

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: 7/27/05
Department Name: Sheriff
Department No.: 032
Agenda Date: 8/16/2005
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Jim Anderson
Sheriff's Department

STAFF CONTACT: Douglas A. Martin
Chief Financial Officer
681-4293

SUBJECT: Destruction of Old Accounting Records

Recommendation(s):

That the Board of Supervisors:

Approve and execute an Application for the Destruction of Accounting Records, no longer required by law to be maintained.

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 1997 to 2000 and accounts receivable billings or deposit slips from 1997 to 2000. 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 had 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 ths vote) to authorized 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 of required of county purpose”*

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’s Department budget.

Special Instructions:

Clerk of the Board: Please send and official Minute Order and copy of the executed Application for Destruction of Records to the attention of: Douglas A. Martin, Sheriff’s 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: See attached

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

Executed at Santa Barbara, California, on August 17, 2005.

Douglas A. Martin, Chief Financial Officer

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 _____, 2005 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

7/96	12/96	Treasurer's Deposit 3110 & 3420
1/97	6/97	Treasurer's Deposit 3110 & 3420
1996	1997	Acct Receivable - Toxicology lab
1996	1997	Court Billing JE's
1997	1998	Acct Receivable - Security, Gus
1997	1998	Acct Receivable - Toxicology lab
1997	1998	Treasurer's Deposit
1993	1994	ARD Worksheets
1997	1998	ETEC, Court Billings, JE's
1997	1998	Rec Accruals, JE's, Deposit Exceptions
1989	1997	Misc. Records, Trust Fund
1991	1997	Misc. Notes, Contracts BPO
1988	1995	Misc. Notes, Memo, Dept. Manuel
1985	1997	Misc. Notes, DPO, Print Req
1998	1999	Acct Receivable. A - R
1998	1999	Acct Receivable. S - Z
1998	1999	Acct Receivable. Tox
1998	1999	Treasurer's Deposit
1996	1999	DMV, ETEC, Court billing
1996	1998	Budget Revisions CSA
1998	1999	FIN Reports, JE's
1993	1997	Sheriff Special Fund
1994	1995	SB Bank Trust Mastercard Statement
1997	1999	Suspense Reports, Vehicles Reports
1995	1999	FIN Reports, Quadrant Binders
1999	2000	Court Billing JE's
1999	2000	Suspense Reports, Vehicles Reports
1999	2000	Acct Payable. A - AT&T
1999	2000	Acct Payable. AT&T - C
1999	2000	Acct Payable. C - Fo
1999	2000	Acct Payable. Fot - GTE
1999	2000	Acct Payable. GTE - Miss
1999	2000	Acct Payable. Missi - Samy
1999	2000	Acct Payable. San - Us
1999	2000	Acct Payable. US Office - Z
1999	2000	Acct Payable. Mastercard Claims
1999	2000	Acct Payable. Petty Cash/Travel
1999	2000	Acct Rec. Toxicology
1999	2000	Treasurer's Deposit
1999	2000	Treasurer's Deposit
1998	2000	Acct Payable, Expenditure Contracts, Board Contracts