



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: County Executive  
Office  
Department No.: 013  
For Agenda Of: 11/06/2007  
Placement: Administrative  
Estimated Tme:  
Continued Item: No  
If Yes, date from:  
Vote Required: 4/5

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**TO:** Board of Supervisors

**FROM:** Board Member Supervisor Joe Centeno, (805) 346-8400  
Contact Info: Executive Assistant Jack Boysen, (805) 346-8400

**SUBJECT:** DESTRUCTION OF CONSTITUENT CORRESPONDENCE RECORDS

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:** N/A

**Recommended Actions:**

That the Board of Supervisors:

Authorize by a 4/5ths vote, the destruction of constituent correspondence records more than three years old, that may be held in the offices of each of the five elected Supervisors, as being no longer necessary or required for County purposes.

**Summary Text:**

California Government Code § 26202 generally provides that the Board of Supervisors may authorize the destruction or disposition of records, papers, or documents which are more than two years old.

**Background:**

Authorizing destruction of constituent correspondence records more than three years old would balance the need for storage space with the potential need to access those records.

**Fiscal and Facilities Impacts:** None

**Staffing Impacts:**

**Legal Positions:**  
N/A

**FTEs:**  
N/A

**Special Instructions:** None

**Attachments:** None

**Authored by:** Chief Deputy County Counsel Michael Ghizzoni, (805) 568-2950