

**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:** 7/3/03  
**Department Name:** CA  
**Department No.:** 12  
**Agenda Date:** 7/15/03  
**Placement:** Administrative  
**Estimate Time:** NA  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors  
**FROM:** Michael F. Brown, County Administrator  
**STAFF CONTACT:** Michael Allen, Chief Deputy Clerk of the Board  
X-2245  
**SUBJECT:** Request for Destruction of Records

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**Recommendation(s):**

That the Board of Supervisors:

a) Approve the attached application for destruction of records of the proceedings of the Board of Supervisors for the following years:

January 1, 1992 through December 31, 1992 (File Nos. 92-17,680 – 92-18,379)  
January 1, 1993 through December 31, 1993 (File Nos. 93-18,397 – 93-19,002)  
January 1, 1994 through December 31, 1994 (File Nos. 94-19,003 – 94-19,484)  
January 1, 1995 through December 31, 1995 (File Nos. 95-19,458 – 95-19,958)  
January 1, 1996 through December 31, 1996 (File Nos. 96-19,920 – 96-20,338)

**Alignment with Board Strategic Plan:**

The recommendation(s) are primarily aligned with actions required by law or by routine business necessity.

**Executive Summary and Discussion:**

The Clerk of the Board Office has placed all of the referenced records of the Board of Supervisors on microfilm. These records are permanently stored and available for inspection in the office of the Clerk of the Board during all regular business hours. In addition to an original and duplicate microfilm record of the files referenced above, the Clerk of the Board office retains all original hard copy resolutions adopted by the Board and maintains hard copies of all ordinances adopted by the Board.

This request is made per the requirements of Government Code Sections 26201, 26202 and 26205. Once approved by your Board, the above referenced documents will be destroyed by our vendor, Microfilm Systems Inc. (a local vendor).

**Mandates and Service Levels:**

No change in programs or service levels will result from this recommended action.

**Fiscal and Facilities Impacts:**

All costs associated with this project are included in the Clerk of the Board FY 03-04 adopted budget. There are no additional fiscal impacts associated with the microfilming and destruction of the records referenced in this request.

**Special Instructions:**

None

**Concurrence:**

County Counsel