



County of Santa Barbara

BOARD OF SUPERVISORS

Minute Order

February 10, 2026

Present: 5 - Supervisor Lee, Supervisor Capps, Supervisor Hartmann, Supervisor Nelson, and Supervisor Lavagnino

CLERK-RECORDER-ASSESSOR-ELECTIONS DEPARTMENT

File Reference No. 26-00130

RE: Consider recommendations regarding a record retention schedule for Clerk-Recorder Division, as follows:

- a) Adopt a Resolution for the retention, destruction, or disposition of Clerk-Recorder records, papers, and documents pursuant to Government Code sections 26200, et seq., and for delegation to the County Clerk-Recorder-Assessor or designee to authorize future destruction of records in accordance with the Clerk-Recorder Records Retention Schedule;
- b) Approve a Records Retention Schedule for Clerk-Recorder for the retention, destruction or disposition of its records and delegate to the County Clerk-Recorder-Assessor or designee the ability to make non-substantive changes to the Records Retention Schedule without returning to the Board, subject to the Board's ability to rescind such delegated authority; and
- c) Determine that the proposed actions are not a "Project" under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline section 15378(b)(5) because the activity consists of organizational or administrative activity of the government that will not result in direct or indirect physical changes in the environment.

A motion was made by Supervisor Lavagnino, seconded by Supervisor Lee, that this matter be acted on as follows:

a) Adopted; and

RESOLUTION NO. 26-31

b) and c) Approved.

The motion carried by the following vote:

Ayes: 5 - Supervisor Lee, Supervisor Capps, Supervisor Hartmann, Supervisor Nelson, and Supervisor Lavagnino