

**ATTACHMENT B**

### SCHEDULE OF RECORDS FOR DESTRUCTION

<b><u>TYPE OF RECORD</u></b>	<b><u>ORIGINAL OR COPY</u></b>	<b><u>PERIOD COVERED</u></b>
Fiscal Records	Original	July 1, 1994 – June 30, 2019
Personnel Records, current employees	Original	December 10, 1990 to present
Personnel Records, former employees	Original	Older than seven (7) years from date of employee's separation
Recruitment Records	Original	July 1 2009 – June 30, 2019
Child Support Case Records	Original	July 1, 1986 – June 30, 2017
Child Support Case Records	Original (Microfiche)	July 1, 1974 – June 30, 1994



## County of Santa Barbara BOARD OF SUPERVISORS Minute Order

---

**Present:**

### CHILD SUPPORT SERVICES

---

**RE:** Consider recommendations regarding an application for the destruction of records, as follows: (4/5 Vote Required)

- a) Approve an Application for Destruction of Records for internal case and fiscal files at least four (4) years and four (4) months old and internal personnel files older than seven (7) years from the date of employee separation and no longer required by law to be retained; and
- b) Determine that the above actions are organizational and administrative activities of government that are not a project under the California Environmental Quality Act (CEQA) pursuant CEQA Guidelines section 15378(b)(5).

**A motion was made by, that this matter be acted on as follows:**

- a) Approved and authorized; Chair to execute; and
- b) Approved.

**The motion carried by the following vote:**

**Ayes:**