



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: General Services
Department No.: 063
For Agenda Of: October 15, 2013
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors
FROM: Department Director(s) Matthew P. Pontes, Director, 568-2626
Contact Info: Karen L. Cronk, Assistant Director, 568-2678
SUBJECT: Application for the Destruction of Various Records

County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: N/A

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approves the Application for Destruction of Records so that records may be destroyed in accordance with Government Code Section 26202 thereby determining that the records are no longer necessary or required for County purposes; and
- b) Determine that the proposed action is not a "project" under the provisions of CEQA, pursuant to State CEQA Guidelines Section 15378(b) (5), as it is a governmental administrative activity that will not result in direct or indirect changes in the environment.

Summary Text:

Government Code Section 26202 allows the destruction of certain documents which are more than two years old. Records prior to 2007 are no longer vital to the efficient operation of General Services and may be destroyed. General Services has identified several boxes of old personnel, accounting, budget, and departmental records that are no longer necessary for operations.

Special Instructions:

Please return a copy of the Minute order and a copy of the executed Application for Destruction of Records to Gail Hurd, Accountant, General Services.

Attachments:

1. General Services Schedule of Records for Destruction
2. Application for Destruction of Records Certification of Approval

Authored by: Gail Hurd, Accountant, General Services