

**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: 05/04/06
Department Name: Public Health
Department No.: 041
Agenda Date: 05/23/06
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Michele Mickiewicz, MPH, Interim Director
Public Health Department

STAFF CONTACT: Suzanne Jacobson
Chief Financial Officer

SUBJECT: Application for Destruction of Records

Recommendation(s):

That the Board of Supervisors:

- A. Approve the attached Certification of Approval for the destruction of records after the legal retention period has been met for those records not expressly required by law to be filed or preserved permanently or for a specified period of time.
- B. Designate the Public Health Director to authorize future destruction of records for PHD/Fiscal Services, Information Technology (IT) and Multi-Purpose Senior Services (MSSP).

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 Public Health Department's Fiscal Services, Information Technology (IT) and Multi-Purpose Senior Services Programs (MSSP) keep financial records for a time period longer than required by law. This is due to a number of various financial audits that are completed annually but many times in arrears. Most of the financial information is retained electronically in the County's Financial Information Network. Some of the records go back to FY 92-93. All these records require a large storage area. The storage container that the Department purchased several years ago strictly for record retention is now full to capacity.

Fiscal Services, IT and MSSP need to destroy old records annually in order to have room for current and future records. PHD respectfully requests that your Board approve the certification for approval for the destruction of records and designate to the PHD Director the authority for future destruction of records for Fiscal Services, IT and MSSP. The granting of this authority will eliminate the need to bring this administrative matter to your Board every year.

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Mandates and Service Levels:

County Policy #010-008

Fiscal and Facilities Impacts:

None.

Special Instructions: Please send a copy of the minute order and the approved Application for Destruction of Records to The Public Health Department, General Accounting, attn: Katherine Holland

Concurrence:

Auditor Controller

County Counsel