



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: Public Works
Department No.: 054
For Agenda Of: June 2, 2015
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors
FROM: Department Director Scott D. McGolpin, Public Works Director, 568-3010
Contact Info: Chris Sneddon, Deputy Director of Transportation, 568-3064
SUBJECT: Destruction of Records, All Supervisorial Districts

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- A. Approve the attached Application for the Destruction of Records consisting of closed Construction and Accounting project files as indicated in Attachment B; and
- B. Determine that the proposed actions are administrative and other fiscal activities that do not involve commitment to any specific project, and are therefore not a project as defined by State CEQA Guidelines Section 15378, and approve the filing of the attached Notice of Exemption on that basis.

Summary Text:

Your Board approved a similar request on June 21, 2011; File Reference No. 11-00508. The requested records consist of documents generated during the course of project construction, which are not required to be retained and are no longer needed. Destruction of these records would provide additional storage space.

Background:

California Government Code Section 26202 allows the Board of Supervisors to authorize the destruction of records that are more than two years old. "...when the retention of any such record, paper or document is no longer necessary or required for county purpose."

Fiscal and Facilities Impacts:

Budgeted: N/A

Narrative:

The Department will utilize the County Resource Recovery and Waste Management facilities to destroy these records.

Special Instructions:

Original documents are to be filed with the Clerk of the Board.

Please forward a certified, stamped Minute Order approving the recommendations, as well as a copy of the fully executed Application for Destruction of Records and the fully executed signature page to:

1. Public Works, Transportation Division, Construction Section, Attn: Patrick Santomauro, 681-5697
South County P.W. Construction Office, 4417 Cathedral Oaks Road, Santa Barbara, CA 93110
2. Public Works, Transportation Division, Administration, Attn: Gena Valentine Felix, 568-3064

Attachments:

Attachment A – Application for Destruction of Records

Attachment B – Schedule of Construction Project Files to be Destroyed

Attachment C – Schedule of Accounting Project Files to be Destroyed

Attachment D – Notice of Exemption

Authored by:

Eric Pearson, P.E., Construction Section Manager 681-5686

Philip Gaston, P.E., Resident Engineer 739-8776

cc: Construction File