



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

BOARD OF SUPERVISORS AGENDA LETTER

Department Name:

Fire

Department Number:

031

Agenda Date:

August 18, 2026

Placement:

Administrative Agenda

Estimated Time:

N/A

Continued Item:

No

If Yes, date from:

Vote Required:

4/5

TO: Board of Supervisors

FROM: Department Director(s): Garrett Huff, Fire Chief/Fire Warden

CONTACT: Jennie Brunick, Chief Financial and Administrative Officer

SUBJECT: Approve and Execute an Application for the Destruction of Accounting Records

Concurrences:

County Counsel Concurrence:

As to form: Yes

Auditor-Controller Concurrence:

As to form: Yes

Other Concurrence:

As to form: No

Recommended Actions:

That the Board of Supervisors:

- a) Approve an Application for Destruction of Records of Financial Services Division files that are more than two (2) years old and are no longer required by law to be retained; and

- b) 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 section 15378(b) (5).

Summary Text:

The Fire District has identified 378 boxes of legacy accounting records that are no longer needed for District operations. These records include accounts payable claims, accounts receivable billings, deposit journals, and worksheets covering the period from 1981 through June 30, 2021.

The essential information in these records is retained electronically in the County's Financial Information Network (FIN). In accordance with the records retention schedule established by the Auditor-Controller's Office, the records have been reviewed and found to have no further administrative, legal, or fiscal value.

Staff recommend that the Board authorize the disposition of these obsolete records in accordance with the established retention requirements.

Background:

California Government Code Section 26202 authorizes the Board of Supervisors to destroy records that are more than two years old. In addition, the County's Records Retention Policy R.1.1, last revised in 2007, requires departments to manage and dispose of records in accordance with established retention schedules, which aligns with the authority provided under Government Code Section 26202.

Fiscal and Facilities Impacts:

The cost of this action is included in the Fire District's currently adopted budget, and no additional appropriation is required. Although there is no facility impact, destroying the records will create additional storage space and reduce paper volume.

Attachments:

Attachment A - Application for Destruction of Records Certification of Approval

Attachment B - Schedule of Records for Destruction

Contact Information:

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