



**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: County Executive Office
Department No.: 012
For Agenda Of: October 11, 2022
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: 4/5 Vote

TO: Board of Supervisors

FROM: Department Director(s) Contact Info: **Mona Miyasato, County Executive Officer**
Jacquelyne Alexander, Chief Deputy Clerk of the Board
Jralexander@countyofsb.org

DocuSigned by:

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SUBJECT: Approve an Application for the Destruction of Records

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: N/A

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- a) Approve an Application for the Destruction of Records and Certification of Approval consisting of Clerk of the Board Records that are no longer required by law to be retained, or are no longer necessary or required for County purposes; and
- b) Determine that the proposed action is not a “project” under the provisions of the California Environmental Quality Act (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:

Clerk of the Board records disposal is an integral component of the Records Management Program. Properly done, it ensures that the County retains records for as long as they are needed and then, when they are no longer needed, destroys them in an appropriate manner. A managed destruction of records process has organizational benefits including but not limited to the following:

- a) Eliminates unnecessary storage costs incurred by using office or server space to maintain records no longer needed by the County;
- b) Finding and retrieving information is more efficient due to a smaller volume of records; and
- c) Responding to Public Records Act requests is more effective and efficient.

The Office of the Clerk of the Board has identified records (Attachment A) that are no longer required by law to be retained. Once approved by your Board, the above referenced documents will be destroyed by our vendor, Iron Mountain (a local vendor). Destruction of these records pursuant to the applicable statutes is a records management program best practice and will provide additional storage space needed for the Clerk of the Board.

The 2000-2014 Board of Supervisors legislative files reflected in Attachment A have been digitized by our vendor BMI Imaging Systems in compliance with Government Code section 12168.7 and are permanently located for public inspection on the County Executive Office webpage at www.countyofsb.org. All other records reflected in Attachment A are scheduled for permanent destruction and are not required to be retained in any other format.

Background:

The California Government Code authorizes the destruction of records that are no longer required to be retained, or necessary or required for County purposes. The Application for Destruction of Records and Certification of Approval (Attachment A) identifies the record type, period covered, Government Code authority for the disposal of each record, and whether the records are retained electronically.

Fiscal and Facilities Impacts:

Budgeted: Yes

Special Instructions:

Please return a copy of the Minute Order and a copy of the executed Application for Destruction of Records to Jacquelyne Alexander, Chief Deputy Clerk of the Board, County Executive Office.

Attachments:

Attachment A – Application for Destruction of Records and Certification of Approval

Attachment B – Statement of Completion from BMI Imaging Systems

Authored by:

Michael Allen, Deputy Clerk
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