




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-Coroner
Department No.: 032
For Agenda Of: April 1, 2025
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors
FROM: Sheriff's Office Bill Brown, Sheriff-Coroner, (805) 681-4290 
Contact Info: Chris Gotschall, Human Resources Lieutenant, (805) 681-4280
SUBJECT: Approve and Execute an Application of Destruction of Personnel, Background, Overtime Slips and Fail Background Records

County Counsel Concurrence

As to form: Yes

Other Concurrence: N/A

As to form: Select_Concurrence

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and execute the Application of the Destruction of Records of Sheriff's Human Resources records that are at least seven (7) years old and are no longer required by the law to be retained; and
- b) Determine that the above actions are organizational and administrative activities of government and not a project under the California Environmental Act (CEQA) pursuant to Guidelines Section 15378(b)(5).

Summary Text:

This item is on the agenda to request your Board to approve and authorize the Sheriff's Office to dispose of all Human Resources Division files that are at least seven (7) years old annually as prescribed by California Government Code Section 26202, or document which is more than two years old and which was prepared or received in any manner other than pursuant to a state statute or county charter.

Background:

This service is contracted through Stericycle/Shred-it. The contractor goes to the Sheriff's Office and shreds the files on site and provides a certificate of destruction with the invoice. This service has been in place for many years.

Fiscal and Facilities Impacts:

Budgeted: Yes

Narrative:

The current adopted budget for the Sheriff's Office accounts for the cost of this action (\$170) within the Services and Supplies – Special Departmental Expense line item.

Key Contract Risks:

No contract risks.

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, c/o Anna Thingvold Garcia, AOP Senior.

Attachments:

Attachment A: 2025 Schedule of Records for Destruction

Attachment B: 2025 Application for Destruction of Records Certificate of Approval

Authored by:

Anna Thingvold Garcia, Administrative Office Professional Senior, Sheriff's Office at 805-681-4274