



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

Submitted on:  
(COB Stamp)

Department Name: Public Works  
Department No.: 054  
For Agenda Of: 09/26/06  
Placement: Administrative  
Estimate Time:  
Continued Item: NO  
If Yes, date from:  
Vote Required: 4/5

TO: Board of Supervisors  
FROM: Department Director: Phillip M. Demery  
Contact Info: Scott D. McGolpin, 568-3064

SUBJECT: Destruction of Records-All Supervisorial Districts

**County Counsel Concurrence:**

As to form/legality: ☒ Yes ☐ No ☐ N/A

**Auditor-Controller Concurrence:**

As to form: ☒ Yes ☐ No ☐ N/A

**Recommended Action(s):**

Review and approve the Application for Destruction of Records.

**Summary:**

The Public Works Department requests an order to destroy the records described in the attached schedule. The Department's policy is to maintain Construction records for no longer than five years. The Board must approve this action with a 4/5 vote. Similar actions will be before your Board on an annual basis.

**Background:**

Your Board approved a similar request on May 23, 2006. These records were pulled from the original application for destruction of records due to a Public Records request received by the Public Works Department on May 1, 2006. The concerned parties have reviewed the records and are satisfied with the information of interest.

The requested records consist of items incorporated in the performance of contract construction performed through the calendar year of 2000, which is not required to be retained and are no longer needed. Destruction of these records would provide additional storage space.

**Fiscal and Facilities Impacts:**

Budgeted: ☐ Yes ☒ No

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized Cost:</u></b>	<b><u>Total Project Cost</u></b>
General Fund			
State			
Federal			
Fees			
Other:			
Total	\$ -	\$ -	\$ -

Narrative:

There is no fiscal impact with the approval of this action. Facilities necessary for records storage will not need to increase in the future.

**Staffing Impact(s):**

**Legal Positions:**

**FTEs:**

**Special Instructions:**

**Retain original Application and return one copy with Minute Order to Public Works-  
Transportation, Roads Construction Section, 4417 Cathedral Oaks Road.**

**Attachments: (list all)**

Application for Destruction of Records  
Schedule of Project files to be Destroyed (1 page)

**Authored by:**

**Eric Pearson, Construction Section Manager- 681-5686**

**cc:** N/A