



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: 01/08/2008
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: No Vote Required

TO: Board of Supervisors
FROM: Select_From Susan Paul
Assistant CEO/Human Resources Director
Contact Info: Theresa Duer, Assistant HR Director; 568-2822
SUBJECT: **Application for Destruction of Records**

County Counsel Concurrence

As to form: Select_Concurrence

Other Concurrence: Select_Other

As to form: Select_Concurrence

Recommended Actions:

That the Board of Supervisors approve the Application for Destruction of Records so that records involved may be destroyed.

Summary Text:

Government Code requires inactive records to be kept for three years. Records prior to 2004 are no longer vital to the efficient operation of the Department and can be destroyed.

Background:

Performance Measure:

Fiscal and Facilities Impacts:

Budgeted: Select_Budgeted

Fiscal Analysis:

<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:

Staffing Impacts:

Legal Positions: **FTEs:**

Special Instructions:

Please send one copy of the approved resolution to Jo Ann Barragan in the Human Resources Department

Attachments:

cc:

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 §26201 and §26202.

REASON FOR DESTRUCTION: Disposal of records as described in the attached schedule through December 31, 2003 to make room for later 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 November 8, 2007.

Susan Paul, Assistant CEO/HR Director

APPROVED:
Stephen Shane Stark
County Counsel

By: _____

CERTIFICATION OF APPROVAL

I hereby certify that the above application was approved and adopted on January 8, 2008, by the following vote of the Board of Supervisors:

AYES:

NOES:

ABSENT:

ATTEST:
Michael F. Brown
Clerk of the Board

By: _____

ATTACHMENT

SCHEDULE OF
ORIGINAL RECORDS FOR DESTRUCTION
THROUGH DECEMBER 31, 2003

TYPE OF RECORD

Inactive Applications

Applicant Correspondence

Testing Materials

Certification/Eligible Lists

Personnel Jackets for Separated Employees