



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: 09/13/2022
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: 4/5ths vote

TO: Board of Supervisors
FROM: Department Bill Brown, Sheriff, ext. 14290
Director(s)
Contact Info: Chief Financial Officer, Hope Vasquez, ext. 14299
SUBJECT: Approve and Execute an Application for the Destruction of Accounting Records

County Counsel Concurrence

As to form: Yes

Other Concurrence: None

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board Supervisors:

- a) Approve an Application for Destruction of Records of Financial Services Division files that are more than two (2) years old and are no longer required by law to be retained; and
- b) Determine that the above actions are organizational and administrative activities of government that are not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines sections 15378(b) (5).

Summary Text:

The Financial Services Division of the Sheriff's Office had identified 31 boxes of old accounting records that are no longer necessary for operations. The records include accounts payable claims, accounts receivable billings, deposit journals and worksheets from 1981 through December 31, 2016. The Basic information on these records are retained electronically in the County's Financial Information Network (FIN). 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 2 years old.

Performance Measure: None

Contract Renewals and Performance Outcomes: None

Fiscal and Facilities Impacts:

Budgeted: Yes

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

Fiscal Analysis: None

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal			
Fees			
Other:			
Total	\$ -	\$ -	\$ -

Narrative:

Key Contract Risks: None

Staffing Impacts: None

Legal Positions:

FTEs:

Special Instructions:

Please return a copy of the Minute Order and a copy of the executed Application for Destruction of Records to the Sheriff's Office, Business Office.

Attachments:

Schedule of Records for Destruction

Application for Destruction of Records Certification of Approval

Authored by:

Hope Vasquez, Chief Financial Officer, Sheriff's Office

cc: None

APPLICATION FOR DESTRUCTION OF RECORDS
CERTIFICATION OF APPROVAL

TO: Board of Supervisors
County of Santa Barbara, California

The undersigned officer hereby applies, pursuant to the law cited below, for an order to destroy the records described in the attached schedule 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.

Executed at Santa Barbara, California, on August 12, 2022.

Hope Vasquez, Chief Financial Officer
Santa Barbara County Sheriff’s Office

APPROVED:

COUNTY COUNSEL

AUDITOR-CONTROLLER

BY: _____

BY: _____

CERTIFICATION OF APPROVAL

I hereby certify that the above application was approved and adopted on _____, 20____, by the following vote of the Board of Supervisors:

AYES:

NOES:

ABSENT:

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

SCHEDULE OF RECORDS FOR DESTRUCTION

<u>TYPE OF RECORD</u>	<u>ORIGINAL OR COPY</u>	<u>PERIOD COVERED</u>
Financial Services Division Fiscal Documents	Original	All files created prior to January 1st, 2017

Schedule of Records for Destruction - Business Office				
	Box #	Content Dates		Description of Contents
		From	To	
1	550	2014	2015	DJE's 12/2014 - 04/2015
2	551	2015	2015	DJE's 05/2015 - 06/2015
3	603	1998	2012	Sheriff Special Fund 1590, SBRNET FUND 1591 Annual Certifications & Equitable Sharing Agreements
4	620	2008	2015	LESLEY'S-FY 14/15 Labor Adjustments- FY 13/14 A/A Misc Invoices & Revenue Accruals- ADMHS PHF JE's July 2008-June 2013- Probation Polygraph FY 13/14, 14/15- Daily Jail Rate Calculations FY's 05/06- 12/13
5	621	2013	2014	Custodial Account Bank Statements, Bail & Fine Statements and Receipts
6	633	2014	2015	5th year DRC invoices and CSI documentation July 2014 - June 2015 - Destroy - 2020
7	634	2010	2013	Misc business office binders - Destroy after five years - 2020
8	635	2011	2013	Misc business office binders - Destroy after five years - 2020
9	637	2013	2015	Fund 75 FY14/15 AP, AR, JE's & Deposits. FY 13/14 Depoits
10	638	2014	2015	Accounts Payable- "A-Bliss"
11	639	2014	2015	Accounts Payable- "Barker- DOJ"
12	640	2014	2015	Accounts Payable- "DOJ - G"
13	641	2014	2015	Accounts Payable- "H-Kropp"
14	642	2014	2015	Accounts Payable- "L-O"
15	643	2014	2015	Accounts Payable- "P-R"
16	644	2014	2015	Accounts Payable- "S-T"
17	645	2014	2015	Accounts Payable- "Staples"
18	646	2014	2015	Accounts Payable- Verizon (Misc)
19	647	2014	2015	Accounts Payable- Verizon- Large Listing (07/2014-03/2015)
20	648	2014	2015	Accounts Payable- Verizon 608101425-0001, V-Z, Corizon
21	651	2014	2015	Accounts Payable- Verizon 608101425-0001
22	652	2014	2015	Accounts Payable- "US Bank 05/23/14 to US Bank 12/22/14"
23	653	2014	2015	Accounts Payable- "US Bank 01/22/15 to US Bank 06/22/15"
24	654	2008	2015	Accounts Payable- BOARD CONTRACTS PAYMENTS- Aramark-12/13, 13/14/ Postage One-14/15 LA County Sheriff 07/2008-06/2011
25	655	2014	2015	Custodial Account Bank Statements, Bail and Fine Statements & Receipts
26	656	2014	2015	AR billings (Les), Qtrly Transportation Billings (M), Journal Entries, RAC/EAC (12/13- 14/15) copies, 2004 County Split paperwork
27	670	2015	2016	Accounts Payable- Verizon- 608101425-0001 (12/2015-05/2016), Staples (06/2015-10/2015)
28	672	2006	2015	Amex, Voyager Card, Cal Card issued copies 2006-2010, CN/BL Renewal 2009-2015
29	673	2014	2016	ETEC, DMV, Courtroom Baliff, Revolving duns, Witness Fees, Backgrnd/Out of Sate Inv.
30	674	2014	2015	Application for Attendance, Out of State Extradition
31	794	1981	2008	North and South SIB/CID Cash box summary, Treasurer dep ticket