



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Room 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Sheriff
Department No.: 032
For Agenda Of: 11/6/12
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: 4/5th

TO: Board of Supervisors

FROM: Bill Brown Sheriff-Coroner
Lt. Chris Pappas 681-4723

SUBJECT: Destruction of Records - Civil

County Counsel Concurrence

County Counsel

Auditor-Controller Concurrence

Auditor-Controller

Other Concurrence:

None required

Recommended Actions:

That the Board of Supervisors endorse the purging and disposal of certain Civil records.

Summary Text:

The Civil records have been saved to electronic media and thereby preserved for future access via the computer network. The Department does not have the space or desire to retain the records any longer. Service sheets, Instruction sheets, Levy case files from December 2001 through December 2009, financial records & reports from October 1996 through December 2006.

Background:

Government codes 26201 (authorizes the Board to destroy duplicate records) 26202 (authorizes Board to destroy records more than 2 years old with a 4/5ths vote if records are not otherwise required to be retained), 26205 (authorizes Board to destroy records if they are reproduced accurately and remain accessible), County of Santa Barbara, "destruction of Records" Policy #010-008; and, Auditor Memo, 'Record Retention Policy', dated 10-03-96.

Performance Measure:

None

Fiscal and Facilities Impacts:

In order to efficiently utilize current space, these types of records are periodically destroyed after conversion. The Department is currently challenged for space to store these records. The Department is looking forward to renewing space for future records.

Fiscal Analysis:

None

Page 2 of 2

Narrative: None

Staffing Impacts:

None

Legal Positions:

FTEs:

Special Instructions:

Clerk of the Board: Please send a copy of the Minute Order to: Lieutenant Chris Pappas, Sheriff's Office.

Attachments:

Application for destruction of records

Authored by:

Lt. Chris Pappas

cc:

APPLICATION FOR DESTRUCTION OF RECORDS
CERTIFICATION OF APPROVAL

TO: Board of Supervisors
County of Santa Barbara

REFERENCE: Civil Documents

The undersigned officer hereby applies, pursuant to the law cites below, for an order to destroy the described records 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: Civil Bureau records need not be retained in excess of two years. These documents are eligible for destruction and have no present or future usefulness

Description of Records:

See Attached.

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 _____ 2012

BILL BROWN
Sheriff- Coroner

APPROVED:

County Counsel

Auditor-Controller

By: _____

By: _____

CERTIFICATION OF APPROVAL

I hereby certify that the above application was approved and adopted on _____ 2012
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: _____