



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: Public Works
Department No.: 054
For Agenda Of: June 21, 2011
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors

FROM: Department Scott D. McGolpin, Public Works Director, 568-3010
Director
Contact Info: Dacé Morgan, Deputy Director of Transportation, 568-3064

SUBJECT: Destruction of Records – All Supervisorial Districts

County Counsel Concurrence

As to form: Yes

Other Concurrence: N/A

As to form: No

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

Approve and authorize the Chair to execute an Application for the Destruction of Records consisting of closed Construction project files.

Summary Text:

The Public Works Department is requesting an order to destroy records that are no longer necessary for operations. The records include various closed project files dated June 24, 2003 through December 16, 2005. A complete list of records is included in the attached schedule. The Department has determined that these records have no further administrative, legal, or fiscal value. The Department's policy is to maintain records for no longer than five years. Your Board must approve this action with a 4/5 vote.

Background:

Your Board approved a similar request on July 15, 2008. File Reference No. 08-00680.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal			
Fees			
Other: Disposal Fee	\$ 100.00		
Total	\$ 100.00	\$ -	\$ -

Narrative:

The cost to destroy these records will be \$100.00, and is included in the current budget. The Department will utilize its County Transfer Station facilities to destroy these records.

Staffing Impacts:

Legal Positions:

FTEs:

Special Instructions:

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

Attachments:

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

Authored by:

Eric Pearson, Construction Section Manager – 681-5686