

**SANTA BARBARA COUNTY
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:
Prepared on: 12/24/03
Department Name: Sheriff-Custody
Department No.: 032
Agenda Date: 1/27/04
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors
FROM: James Anderson, Sheriff
Sheriff-Coroner
STAFF Lt. Gerald Kunkle
CONTACT: x4223
SUBJECT: Destruction of Records

Recommendation(s):

That the Board of Supervisors:
Endorse the disposal of old jail records eligible for destruction pursuant to Government Code Section 26202.

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with actions required by law or by routine business necessity.

Executive Summary and Discussion:

The Sheriff's Department requests authorization to dispose of those jail records which are eligible for destruction under Government Code Section 26202. These records have no current or future usefulness.

Mandates and Service Levels: NO impact on Mandates or Service Levels

Fiscal and Facilities Impacts: No Fiscal Impact. Will increase storage capacity.

Special Instructions: Please return a copy of the Minute Order to the Sheriff's Department, Attn: Lt Gerald Kunkle.

Concurrence: County Counsel and Auditor Controller

APPLICATION FOR DESTRUCTION OF RECORDS
CERTIFICATE OF APPROVAL

TO: Board of Supervisors
County of Santa Barbara

The undersigned officer hereby applies, pursuant to the law cited below, for an order to destroy the described records and to excuse said officer and her assistants, deputies and employees from further custody of said records.

Code and Section Number: Government Code Section 26202

Reason for Destruction: Eligible for destruction and have no present or future usefulness.

Description of Records:

All records Prior to 12/31/2000: Santa Barbara, Santa Maria SWAP/WF and Santa Maria Jail. Application packets, which include applications personal information, Criminal history, Contracts and Payment Receipts. Also all logs and related files being retained at the Santa Maria Jail.

Records prior to 12/31/2000: All Module diaries or "redbooks"

Records prior to 12/31/2000: Daily Recaps

The undersigned declares under penalty of perjury that he is the supervisor and custodian of the described records of this department of the County of Santa Barbara, and that he has read the foregoing application and knows the contents thereof, on his information and belief, to be true.

Executed at Santa Barbara, California, on January 5, 2004.

James Anderson, Sheriff

APPROVED:

County Counsel

Auditor-Controller

By: _____

By: _____

CERTIFICATION OF APPROVAL

I hereby certify that the above application was approved and adopted on _____, 2004, by the following vote of the Board of Supervisors:

AYES:

NOES:

ABSENT:

County Clerk and ex-officio Clerk of the
Board of Supervisors, County of Santa Barbara, State of
California

By: _____