

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: 9/13/06
Department Name: Sheriff
Department No.: 032
Agenda Date: 9/26/06
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Jim Anderson
Sheriff's Department

STAFF Douglas A. Martin
Chief Financial Officer

CONTACT: 681-4293

SUBJECT: Destruction of Old Accounting Records

Recommendation(s):

That the Board of Supervisors:

Execute an Application for the Destruction of Accounting Records

Alignment with Board Strategic Plan:

The recommendation is primarily aligned with actions required by law and routine business necessity.

Executive Summary and Discussion:

The Financial Services Bureau has identified several boxes of old accounting records that are no longer necessary for current operations. These records include accounts payable claims processed between 2000 to 2003 and accounts receivable billings or deposit slips from 2000 to 2001. The basic transaction information is retained electronically in the County's Financial Information Network, having surpassed the County's Single Audit process and other accounting tests. These records are deemed to have no further administrative, legal or fiscal value.

An Application for Destruction of Records had been prepared and approved by County Counsel and the Auditor's Controller. If executed by your Board, the records will be destroyed.

Mandates and Service Levels:

Government Code §26202 allows the Board of Supervisors (by 4/5ths vote) 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 of county purpose”*

Fiscal and Facilities Impacts:

Additional and necessary storage space for existing and future accounting records will be made available by the destruction of the aforementioned documents. There are no fiscal impacts with this action as shredding service is an ongoing and routinely budgeted item within the Sheriff's Department budget.

Special Instructions:

Clerk of the Board: Please send an official Minute Order and copy of the executed Application for Destruction of Records to the attention of: Douglas A. Martin, Chief Financial Officer, Sheriff's Department.

Concurrence:
County Counsel
Auditor-Controller

**Application for Destruction of Accounting Records
Certification of Approval**

To: Board of Supervisors, County of Santa Barbara

The undersigned officer hereby applies, pursuant to the law cited below, for an order to destroy they described records 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 transaction information is retained electronically in the County's Financial Information Network, having surpassed the County's Single Audit process and other accounting tests. These records 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 records.

Description of Records:

The undersigned officer declares under penalty of perjury that he is the supervisor and custodian of the described records of his department of the County of Santa Barbara, and that he has read the foregoing application and knows the contents thereof, and on his information and belief, to be true.

Executed at Santa Barbara, California, on September 13, 2006.

Douglas A. Martin, Chief Financial Officer, Sheriff's Department

Approved:

Shane Stark, County Counsel

Robert W. Geis, CPA, Auditor-Controller

By: _____

By: _____

Certification of Approval

I hereby certify that the above application was approved and adopted on _____, 2006 by the following vote of the Board of Supervisors:

AYES:

NOES:

ABSENT:

By: _____
Clerk of the Board of Supervisors
of the County of Santa Barbara,
State of California