



**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

Submitted on:
(COB Stamp)

Department Name: PW/Flood Control/Water Agency
Department No.: 054
Agenda Date: February 24, 2026
Placement: Administrative Agenda
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Directors, Flood Control and Water Conservation District
Board of Directors, Water Agency

FROM: Department Director: Chris Sneddon, Public Works Director
Contact: Walter Rubalcava, Deputy Director – Flood Control

SUBJECT:
Resolutions Adopting Records Retention Policies

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Directors of the Flood Control and Water Conservation District:

- a) Adopt a Resolution entitled “In the Matter of Adopting a Records Retention Policy and Authorizing the Destruction of Records in Accord with the Policy” for the retention, destruction and disposition of Flood Control records, papers and documents and delegating to the Public Works Director or designee authority to destroy records in accordance with said Policy; and
- b) Find that the proposed Resolution and Policy is not a “project” under California Environmental Quality Act Guideline 15378(b)(2) and (5); it is a general procedure and policy-making activity and organizational and administrative activities that will not result in direct or indirect physical changes in the environment.

That the Board of Directors of the Water Agency:

- c) Adopt a Resolution entitled “In the Matter of Adopting a Records Retention Policy and Authorizing the Destruction of Records in Accord with the Policy” for the retention, destruction and disposition of Water Agency records, papers and documents and delegating to the Public Works Director or designee authority to destroy records in accordance with said Policy; and

- d) Find that the proposed Resolution and Policy is not a “project” under California Environmental Quality Act Guideline 15378(b)(2) and (5); it is a general procedure and policy-making activity and organizational and administrative activities that will not result in direct or indirect physical changes in the environment.

Summary Text:

The resolutions will improve efficiency by creating record retention policies for the Flood Control District and the Water Agency (Attachments A and B). Both the District and Water Agencies are dependent special districts created under the California Water Code Appendix (Chapters 74 and 51). While their acts do not specifically address record destruction, California Government Code section 60201 allows legislative bodies of special districts to authorize the destruction and disposal of records.

By adopting these policies, both groups will be able to destroy records according to retention schedules outlined in Government Code section 60201(b)(2). Each special district’s policy is included as Attachment A in the resolutions. These policies list the types of documents, retention timelines, and references to statutes or regulations that require certain records to be kept for specific periods.

Discussion:

Adopting record retention policies ensures that both special districts can legally dispose of records that are no longer required by law or needed for operations. This managed process offers several benefits:

- Ensures legal compliance with record retention
- Reduces storage needs and clutter
- Improves efficiency in locating documents by lowering the overall volume of records

Background:

The policies were developed in compliance with Government Code sections 60200, 60201, and 60203, which govern the destruction of records for special districts.

Fiscal and Facilities Impacts:

There are no fiscal impacts with these actions.

Special Instructions:

Direct the Clerk of the Board to email copies of the signature pages of the resolutions and the minute order of these actions to Christina Lopez at clopez@countyofsb.org.

Attachments:

- Attachment A –** In the Matter of Adopting a Records Retention Policy for the Santa Barbara County Flood Control and Water Conservation District
- Attachment B –** In the Matter of Adopting a Records Retention Policy for the Santa Barbara County Water Agency

Contact Information:

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