

**SANTA BARBARA COUNTY
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:
Prepared on: 7/8/03
Department Name: Agricultural Commissioner
Department No.: 051
Agenda Date: 9/2/03
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors
FROM: William D. Gillette
Agricultural Commissioner
STAFF CONTACT: Elena Morelos
681-5600
SUBJECT: Destruction of Records

Recommendation(s):

That the Board of Supervisors:

Approve by a 4/5ths vote, the destruction of records in accordance with the "Schedule of Records for Destruction" attached.

Alignment with Board Strategic Plan:

The recommendation is primarily aligned with Goal No. 1. An Efficient Government Able to Respond Effectively to the Needs of the Community.

Executive Summary and Discussion:

The department needs to destroy records in order to limit the amount of storage space needed.

Mandates and Service Levels: N/A

Fiscal and Facilities Impacts: N/A

Special Instructions: N/A

Concurrence:

County Counsel
Auditor-Controller

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

TO: Board of Supervisors
County of Santa Barbara, California

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

Code and Section Number: Government Code Sections 26201 and 26202

Reasons for destruction: To free needed storage space

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

Executed at Santa Barbara, California, on July 07, 2003

William D. Gillette
Agricultural Commissioner/
Sealer Weights and Measures

APPROVED:

COUNTY COUNSEL

AUDITOR-CONTROLLER

By _____

By _____

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:

County Clerk and ex officio Clerk of the Board of Supervisors
County of Santa Barbara, State of California

SCHEDULE OF RECORDS FOR DESTRUCTION
(Updated July, 2003)

Type of Record	Original or Copy	Period Covered
Affidavit and Record of Deposit	Copy	Prior to July 1, 1998
Billing	Original	Prior to July 1, 1998
Certified Producer Certificates	Copy	Prior to July 1, 2000
Contracts/State Reports	Original	Prior to July 1, 1998
Payroll Time Reports	Copy	Prior to July 1, 1998
Pesticide Use Reports	Original	Prior to July 1, 1998
Phytosanitary Certificates	Copy	Prior to July 1, 2000
Purchase Orders	Copy	Prior to July 1, 2002
Payment Claims	Copy	Prior to July 1, 2002
Purchase Requisitions	Copy	Prior to July 1, 2002
Quarantine Compliance Certificates	Copy	Prior to July 1, 2000
Quarantine Shipment Reports	Original	Prior to July 1, 2000
Receipt Books	Copy	Prior to July 1, 2002
Requests for Time Off	Original	Prior to July 1, 2002
Restricted Materials Permits	Original	Prior to July 1, 1999
Standardization Certificates	Copy	Prior to July 1, 2000
Terminated Employee	Copy	Prior to July 1, 1996
W & M Division Program Complaints	Original	Prior to July 1, 2000
W & M Inspection Weekly Activities	Original	Prior to July 1, 2000
W & M Quality Control Audits, Article 5's, Off Sale Notices, Commodity Surveys, Test Sale Reports and Scanner Inspections	Original	Prior to July 1, 2000
W & M Test Purchase Petty Cash Receipts	Original	Prior to July 1, 2000
Weights & Measures Notice of Violation	Original	Prior to July 1, 2000
Weights and Measures Device Certificates of Inspection	Original	Prior to July 1, 2000
Weights and Measures Device Registration Certificate Receipts	Original	Prior to July 1, 2000
Weights and Measures State Petroleum Laboratory Reports	Copy	Prior to July 1, 2000