



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

2015 FEB 19 PM 1:43

COUNTY OF SANTA BARBARA
CLERK OF THE
BOARD OF SUPERVISORS

Department Name: Sheriff-Coroner
Department No.: 032
For Agenda Of: 3/3/2015
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors

FROM: BILL BROWN
Sheriff-Coroner
Ext. 4290

SUBJECT: Destruction of Records

County Counsel Concurrence

As to form: Yes

[Signature] #2127
Auditor-Controller Concurrence

As to form: Yes

[Signature] #2141

Recommended Actions:

That the Board of Supervisors:

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

Summary Text:

The Sheriff's Department requests authorization to dispose of jail records which are eligible for destruction under Government Code Section 26202: records from 01/01/2011 to 12/31/2011, which include Inmate Record files, Inmate Classification files, Visitation Slips, Transportation Logs and files, Court Counts and Rosters, Money Logs, video recordings; records from 01/01/2011 to 12/31/2011, which include All Module diaries or "Redbooks"; and, records from 01/01/2011 to 12/31/2011, 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 the Board, the records will be destroyed.

Background:

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.*"

Performance Measure:

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

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

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 this is an ongoing and routinely budgeted item within the Sheriff's Department budget.

Staffing Impacts:

Legal Positions:

FTEs:

N/A

Special Instructions:

Clerk of the Board:

Send an official Minute Order and copy of the executed Application for Destruction of Records Certificate of Approval to the attention of:

Lieutenant Lisa Bondietti
Santa Barbara Sheriff's Office, Custody Administration
4436 Calle Real, Santa Barbara, Ca. 93160-6427

Attachments:

Application for Destruction of Records Certificate of Approval

Authored by:

Lisa Bondietti., Lieutenant, Santa Barbara County Sheriff's Office, 681-4252

cc:

**Application for Destruction of Records
Certificate of Approval**

To: Board of Supervisors
County of Santa Barbara

The undersigned officer hereby applies, pursuant to the law cited below, for an order to destroy the described records and to excuse said officer and his assistants, deputies and employees from further custody of said records.


Code and Section Number: Government Code §26202

Reason for Destruction: The records described herein are eligible for destruction in accordance with Government Code §26202 and have no present or future use.

Description of Records:

The undersigned officer declares under penalty of perjury that he is the supervisor and custodian of the described records of his department of the County of Santa Barbara, and that he has read the foregoing application and knows the contents thereof, and on his information and belief, to be true.

Executed at Santa Barbara, California, on February 18, 2015.



Lisa Bondiotti
Lieutenant, Santa Barbara Sheriff's Office

Approved:

County Counsel

By:



Kevin E. Ready, Sr.
Sr. Deputy County Counsel

Auditor-Controller

By:



Certification of Approval

I hereby certify that the above application was approved and adopted on _____, 2015 by the following vote of the Board of Supervisors:

AYES:

NOES:

ABSENT:

By: _____
County Clerk and ex-officio Clerk of the Board
of Supervisors of the County of Santa Barbara,
State of California