



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: 8/9/2011
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
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

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, 2005 through June 30, 2008. 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 adopted budget for the Sheriff's Office for FY2011-12 accounts for the cost of this action in LI 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: