

**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:** 5/2/2006  
**Department Name:** Public Works  
**Department No.:** 054  
**Agenda Date:** 5/23/2006  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors  
**FROM:** Phillip M. Demery, Director 568-3010  
Public Works Department  
**STAFF CONTACT:** Scott D. McGolpin, Deputy Director 568-3064  
Public Works, Transportation Division  
**SUBJECT:** Destruction of Records. All Supervisorial Districts in Santa Barbara County.

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**Recommendation(s):**

That the Board of Supervisors review and approve the Application for Destruction of Records.

**Alignment with Board Strategic Plan:**

The recommendation(s) are primarily aligned with Goal No. 2. Ensure the Public Health and Safety and Provide Essential Infrastructure.

**Executive Summary and Discussion:**

This Department requests an order to destroy the records described in the attached schedule. The Department's policy is to maintain records for no longer than five years. The Board must approve this action with consent from four out of five Board Members. Similar actions will be before your Board on an annual basis.

**Mandates and Service Levels:**

No change in programs or service level.

**Fiscal and Facilities Impacts:**

No fiscal impacts. Facilities necessary for records storage will not need to increase in the future.

**Special Instructions:**

Retain original and return one copy to the Public Works - Transportation, Road Construction Section, 4417 Cathedral Oaks Road, Santa Barbara, California.

**Construction Staff Contact:** Eric Pearson, Construction Section Manager, 681-5686.

**Concurrence:** County Council and Auditor Controller

**Attachments:** Application for Destruction of Records  
Schedule of Project Files to be Destroyed (3 Pages)