



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: Sheriff  
Department No.: 032  
For Agenda Of: 7/5/2011  
Placement: Administrative  
Estimated Tme: N/A  
Continued Item: No  
If Yes, date from:  
Vote Required: 4/5ths vote

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**TO:** Board of Supervisors

**FROM:** Department Bill Brown, Sheriff ext. 4290  
Director(s)  
Contact Info: Lieutenant Steve Robel ext. 4280

**SUBJECT: Approve and Execute an Application for the Destruction of Personnel 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 and execute an application for the destruction of Personnel records, as authorized by Government Code section 26202.

**Summary Text:**

The Human Resources bureau of the Sheriff's Department has identified several boxes of old personnel files, payroll time sheets, overtime slips, failed background files and separated employees dated Jan 1<sup>st</sup> 2001 thru December 31<sup>st</sup> 2005 that are no longer necessary for operations. The basic information on these records are retained electronically. These records are deemed to have no further administrative, legal or fiscal value.

**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 or required for county purpose."*

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

Narrative: The current adopted budget accounts for the cost of this action in line item #7650.

**Special Instructions:**

Please return a copy of the Minute Order and a copy of the executed Application for Destruction of Records to Lieutenant Steve Robel.

**Attachments:**

Schedule of Records for Destruction

Application for Destruction of Records Certification of Approval

**Authored by:** Steve Robel, Human Resources Lieutenant, Sheriff's Department

**cc:**