



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

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**TO:** Board of Supervisors

**FROM:** Department Bill Brown, Sheriff ext. 4290  
Director(s)  
Contact Info: Chief Financial Officer Doug Martin ext. 4293

**SUBJECT:** Approve and Execute an Application for the Destruction of Accounting Records

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

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

**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:**

**APPLICATION FOR DESTRUCTION OF RECORDS**  
**CERTIFICATION OF APPROVAL**

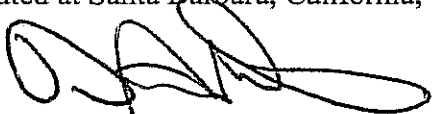
TO: Board of Supervisors  
County of Santa Barbara, California

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.

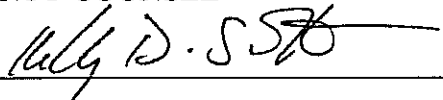


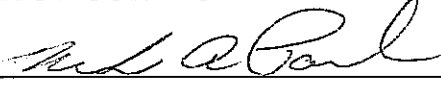
Douglas A. Martin, Chief Financial Officer, Santa Barbara County Sheriff's Office

**APPROVED:**

COUNTY COUNSEL

AUDITOR-CONTROLLER

BY: 

BY: 

**CERTIFICATION OF APPROVAL**

I hereby certify that the above application was approved and adopted on \_\_\_\_\_, 20\_\_\_\_, by the following vote of the Board of Supervisors:

AYES:

NOES:

ABSENT:

By: \_\_\_\_\_  
County Clerk and ex officio Clerk of the Board  
Of Supervisors, County of Santa Barbara, State  
Of California

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

	Content Dates		Description of Contents	
	Box #	From To		
1	337	2003 2004	Treasurer Deposits - July 2003 to December 2003	
2	338	2003 2004	Treasurer Deposits - January 2004 to June 2004	
3	339	2003 2004	ETECH - DMV and Toxicology	
4	340	2003 2004	Court Billing JE's, Court Timesheets, and LAJ's	
5	361	2004 2005	Treasurer Deposits - July 2004 to January 2005	
6	362	2004 2005	Treasurer Deposits - February 2005 to June 2005, DMV Parking and ETECH Parking Deposits	
7	363	2004 2005	Timesheets 2004-15 to 2005-13, JE's, Print Shop JE's, Suspense Registers, Warrant Cancel, Witness Fees, POST Reimb	
8	364	2004 2005	Applications for Attendance, Employee Travel Claims, Sheriff's Revolving Fund Claims	
9	365	2004 2005	Accounts Receivable - 2004-05 Contract Invoices	
10	378	2004 2005	Cal-Card Claims to AMEX Claims 10/14/04	
11	379	2004 2005	AMEX Claims to 6/15/05 and Petty Cash Claims All Stations/Jail Petty Cash & Revolving Claims	
12	380	2005 2006	Accounts Payable - A thru Cingular Wireless	
13	381	2005 2006	Accounts Payable - City of Carpinteria thru DFAS	
14	382	2005 2006	Accounts Payable - DOJ Billing thru Home Depot	
15	383	2005 2006	Accounts Payable - "I" thru Lynn Peavey	
16	384	2005 2006	Accounts Payable - "M" thru Nextel	
17	385	2005 2006	Accounts Payable - Newton Supplies thru SB NewsPress	
18	386	2005 2006	Accounts Payable - SB School District thru Ventura County Star	
19	387	2005 2006	Accounts Payable - Verizon thru "Z"	
20	388	2005 2006	Accounts Payable - Nextel Claims	

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

19 BOXES