



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

Submitted on:
(COB Stamp)

Department Name: CEO
Department No.: 012
For Agenda Of: 2/24/09
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:
Vote Required Majority

TO: Board of Supervisors

FROM: Department Director: Michael F. Brown, County Executive Officer
Contact Info: Michael Allen, Chief Deputy Clerk of the Board - 568-2240

SUBJECT: Request for Destruction of Records

County Counsel Concurrence:

As to form/legality: Yes No N/A

Auditor-Controller Concurrence:

As to form: Yes No N/A

Recommended Action(s):

Approve the attached application for destruction of hard copy (paper) records of the proceedings of the Board of Supervisors for the following years:

January 1, 1999 through December 31, 1999 (File Nos. 99-21,091 – 99-21,519)

Summary:

The Clerk of the Board Office has placed all of the referenced records of the Board of Supervisors on microfilm and optical disk. These records are permanently stored and available for inspection in the Clerk of the Board Office during all regular business hours. In addition to an original and duplicate microfilm record of the files referenced above, the Clerk of the Board Office retains the original hard copy of all resolutions and ordinances adopted by the Board.

This request is made per the requirements of Government Code Sections 26201 and 26205. Once approved by your Board, the above referenced documents will be destroyed by our vendor, Iron Mountain Inc. (a local vendor).

Background:

The Clerk of the Board Office is responsible for maintaining the public record of the Board of Supervisors from 1850 to present. Due to practical storage issues, the County is only able to store the original files of the Board of Supervisors for approximately 5-7 years after which these files are transferred to microfilm and optical disc for permanent storage. Each fiscal year, files that have been permanently stored on microfilm and on optical disk are destroyed to free storage space for new files.

Fiscal and Facilities Impacts:

All costs associated with this project are included in the FY 2008-09 adopted budget. There are no additional fiscal impacts associated with the microfilming and destruction of the records referenced in this request.

Budgeted: Yes No

Fiscal Analysis

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized Cost:</u>	<u>Total Project Cost</u>
General Fund	\$0.00	\$0.00	\$0.00
State	\$0.00	\$0.00	\$0.00
Federal	\$0.00	\$0.00	\$0.00
Fees	\$0.00	\$0.00	\$0.00
Other:	\$0.00	\$0.00	\$0.00
Other:	\$0.00	\$0.00	\$0.00
Total:	\$ 0.00	\$ 0.00	\$ 0.00

Narrative:

Staffing Impact(s):

Legal Positions:

FTEs:

There are no staffing impacts associated with this request.

Special Instructions:

None

Attachments: (list all)

Application for destruction of records.

Authored by: Michael Allen, Chief Deputy Clerk of the Board - X 2240

cc: