



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: Human Resources
Department No.: 064
For Agenda Of: 09/20/2016
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors
FROM: Department Lori Gentles, Human Resources Director, 568-2816
Director(s)
Contact Info: Andreas Pyper, Assistant HR Director, 568-2812

SUBJECT:

County Counsel Concurrence

As to form: No

Other Concurrence: N/A

As to form: No

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

1. That the Board of Supervisors approves the Application for Destruction of Records so that records may be destroyed in accordance with Government Code Section 26202.

Summary Text:

Government Code Section 26202 allows the destruction of certain documents which are more than two years old. Records prior to 2012 are no longer vital to the efficient operation of Human Resources and may be destroyed.

Fiscal and Facilities Impacts:

Special Instructions:

Please send one copy of the approved resolution to Amanda R. Blake in the Human Resources Department

Attachments:

- A. Application for Destruction of Records Certification of Approval
- B. Schedule of Original Records for Destruction

Authored by:

Amanda R. Blake, Human Resources

CC:

Lori Gentles, Human Resources Director

**APPLICATION FOR DESTRUCTION OF RECORDS
CERTIFICATION OF APPROVAL**

The undersigned officer hereby applies, pursuant to the law cited below, for an order to destroy the records described in the attached schedule and to excuse said officer and his assistants, deputies and employees from further custody of said records.

CODE AND SECTION NUMBER: Government Code §26202.

REASON FOR DESTRUCTION: Disposal of records as described in the attached schedule through December 31, 2011 in order to provide file space for more current records.

The undersigned officer declares under penalty of perjury that she is the supervisor and custodian of the described records of the Human Resources Department of the County of Santa Barbara and that she has read the foregoing application and knows the contents thereof, on her information and belief, to be true.

Executed at Santa Barbara, California on September 6, 2016.

Lori Gentles, Human Resources Director

CERTIFICATION OF APPROVAL

I hereby certify that the above application was approved and adopted on _____, by the following vote of the Board of Supervisors:

AYES:

NOES:

ABSENT:

ATTEST:

Mona Miyasato
Clerk of the Board

By: _____

**SCHEDULE OF
ORIGINAL RECORDS FOR DESTRUCTION
THROUGH DECEMBER 31, 2011**

TYPE OF RECORD

Inactive Applications 2009, 2010 and 2011

Applicant Correspondence 2009, 2010 and 2011

Testing Materials 2009, 2010 and 2011

Certification/Eligible Lists 2009, 2010 and 2011

Obsolete Recruitment Files 2009, 2010 and 2011

Personnel Jackets for Separated Employees 2009, 2010 and 2011

Accounts Payable Files 2009, 2010 and 2011

Benefits Files 2009