

**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:** 11/18/05  
**Department Name:** Sheriff - Custody  
**Department No.:** 032  
**Agenda Date:** 12/6/05  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors

**FROM:** Sheriff Jim Anderson  
x4290

**STAFF CONTACT:** Lieutenant Julian Villarreal, Jr.  
ext.4251

**SUBJECT:** Destruction of Records

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**Recommendation(s):**

That the Board of Supervisors:

Approve and execute an Application for the Destruction of Jail Records, no longer required by law to be maintained.

**Alignment with Board Strategic Plan:**

The recommendation is primarily aligned with actions required by law or by routine business necessity.

**Executive Summary and Discussion:**

The Sheriff's Department requests authorization to dispose of jail records which are eligible for destruction under Government Code Section 26202: Records from 01/01/2002 to 12/31/2002, which include Inmate Record files, Visitation Slips, Transportation Log and files, Court Counts and Rosters, Money Logs; Records from 01/01/2002 to 12/31/2002, which include All Module diaries or "Redbooks"; and, Records from 01/01/2002 to 12/31/2002, which include Daily Recaps. These records are deemed to have no further administrative, legal or fiscal value.

An Application for Destruction of Records Certificate of Approval has been prepared and approved by County Counsel and the Auditor-Controller. If executed by your Board, the records will be destroyed.

**Mandates and Service Levels:**

Government Code §26202 allows the Board of Supervisors (by four-fifths vote) to authorize the destruction of records that are more than two years old when “... *the retention of any such record, paper or document is no longer necessary or required for county purposes.*”

**Fiscal and Facilities Impacts:**

Additional and necessary storage space for existing and future jail records will be made available by the destruction of the aforementioned documents. There are no fiscal impacts with this action as shredding service is an ongoing and routinely budgeted item within the Sheriff’s Department budget.

**Special Instructions:**

*Clerk of the Board:* Please send an official Minute Order and copy of the executed Application for Destruction of Records Certificate of Approval to the attention of: Lieutenant Julian Villarreal, Jr., Sheriff’s Department Custody Administration.

**Concurrence:**

County Counsel  
Auditor Controller