



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
Department No.: 032
For Agenda Of: December 6, 2022
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: 4/5th

TO: Board of Supervisors

FROM: Bill Brown, Sheriff-Coroner (ext. 14290)
Contact Info: Human Resource Manager Melissa Macias (ext. 14280)

SUBJECT: **Approve and Execute an Application for Destruction of Personnel, Background, Overtime Slips and Failed Background Records**

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve an Application for the Destruction of Records of Sheriffs Human Resources Division-Personnel, Background, Overtime Slips and Failed Backgrounds that are at least seven (7) years old and are no longer required by 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:

The Sheriff's Office disposes all Human Resource Division files that are at least seven (7) years old annually as prescribed by California Government Code Section 26202.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

Narrative: The current adopted budget for the Sheriff's Office accounts for the cost of this action in the line item #7650.

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 Human Resources, c/o Marla Arnoldi, AOP Sr.

Attachments:

Attachment A: Schedule of Records for Destruction

Attachment B: Application for Destruction of Records Certificate of Approval

Authored by:

Marla Arnoldi, Administrative Office Professional, Senior, Sheriff's Office 681-4274

CC: