



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: Planning and
Development
Department No.: 053
For Agenda Of: June 1, 2010
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors
FROM: Planning and Development
Glenn Russell, Ph. D., Director, 568-2085
Contact Info: Steve Mason, 568-2070
SUBJECT: Request for Destruction of Records

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

Approve the certification of approval for the destruction of records after the legal retention period has been met for those records not expressly required by law to be filed or preserved permanently or for a specified period of time. Attachment A Schedule for Destruction of Records specifies required retention periods and a list of records to be destroyed.

Summary Text:

Planning and Development has identified records that are no longer required by law to be retained. Approval of this request will allow for destruction of unnecessary records and reduce future requests to the Board for destruction of records. The department has been reproducing necessary information in digital format to provide easier access and reduce storage needs.

Background:

California Government Code Section 26202 allows the Board of Supervisors 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 for county purposes.*" California Government Code Section 26202.6 likewise authorizes the destruction of routine video monitoring.

Fiscal and Facilities Impacts: Budgeted: Yes

Records management activities are budgeted in the Administration program of the Planning and Development adopted 2009-10 budget on page D-300.

Special Instructions:

Please return one copy of Attachment A the Schedule for Destruction of Records and a certified, stamped Minute Order to the attention of Betsy Blaine, Planning and Development.

Attachments:

Attachment A Schedule for Destruction of Records

Application for Destruction of Records Certification of Approval

Authored by:

Betsy Blaine

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