



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: Child Support Services
Department No.: 045
For Agenda Of: October 1, 2024
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors
FROM: Department Director(s) *Mette Richardson*
Mette Richardson, Director, (805)451-4743
Contact Info: Lucia Reyes, Project Manager, (805)568-3058
SUBJECT: Application for the Destruction of 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.) Approve an Application for Destruction of Records for internal Child Support Services case and fiscal files at least four (4) years and four (4) months old and internal personnel files older than seven (7) years from the date of employee separation and no longer required by law to be retained; and
- b.) Determine that the above actions are organization and administrative activities of government that are not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline section 15378 (b)(5).

Summary Text:

The Department of Child Support Services requests authorization to destroy internal case and fiscal records at least four (4) years and four (4) months old and internal personnel files older than seven (7) years from the date of employee separation.

Background:

The Department of Child Support Services periodically destroys case, personnel and fiscal records following regulations and statutes which govern the disposal of personnel and Child Support Services files and records. Title 22CCR, Division 13, Chapter 1.1 Article 5, Section 111450 requires local child support agencies to maintain statistical and fiscal records necessary for the administration of the Child Support Program for four (4) years and four (4) months from the date of case closure, with certain exceptions. Government Code section 26202 permits the destruction of records that are more than two years old. The Department is requesting Board authorization to destroy internal case

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records at least four (4) years and four (4) months old and internal personnel files older than seven (7) years from the date of employee separation.

Fiscal and Facilities Impacts:

Budgeted: Yes

The financial impact of the destruction of these records is immaterial and part of the Department's operational budget.

Special Instructions:

Please return a copy of the Minute Order and a copy of the executed Application for Destruction of Records to the Department of Child Support Services, Attention: Mette Richardson, Director.

Attachments:

Attachment A — Application for Destruction of Records Certification of Approval

Attachment B — Schedule of Records for Destruction

Authored by:

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