

# 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:** 1/24/05  
**Department Name:** Auditor-Controller  
**Department No.:** 061  
**Agenda Date:** 2/22/05  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors

**FROM:** Robert W. Geis, CPA  
Auditor-Controller

**STAFF CONTACT:** Linda Lucas  
x2100

**SUBJECT:** APPLICATION FOR THE DESTRUCTION OF RECORDS

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## **Recommendation(s):**

That the Board of Supervisors:

Approve the attached certification of approval for the destruction of records after the legal retention period has been met for those records not expressly required by law to be filed or preserved permanently or for a specified period of time. Attached schedule of records for destruction specifies required retention periods.

## **Alignment with Board Strategic Plan:**

The recommendation is primarily aligned with actions required by law or by routine business necessity.

**Executive Summary and Discussion:** Approval of this request will streamline the destruction of records for our department and reduce unnecessary requests to the Board in the future.

**Mandates and Service Levels:** County Policy #010-008

**Fiscal and Facilities Impacts:** None

**Special Instructions:** Send a copy of minute order and the approved Application for Destruction of Records to Linda Lucas, Auditor-Controller.

**Concurrence:** County Counsel

