



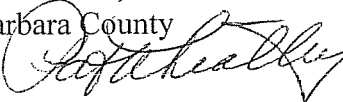
BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

12

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

Department Name: First 5 Children and Families Commission of Santa Barbara County
Department No.: 990
For Agenda Of: August 10, 2010
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from:
Vote Required: 4/5ths vote

TO: Board of Supervisors
FROM: Select_From Pat Wheatley, Executive Director, First 5 Children and Families Commission of Santa Barbara County
Contact Info: Pat Wheatley, 884-8085 
SUBJECT: Approve Application for Destruction of Various Records

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence:

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

Approve application for the destruction of various records that pre-date 2006 and approve ongoing destruction of records older than 5 years

Summary: The Financial Division of the First 5 Santa Barabara County Commission has identified several boxes of records that are at least five years old, which we request the authority to destroy these records and ongoing athourity to destroy similar reocords in the future. The records covered by this request are summarized below:

Administrative Files contains purchase requisitions, purchase orders, scope of work, invoicies, insurance, change orders, credit card statements and support documentation. The basic information in these files is retained electronically in the County Financial Network (FIN)

Contract Folders for contracts that ended at least 5 years ago. These folders contain the contract and amendments, invoices, budget modifications, attachments, site visits documentation, insurance certificates, declarations, & endorsements, correspondence, program audit documents, and other documents as appropriate.

Grant Application : scoring materials and intent to award letters.

Background: California Government Code Section 26202 allows the Board of Supervisors to authorize the destruction of records that are more than 2 years old *“When the retention of such record, paper document is no longer necessary or required for county purpose.”*

Performance Measure:

None

Fiscal and Facilities Impacts: None

Special Instructions:

Send a minute order of the Board’s action to the First 5 Commission of Santa Barbara County

Attachments: None

Authored by:

Wendy Sims-Moten

cc: