

**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:** 9/5/02  
**Department Name:** Sheriff  
**Department No.:** 032  
**Agenda Date:** 9/24/02  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

---

**TO:** Board of Supervisors  
**FROM:** Jim Thomas  
Sheriff Department  
**STAFF CONTACT:** Lia M. Schade, Director, Financial Services Bureau  
681-4190  
**SUBJECT:** Destruction of Old Accounting Records

---

**Recommendation(s):**

That the Board of Supervisors:

Execute an Application for the Destruction of Accounting Records.

**Alignment with Board Strategic Plan:**

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

**Executive Summary and Discussion:**

The Financial Services Bureau has identified several boxes of old accounting records that are no longer necessary for current operations. These records include accounts payable claims processed between 1990 to 1999 and accounts receivable billings or deposit slips from 1992 through 1996. The basic transaction information is retained electronically in the County's Financial Information Network, having surpassed the County's Single Audit process and other accounting tests. These records are deemed to have no further administrative, legal or fiscal value.

An Application for Destruction of Records has been prepared and approved by County Counsel and the Auditor-Controller. If executed by your Board, the records will be destroyed.

**Mandates and Service Levels:**

Government Code §26202 allows the Board of Supervisors (by 4/5<sup>th</sup> 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.*"

**Fiscal and Facilities Impacts:**

Additional and necessary storage space for existing and future accounting records will be made available by the destruction of the aforementioned documents. There are no fiscal impacts with this action as shredding service is an ongoing and routinely budgeted item within the Sheriff Department budget.

**Special Instructions:**

*Clerk of the Board:* Please send an official Minute Order and copy of the executed Application for Destruction of Records to the attention of: Lia M. Schade, Sheriff Department.

**Concurrence:**

County Counsel  
Auditor-Controller

**Application for Destruction of Accounting Records  
Certification 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 Section 26202

**Reason for Destruction:** The basic transaction information is retained electronically in the County's Financial Information Network, having surpassed the County's Single Audit process and other accounting tests. These records are deemed to have no further administrative, legal or fiscal value. The boxes of documents are restricting physical space needed for current and future accounting records.

**Description of Records:** 1990/91 Accounts payable claims (Inmate Welfare); 1994/95 Accounts payable claims; 1995/96 Accounts payable claims; 1996/97 Accounts payable claims; 1997/98 Accounts payable claims; 1998/99 Accounts payable claims; 1988-1996 Cancelled custodial checks; 1989-1995 Custodial balance cards; 1992-1996 Accounts receivable billings/deposits; and, 1994-1996 Bail & Fine backup.

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

Executed at Santa Barbara, California, on September 5, 2002.

\_\_\_\_\_  
Lia M. Schade, Director, Financial Services Bureau

Approved:

Shane Stark, County Counsel

Robert W. Geis, CPA, Auditor-Controller

By: \_\_\_\_\_

By: \_\_\_\_\_

**Certification of Approval**

*I hereby certify that the above application was approved and adopted on \_\_\_\_\_, 2002 by the following vote of the Board of Supervisors:*

AYES:

NOES:

ABSENT:

By: \_\_\_\_\_  
Clerk of the Board of Supervisors  
of the County of Santa Barbara,  
State of California