



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: Sheriff
Department No.: 032
For Agenda Of: May 6, 2014
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: 4/5th

TO: Board of Supervisors

FROM: Bill Brown Sheriff-Coroner
Lt. Chris Pappas 681-4723

SUBJECT: Destruction of records - Civil

County Counsel Concurrence

County Counsel

Auditor-Controller Concurrence

Auditor-Controller

Other Concurrence:

None required

Recommended Actions:

That the Board of Supervisors: Endorse the purging and disposal of certain civil records.

Summary Text:

The civil records have been saved to electronic media and thereby preserved for future access via the computer network. The Department does not have the space or desire to retain the records any longer. Service sheets, Instruction sheets, Case Financial records & reports with dates varying from Jan 1st 2002 thru December 31st 2010.

Background:

Government codes 26201 (authorizes the Board to destroy duplicate records) 26202 (authorizes Board to destroy records more than 2 years old with a 4/5ths vote if records are not otherwise required to be retained), 26205 (authorizes Board to destroy records if they are reproduced accurately and remain accessible), County of Santa Barbara, "destruction of Records" Policy #010-008; and, Auditor Memo, 'Record Retention Policy', dated 10-03-96.

Performance Measure:

None

Fiscal and Facilities Impacts:

In order to efficiently utilize current space, these types of records are periodically destroyed after conversion. The Department is currently challenged for space to store these records. The Department is looking forward to renewing space for future records.

Fiscal Analysis:

None

Narrative: None

Staffing Impacts:

None

Legal Positions:

FTEs:

Special Instructions:

Clerk of the Board: Please send a copy of the Minute Order to: Lieutenant Chris Pappas, Sheriff's Department.

Attachments:

Application for destruction of records

Authored by:

Lt. Chris Pappas

cc: