



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:** March 1, 2016  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** 4/5ths

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**TO:** Board of Supervisors  
**FROM:** Departments Bill Brown, Sheriff-Coroner  
Contact Info: Sergeant Juan Camarena 681-4280  
**SUBJECT:** Approve and Execute an Application for the Destruction of Personnel Records

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: N/A

As to form: N/A

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a. Approve and execute an application for the destruction of personnel records; and,
- b. Find that the proposed action is related to organizational or administrative activities that will not result in direct or indirect physical changes in the environment and is therefore not a project under the California Environmental Quality Act (CEQA) pursuant to Guideline Section 15378(b)(5).

**Summary Text:**

The Human Resources Bureau of the Sheriff's Office has identified several boxes of old personnel files including polygraph reports and failed backgrounds from 1982 to 2008 that are no longer needed for operation. 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 FY 2015-16 budget accounts for the cost of this action in line item # 7650.

**Staffing Impacts:**

**Legal Positions:**

N/A

**FTEs:**

N/A

**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, Human Resources Bureau.

**Attachments:**

Application for Destruction of Records

**Authored by:**

Marla Arnoldi, Administrative Office Professional Senior, Sheriff's Office, 681-4274

**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 below 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 old personnel files, polygraph reports and failed background files from 1982 to 2008 are deemed to have no further administrative, legal or fiscal value. The boxes of documents are restricting physical space needed for current and future human resources records.

Executed at Santa Barbara, California, on March 1, 2016.

\_\_\_\_\_  
Juan Camarena, Sergeant, Sheriff's Office, ext. 4280

**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