

**SANTA BARBARA COUNTY
BOARD AGENDA LETTER**



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

Agenda Number:
Prepared on: 3/25/02
Department Name: SHERIFF
Department No.: 032
Agenda Date: 5/7/02
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors
FROM: Sheriff Jim Thomas
x4290
STAFF CONTACT: Lt. Wesley Maroney
346-7432
SUBJECT: Destruction of Civil Records from 1998 to 2000

Recommendation(s):

That the Board of Supervisors:

Endorse the purging and disposal of Certain civil Bureau records

Alignment with Board Strategic Plan:

The recommendation is primarily aligned with routine business necessity.

Executive Summary and Discussion:

The attached application would authorize the destruction of civil bureau records pertaining to accounting records from 1999-2000. This destruction is authorized by Government Code section 26202 which allows the destruction of such civil bureau records

Mandates and Service Levels:

The destruction of records is not mandated, however it is necessary to maximize storage space and promote efficiency within the Sheriff's Department., These records are not being reproduced for electronic storage, so they are not subject to further maintenance requirements.

Fiscal and Facilities Impacts:

All costs associated with this action will be absorbed within the Sheriff's Department Budget

Special Instructions:

Clerk of the Board: Please send a copy of signed application, Attention: Lt. Maroney, Sheriff's Civil Bureau.

Concurrence:

County Counsel
Auditor-Controller