

# 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:** 4/20/06  
**Department Name:** Sheriff  
**Department No.:** 3110  
**Agenda Date:** 5/16/06  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors  
**FROM:** Jim Anderson, Sheriff  
Sheriff-Coroner  
**STAFF CONTACT:** Sgt. Lance Craig  
X4292  
**SUBJECT:** Destruction of Records

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## **Recommendation(s):**

That the Board of Supervisors:

Endorse the disposal of Internal Affairs files, at least five (5) years old.

## **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 internal affairs files, at least five (5) years old. County Counsel and the Auditor's Office have reviewed and approved the department's request.

## **Mandates and Service Levels:**

No change in programs or service level.

## **Fiscal and Facilities Impacts:**

None.

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**Special Instructions:**

Please return a copy of the Minutes Order to the Sheriff's Department, attention: Internal Affairs.

**Board of Supervisors  
Destruction of Records**

**Concurrence:**

**County Counsel**

**Auditor Controller**

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

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

**SCHEDULE OF RECORDS FOR DESTRUCTION**

**TYPE OF RECORD**

**ORIGINAL OR COPY**

**PERIOD COVERED**

Internal Affairs Files

Original

January 1, 2000 through  
December 31, 2000

**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 assistants, deputies and employees from further custody of said records.

*Code and Section Number:* Government Code Section 26202, Evidence Code Section 1045 (a)(1).

*Reason for Destruction:* Complaints made pursuant to Penal Code section 832.5 and any reports or findings relating thereto need not be retained in excess of five (5) years.

Executed at Santa Barbara, California, on April 24, 2006.

\_\_\_\_\_  
Jim Anderson  
Sheriff- Coroner

**APPROVED:**

COUNTY COUNSEL

AUDITOR-CONTROLLER

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

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

**CERTIFICATION OF APPROVAL**

I hereby certify that the above application was approved and adopted on \_\_\_\_\_, 20\_\_\_\_, 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: \_\_\_\_\_