

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:

Sheriff

Department No.:

032

For Agenda Of:

8/25/2009

Placement:

Administrative

Estimated Tme:

N/A

Continued Item:

No

If Yes, date from:

Vote Required:

4/5ths vote

TO:

Board of Supervisors

FROM:

Department

Bill Brown, Sheriff ext. 4290 Janus Colle

Director(s)

Contact Info:

Chief Financial Officer Doug Martin ext. 4293

SUBJECT:

Approve and Execute an Application for the Destruction of Accounting Records

County Counsel Concurrence

<u>Auditor-Controller Concurrence</u>

As to form: Yes

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

Approve and execute an application for the destruction of accounting records.

Summary Text:

The Financial Services Division of the Sheriff's Department has identified several boxes of old accounting records that are no longer necessary for operations. The records include accounts payable claims and accounts receivable billings or deposits slips from July 1, 2003 through June 30, 2006. The basic information on these records are retained electronically in the County's Financial Information Network (FIN). These records are deemed to have no further administrative, legal or fiscal value.

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: Yes

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Fiscal Analysis:

Narrative: The current adopted budget accounts for the cost of this action in line item #7650.

Special Instructions:

Please return a copy of the Minute Order and a copy of the executed Application for Destruction of Records to the Sheriff's Department Business Office.

Attachments:

Schedule of Records for Destruction

Application for Destruction of Records Certification of Approval

Authored by: Douglas A. Martin, Chief Financial Officer, Sheriff's Department

cc:

Of California

APPLICATION FOR DESTRUCTION OF RECORDS CERTIFICATION OF APPROVAL

TO: Board of Supervisors

County of Santa Barbara, California

The undersigned officer hereby applies, pursuant to the law cited below, for an order to destroy the records described in the attached schedule 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: The basic transaction information is retained electronically in the County's Financial Information Network, having surpassed the County's Single Audit process and other accounting tests. These records are deemed to have no further administrative, legal or fiscal value. The boxes of documents are restricting physical space needed for current and future accounting records.

Executed at Santa Barbara, California, on August	13, 2009.	
Douglas A. Martin, Chief Financial Officer, Santa	Barbara County Sheriff's Office	
APPROVED:		
COUNTY COUNSEL	AUDITOR-CONTROLLER	
BY: Mely id. SST	BY: Mel a Col	
/	ON OF APPROVAL	
I hereby certify that the above application was app the following vote of the Board of Supervisors:	proved and adopted on, 20	, by
AYES:		
NOES:		
ABSENT:		
By: County Clerk and ex officio Clerk of the Board		
Of Supervisors, County of Santa Barbara, State		

FINANCIAL SERVICES, ADMIN BUSINESS DIVISION File Destruction List FY 2003 - 2006

Box # Content Dates
From To

Description of Contents

,		1011		
إحصو	337	2003	2004	Treasurer Deposits - July 2003 to December 2003
	338	2003	2004	Treasurer Deposits - January 2004 to June 2004
	339	2003	2004	ETECH - DMV and Toxicology
	340	2003	2004	Court Billing JE's, Court Timesheets, and LAJ's
	361	2004	2005	Treasurer Deposits - July 2004 to January 2005
	362	2004	2005	Treasurer Deposits - February 2005 to June 2005, DMV Parking and ETECH Parking Deposits
	363	2004	2005	Timesheets 2004-15 to 2005-13, JE's, Print Shop JE's, Suspense Registers, Warrant Cancel, Witness Fees, POST Reimb
	364	2004	2005	Applications for Attendance, Employee Travel Claims, Sheriff's Revolving Fund Claims
	365	2004	2005	Accounts Receivable - 2004-05 Contract Invoices
	378	2004	2005	Cal-Card Claims to AMEX Claims 10/14/04
	379	2004	2005	AMEX Claims to 6/15/05 and Petty Cash Claims All Stations/Jail Petty Cash & Revolving Claims
	380	2005	2006	Accounts Payable - A thru Cingular Wireless
	381	2005	2006	Accounts Payable - City of Carpinteria thru DFAS
	382	2002	2006	Accounts Payable - DOJ Billing thru Home Depot
	383	2005	2006	Accounts Payable - "I" thru Lynn Peavey
	384	2005	2006	Accounts Payable - "M" thru Nextel
	385	2005	2006	Accounts Payable - Newton Supplies thru SB NewsPress
	386	2005	2006	Accounts Payable - SB School District thru Ventura County Star
	387	2005	2006	Accounts Payable - Verizon thru "Z"
	388	2005	2006	Accounts Payable - Nextel Claims

FINANCIAL SERVICES, JAIL DIVISION File Destruction List FY 2003- 2006

Description of Contents	eceivable/Billings, JE, LAJs, Tax Intercept		orting system(DJE), B & F Acct daily sheets June 03 thru June 04	al Account - Daily Sheets & Deposits for July-03 to November-03 (NO October 2003, see box #083 for Oct.)	Custodial Account - Daily Sheets & Deposits for December-03 to March-04	al Account - Daily Sheets & Deposits for April-04 to June-04	Bail-Fine Daily Deposits 06/03-06/04, & Bank Statements 1996-1998, '97 copies of Custody & B& Fine checks	Tax Intercept (Bkg fees pd) 97-2002, GCS contract file(booking fees), bounced checks '97-'98	I Fine Receipts 8/5/2000 through 9/18/2003	Accounts Payable Claims / A- F	Accounts Payable Claims / G- L	Accounts Payable Claims /M- Tri	ayable Claims /Tri-Valley-Z, Appl. For Atten, Trvel Reimb.claims, Medical payables Am. MedMarian Med.	Accounts Payable Marian Medical- South Coast	Accounts Payable Claims/ A- Grainger, Petty Cash	Accounts Payable Claims/ H- R	Accounts Payable Claims/ S - Z, Medical Payables A-D	Accounts Payable Medical Claims/ G- Marian invoices 7/12- 8/18/06	Accounts Payable Medical Claims/ Marian invoices 7/19- 8/24/06 - S, and MISC CLAIMS		(ES			
	Accts Receiv	Treasurer's I	Jail reporting	Custodial Ac	Custodial Ac	Custodial Ac	Bail-Fine Da	Tax Intercep	Bail and Fin	Accounts Pa	Accounts Pa	Accounts Pa	Accts Payab	Accounts Pa	Accounts Pa	Accounts Pa	Accounts Pa	Accounts Pa	Accounts Pa		19 BOXES			
t Dates To	06/30/04	06/30/04	06/30/04	06/30/04	06/30/04	06/30/04	06/30/04	06/30/05	09/18/03	90/08/90	20/02/90	90/08/90	50/0E/90	90/30/90	90/08/90	90/02/90	90/06/90	90/0E/90	06/30/06					
Content Dates From To	06/01/03	06/01/03	06/01/03	07/01/03	07/01/03	60/10//03	1996	07/01/96	00/50/80	07/01/04	07/01/04	07/01/04	07/01/04	07/01/04	01/01/05	07/01/05	02/01/05	50/10//0	07/01/05					
Box#	JBO-075	JBO-077	JBO-078	JBO-079	JBO-080	JBO-081	JBO-085	JBO-101	JBO-104	JBO-111	JBO-112	JBO-113	JBO-114	JBO-115	JBO-125	JBO-126	JBO-127	JBO-128	JBO-129					
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