

**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:** 7/29/03  
**Department:** Clerk-Recorder-Assessor  
**Budget Unit:** 062  
**Agenda Date:** 8/12/03  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors  
**FROM:** Joseph E. Holland  
County Clerk-Recorder-Assessor  
**STAFF CONTACT:** Rose Rodarte  
Ext. 2687  
**SUBJECT:** Application for Destruction of Records

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**Recommendation(s):**

That the Board of Supervisors:

Approve the attached Application for Destruction of Records for the fiscal years 1991 through 1998

**Alignment with Board Strategic Plan:**

[The recommendation is primarily aligned with actions required by law or by routine business necessity.](#)

**Executive Summary and Discussion:**

**Mandates and Service Levels:** County Policy #010-008

**Fiscal and Facilities Impacts:** None

**Special Instructions:** Send a copy of minute order and the approved Application For Destruction of Records to Rose Rodarte, Clerk-Recorder-Assessor.

**Concurrence:**

Auditor-Controller  
County Counsel

**APPLICATION FOR DESTRUCTION OF RECORDS**

**CERTIFICATION OF APPROVAL**

TO: Board of Supervisors  
County of Santa Barbara, California

The undersigned officer hereby applies, pursuant to the law cited below, for an order to destroy the records described in the attached schedule and to excuse said officer and his/her assistants, deputies and employees from further custody of said records.

Code and Section Number: 26201 and 26202 of the Government Code  
465 of the Revenue & Taxation Code

Reasons for destruction: Age and lack of space to store them.

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

Executed at Santa Barbara, California, on August 12, 2003.

\_\_\_\_\_  
Rose Rodarte  
County Clerk-Recorder-Assessor  
Business Manager

APPROVED:

COUNTY COUNSEL

AUDITOR-CONTROLLER

BY: \_\_\_\_\_

BY: \_\_\_\_\_  
CERTIFICATION OF APPROVAL

I hereby certify that the above application was approved and adopted on \_\_\_\_\_, 2003, by the following vote of the Board of Supervisors:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
County Clerk and ex officio Clerk of the  
Board of Supervisors, County of Santa Barbara  
State of California

BY: \_\_\_\_\_

## CLERK-RECORDER-ASSESSOR

### SCHEDULE OF RECORDS FOR DESTRUCTION

Clerk-Recorder-Assessor Santa Barbara, Santa Maria & Lompoc Offices

| Type of Record  | Original or Copy | Period Covered                                 |
|---|------------------|--|
| Affidavit & Record of Deposit   | Copies           | July 1992 - June 1993<br>July 1993 - June 1994 |
| Clerk-Recorder Accounts Receivable – Government Billings  | Originals        | July 1992 - June 1993<br>July 1993 - June 1994 |
| Clerk-Recorder Charge Registers – Official Records and Vital Records  | Originals        | July 1992 - June 1993<br>July 1993 - June 1994 |
| Clerk-Recorder Work Request Receipts  | Originals        | July 1992 - June 1993<br>July 1993 - June 1994 |
| Clerk-Recorder Work Requests/Copy Orders  | Originals        | July 1992 - June 1993<br>July 1993 - June 1994 |
| Daily Balancing Reports   | Originals        | July 1992 - June 1993<br>July 1993 - June 1994 |
| Miscellaneous paper work: purchase requisitions, quick copy orders, printing requisitions and various order forms | Copies           | July 1992 - June 1993<br>July 1993 - June 1994 |
| Month End Balancing Reports   | Copies           | July 1992 - June 1993<br>July 1993 - June 1994 |
| Payment claims, journal entries, purchase orders, contracts and petty cash claims.                                | Copies           | July 1992 - June 1993<br>July 1993 - June 1994 |
| Receipt books   | Copies           | July 1992 - June 1993<br>July 1993 - June 1994 |

**CLERK-RECORDER-ASSESSOR**  
**SCHEDULE OF RECORDS FOR DESTRUCTION**

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Assessor Santa Barbara, Santa Maria & Lompoc Offices - Page 1

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| Type of Record                      | Original or Copy | Period Covered  |
|-------------------------------------|------------------|---|
| Address Changes                     | Original         | July 1990 - June 1991   |
| Aircraft Statements                 | Originals        | Prior to July 1988<br>July 1988 - June 1989<br>July 1989 - June 1990<br>July 1990 - June 1991   |
| Appeals Files                       | Originals        | July 1990 - June 1991<br>July 1991 - June 1992  |
| Base Year Value Transfers (Prop 60) | Originals        | July 1986 - June 1987<br>July 1987 - June 1988<br>July 1988 - June 1989<br>July 1989 - June 1990<br>July 1990 - June 1991<br>July 1991 - June 1992  |
| Boats (Vessels) Property Statements | Originals        | July 1988 - June 1989<br>July 1989 - June 1990<br>July 1990 - June 1991<br>July 1991 - June 1992  |
| Business Property Audit Records     | Originals        | July 1988 - June 1989<br>July 1989 - June 1990<br>July 1990 - June 1991<br>July 1991 - June 1992  |
| Business Property Statements        | Originals        | July 1988 - June 1989<br>July 1989 - June 1990<br>July 1990 - June 1991<br>July 1991 - June 1992  |
| Change of Ownership Notices         | Originals        | July 1983 – June 1984<br>July 1984 – June 1985<br>July 1985– June 1986<br>July 1986 - June 1987<br>July 1987 - June 1988<br>July 1988 - June 1989<br>July 1989 - June 1990<br>July 1990 - June 1991 |

**CLERK-RECORDER-ASSESSOR**  
**SCHEDULE OF RECORDS FOR DESTRUCTION**

**Assessor Santa Barbara, Santa Maria & Lompoc Offices - Page 2**

| <b>Type of Record</b>             | <b>Original or Copy</b> | <b>Period Covered</b>  |
|-----------------------------------|-------------------------|--|
| Escaped Assessments               | Originals               | July 1986 – June 1987  |
| Home Owners Multiple Claims List  | Originals               | July 1986 - June 1987<br>July 1987 - June 1988<br>July 1988 - June 1989<br>July 1989 - June 1990<br>July 1990 - June 1991<br>July 1991 - June 1992 |
| Mineral Property Statements       | Originals               | July 1988 - June 1989<br>July 1989 - June 1990<br>July 1990 - June 1991  |
| Parent Child Exemptions (Prop 58) | Originals               | July 1986 - June 1987<br>July 1987 - June 1988<br>July 1988 - June 1989<br>July 1989 - June 1990<br>July 1990 - June 1991<br>July 1991 - June 1992 |
| Property System List              | Originals               | July 1990 - June 1991  |
| Receipt Books                     | Copies                  | July 1990 - June 1991<br>July 1991 - June 1992   |
| Roll Corrections                  | Originals               | July 1988 - June 1989  |
| Unsecured Property - Tax 203      | Originals               | July 1990 - June 1991  |
| Unsecured Property Records        | Originals               | July 1988 - June 1989<br>July 1989 - June 1990<br>July 1990 - June 1991<br>July 1991 - June 1992   |
| Veteran's Exemptions              | Originals               | July 1991 - June 1992  |
| Welfare Exemptions                | Originals               | July 1988 - June 1989<br>July 1989 - June 1990<br>July 1990 - June 1991<br>July 1991 - June 1992   |