



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: CEO/Human Resources
Department No.: 064
For Agenda Of: 3-1-11
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Select_From Jeri Muth, Interim Human Resources Director, 568-2816
Contact Info: Melissa Grisales, Assistant HR Director; 568-2819
SUBJECT: Application for Destruction of Records

County Counsel Concurrence

As to form: Select_Concurrence

Auditor-Controller Concurrence

As to form: Select_Concurrence

Other Concurrence: Select_Other

As to form: Select_Concurrence

Recommended Actions:

That the Board of Supervisors approves the Application for Destruction of Records so that records may be destroyed in accordance with Government Code Section 26202.

Summary Text:

Government Code Section 26202 allows the destruction of certain documents which are more than two years old. Records prior to 2007 are no longer vital to the efficient operation of the Department and may be destroyed.

Fiscal and Facilities Impacts: There is no fiscal impact associated with this action.

Special Instructions:

Please send one copy of the approved resolution to Amanda R. Blake in the Human Resources Department

Attachments:

Application for Destruction of Records Certification of Approval
Schedule of Original Records for Destruction

**APPLICATION FOR DESTRUCTION OF RECORDS
CERTIFICATION OF APPROVAL**

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 §26202.

REASON FOR DESTRUCTION: Disposal of records as described in the attached schedule through December 31, 2006 in order to provide file space for more current records.

The undersigned officer declares under penalty of perjury that she is the supervisor and custodian of the described records of the Human Resources Department of the County of Santa Barbara and that she has read the foregoing application and knows the contents thereof, on her information and belief, to be true.

Executed at Santa Barbara, California on March 1, 2011.

Jeri R. Muth, Interim Human Resources Director

CERTIFICATION OF APPROVAL

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

AYES:

NOES:

ABSENT:

ATTEST:

Chandra L. Wallar
Clerk of the Board

By: _____

**SCHEDULE OF
ORIGINAL RECORDS FOR DESTRUCTION
THROUGH DECEMBER 31, 2006**

TYPE OF RECORD

Inactive Applications 2006

Applicant Correspondence 2006

Testing Materials 2006

Certification/Eligible Lists 2006

Obsolete Recruitment Files 1987 - 2006

Personnel Jackets for Separated Employees 2006

Classification Studies 1984 - 2003

Benefits Files 2002 - 2003