



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: Sheriff
Department No.: 032
For Agenda Of: 08/18/2020
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: 4/5ths vote

TO: Board of Supervisors
FROM: Department Bill Brown, Sheriff, ext. 14290
Director(s)
Contact Info: Chief Financial Officer, Hope Vasquez, ext. 14299
SUBJECT: Approve and Execute an Application for the Destruction of Accounting Records

County Counsel Concurrence

As to form: Yes

Other Concurrence:

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve an Application for Destruction of Records of Financial Services division files at least two (2) years old and are no longer required by law to be retained; and
- b) Determine that the above actions are organizational and administrative activities of government that are not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines sections 15378(b) (5).

Summary Text:

The Financial Services Division of the Sheriff's Office had identified 60 boxes of old accounting records that are no longer necessary for operations. The records include accounts payable claims, accounts receivable billings, deposit slips and worksheets from 1999 through June 30, 2013. Also included are inmate receipts from 1997 through June 30, 2014. The Basic information on these records are retained electronically in the County's Financial Information Network (FIN) or the inmate custodial Core Banking system. These records are deemed to have no further administrative, legal or fiscal value.

Background:

California Government Code Section 26202 allows the Board of Supervisors to authorize the destruction of records that are more than 2 years old.

Fiscal and Facilities Impacts:

Budgeted: Yes

Narrative: The current adopted budget for the Sheriff's Office accounts for the cost of this action in line item #7650.

Special Instructions:

Please return a copy of the Minute Order and a copy of the executed Application for Destruction of Records to the Sheriff's Office, Business Office.

Attachments:

Schedule of Records for Destruction
Application for Destruction of Records Certification of Approval

Authored by:

Hope Vasquez, Chief Financial Officer, Sheriff's Office

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 and to excuse said officer and his assistants, deputies and employees from further custody of said records.

Code and Section Number: Government Code Section 26202.

Reason for Destruction: The basic transaction information is retained electronically in the County’s Financial Information Network, having surpassed the County’s Single Audit process and other accounting tests. These records are deemed to have no further administrative, legal or fiscal value. The boxes of documents are restricting physical space needed for current and future accounting records.

Executed at Santa Barbara, California, on _____ 2020.

Hope Vasquez, Chief Financial Officer
Santa Barbara County Sheriff’s Office

APPROVED:

COUNTY COUNSEL

AUDITOR-CONTROLLER

BY: _____

BY: _____

CERTIFICATION OF APPROVAL

I hereby certify that the above application was approved and adopted on _____, 20____, by the following vote of the Board of Supervisors:

AYES:

NOES:

ABSENT:

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

SCHEDULE OF RECORDS FOR DESTRUCTION

<u>TYPE OF RECORD</u>	<u>ORIGINAL OR COPY</u>	<u>PERIOD COVERED</u>
Financial Services Division Fiscal Documents	Original	All files created prior to June 30th, 2014