




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-Coroner  
Department No.: 032  
For Agenda Of: May 20, 2025  
Placement: Administrative  
Estimated Time:  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

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**TO:** Board of Supervisors  
**FROM:** Sheriff's Office  
Contact Info: Bill Brown, Sheriff-Coroner  Undersheriff  
Neil Gowing, Special Investigations Bureau Sergeant (805) 681-4394  
**SUBJECT:** Approve and Execute an Application for the Destruction of Confidential Informant Files, Operator-Evidence Expense Voucher Receipt Books, and Cash Box Transaction Ledgers

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve and execute the Application for the Destruction of Records of Sheriff's Special Investigations Bureau records that are at least 10 years old (Confidential Informant Files) or at least five (5) years old (Operator-Evidence Expense Voucher Receipt Books and Cash Box Transaction Ledgers) and are no longer required by the law to be retained; and
- b) Determine that the above actions are organizational and administrative activities of government and not a project under the California Environmental Act (CEQA) pursuant to Guidelines Section 15378(b)(5).

**Summary Text:**

This item is on the agenda to request that your Board approve and authorize the Sheriff's Office to dispose of all Special Investigation Bureau inactive Confidential Informant Files that are at least 10 years old, and Operator-Evidence Expense Voucher Receipt Books and Cash Box Transaction Ledgers that are at least five years old, as allowed by California Government Code Section 26202.

**Background:**

Consistent with established law enforcement organizational best practices and Government Code 26202, inactive confidential informant files can and should be purged after 10 years. The Sheriff's Special

Investigations Bureau also maintains operator-evidence expense voucher receipt books and cash box transaction ledger pages, which are no longer needed and past auditing timelines. Both the operator-evidence expense voucher receipt books and cash box transaction ledger pages are regularly audited, to include a year-end audit by the Sheriff's Office. Per California Government Code 26202 these documents can be destroyed after two years.

This service is contracted through Stericycle/Shred-it. The contractor goes to the Sheriff's Office and shreds the files on site and provides a certificate of destruction with the invoice. This service has been in place for many years.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

The current adopted budget for the Sheriff's Office accounts for the cost of this action (\$170) within the Services and Supplies – Special Departmental Expense line item.

**Key Contract Risks:**

No contract risks.

**Special Instructions:**

Please return a copy of the Minute Order and a copy of the executed Application for Destruction of Records to the Sheriff's Office Special Investigations Bureau, c/o Jennifer Tieso, AOP Senior.

**Attachments:**

Attachment A: 2025 Application for Destruction of Records Certificate of Approval

**Authored by:**

Neil Gowing, Sergeant, Sheriff's Office at 805-681-4394