENT:

By: \_\_\_\_\_  
County Clerk and ex officio Clerk of the Board  
of Supervisors, County of Santa Barbara, State  
of California

Office of Emergency Services File Destruction List - April 12, 2010			
Dates From To		Description of Contents	Location
2005	2005	State of CA Short Form Contract - CA Dept of Fish & Game	OES Office
2005	2005	Oil Spill Prevention & Response - County Fire Estimated Budget	OES Office
2005	2005	Correspondence from CA Dept of Fish & Game	OES Office
2003	2003	Correspondence to CA Dept of Fish & Game	OES Office
2003	2003	Correspondence from CA Dept of Fish & Game	OES Office
1998	1999	FEMA Award / Agreement documents & applications EMF 1999-PA-9015	OES Office
1998	1999	FEMA Project materials, correspondence, and bugetary documents	OES Office