

**SANTA BARBARA COUNTY
BOARD AGENDA LETTER**



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

Agenda Number:
Prepared on: 1/3/05
Department Name: Sheriff-Coroner
Department No.: 032
Agenda Date: 2/8/05
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors
FROM: Jim Anderson
Sheriff - Coroner
STAFF CONTACT: Sergeant Stan Mathiasen
Ext. 4158
SUBJECT: Destruction of Records

Recommendation(s):

That the Board of Supervisors:
Approve the purging and disposal of closed property/evidences sleeves in accordance with Government Code Section 26202.

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with actions required by law or by routine business necessity.

Executive Summary and Discussion:

The Sheriff's Department requests authorization to destroy closed property/evidence files, at least two (2) years old. County Counsel and the Auditor-Controller's Office have reviewed and approved the department's request.

Mandates and Service Levels:

No change in programs or service levels.

Fiscal and Facilities Impacts:

No fiscal or facilities impacts.

Special Instructions:

Please return a copy of the Minute Order to the Sheriff's Department, Attention: Lt. Darin Fotheringham.

Concurrence:

County Counsel & Auditor – Controller