

**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: 03/07/02
Department Name: Social Services
Department No.: 044
Agenda Date: 05/07/02
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Charlene A. Chase, Director
Social Services Department

**STAFF
CONTACT:** Duncan Thomas, ext. 4540

SUBJECT: DESTRUCTION OF DESIGNATED CASE RECORDS

Recommendation(s):

That the Board of Supervisors:

Approve the Department of Social Services' request for authorization to destroy designated case records, which the Department is no longer required to retain.

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with actions required by law or by routine business necessity.

Executive Summary and Discussion:

The State Manual of Policies and Procedures basically requires that case record material be retained for three (3) years. In addition, the State periodically provides instructions on retaining case records for longer periods of time primarily due to unresolved litigation or audits. In accordance with the requirements of Chapter 23-350 of the State Manual, and All County Letter 01-36, the Department has determined that the records listed on the attachment to this letter are free of retention requirements and may, with the Board's approval, be destroyed.

Mandates and Service Levels:

This will not change programs or service levels.

Fiscal and Facilities Impacts:

Alleviating the need for additional storage space will more than offset the cost associated with confidential case destruction, approximately \$100.

Special Instructions:

After execution by the Chair, please return one (1) certified copy of the Certification of Approval and one (1) copy of the Minute Order to the Social Services Department, attention Hilary Yost.

Concurrence:

Auditor-Controller
County Counsel

SCHEDULE OF RECORDS FOR DESTRUCTION

April 2002

Type of Record	Original or Copy	Period Covered
In-Home Supportive Services	Original	Closed prior to 01/01/78
Greater Avenues to Independence (GAIN)	Original	Closed prior to 01/01/91
Child Protective Services	Original	Closed prior to 01/01/89
Aid to Families with Dependent Children (AFDC)	Original	Closed prior to 01/01/88
California Work Opportunity and Responsibility to Kids (CalWORKs)	Original	Closed prior to 12/01/96
CalWORKs Welfare to Work	Original	Closed prior to 12/01/96
CalWORKs Child Care	Original	Closed prior to 12/01/96
Medi-Cal	Original	Closed prior to 01/01/99
Adult Protective Services	Original	Closed prior to 01/01/99
Non-Assistance Food Stamps	Original	Closed prior to 01/01/99
General Relief	Original	Closed prior to 01/01/99
Job Training Partnership Act (JTPA)	Original	Closed prior to 01/01/96

**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: DSS Operations Manual Section 23-350

Reasons for Destruction: Records exceed required retention periods

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, on his information and belief, to be true.

Executed at Santa Barbara, California, on _____, 2002.

Name: Michele Fitzpatrick
Department: Social Services
Title: Deputy Director

APPROVED:

COUNTY COUNSEL

AUDITOR/CONTROLLER

By: _____

By: _____

CERTIFICATION OF APPROVAL

I hereby certify that the above application was approved and adopted on _____, 2002, by the following vote of the Board of Supervisors:

AYES:

NOES:

ABSENT:

County Clerk and ex-officio Clerk of the Board of Supervisors
County of Santa Barbara, State of California

By: _____