

**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:** 7/20/04  
**Department Name:** Auditor-Controller  
**Department No.:** 061  
**Agenda Date:** 8/3/04  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors  
**FROM:** Robert W. Geis, C.P.A.  
Auditor-Controller  
**STAFF CONTACT:** Linda Lucas  
(x2100)  
**SUBJECT:** Application for Destruction of Records

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**Recommendation(s):**

That the Board of Supervisors:

Approve Application for Destruction of Records pursuant to Government Code Sections 26201 and 26202.

**Alignment with Board Strategic Plan:**

The recommendations are primarily aligned with actions required by law or by routine business necessity.

**Executive Summary and Discussion:**

In an effort to conserve limited storage space, the Auditor-Controller's Office would like to destroy records that are no longer required to be retained and are no longer needed.

Section 26201 of California Government Code allows the board to authorize the destruction or disposition of any duplicate record, paper, or document, the original or a permanent reproduction of which is in the files of any officer or department of the county. Therefore, we submit the attached application for destruction of records under this section.

Section 26202 of California Government Code allows the board to authorize the destruction or disposition of any record, paper, or document which is more than two years old and which was prepared or received in any manner other than pursuant to state statute or county charter. The board may also authorize the destruction or disposition of any record, paper, or document which is more than two years old and which was prepared or received pursuant to state statute or county charter, and which is not expressly required by law to be filed

and preserved if the board determines by four-fifths vote that the retention of any such record, paper or document is no longer necessary or required for county purposes. This code section requires board resolution; therefore, we submit the attached application for destruction of records for this section.

**Mandates and Service Levels:** No change in programs or service levels.

**Fiscal and Facilities Impacts:** Additional space for current record retention.

**Special Instructions:** None

**Concurrence:** N/A



**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 laws 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 26201

**Reason for the Destruction:**  
Required retention periods have been attained and records listed are no longer needed.

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, on his information and belief, to be true.

Executed at Santa Barbara, California on July 20, 2004

\_\_\_\_\_  
Assistant Auditor-Controller

**Approved:**  
**County Counsel**

**Auditor-Controller**

By \_\_\_\_\_  
Deputy County Counsel

By \_\_\_\_\_  
Assistant Auditor-Controller

**CERTIFICATION OF APPROVAL**

I hereby certify that the above application was approved and adopted on August 3, 2004 by the following vote of the Santa Barbara County 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 \_\_\_\_\_

# ATTACHMENT

## Schedule of Original Records for Destruction

### Type of Record

### Period Covered

Employee Time Sheets	Prior to 6/30/97
Special District Payroll (ADP, G/L docs) Files	Prior to 6/30/97
Terminated Employee Payroll(W-4,DE-4, etc) Files	Prior to 6/30/97
Flexible Spending Claim Support Information	Prior to 6/30/97
Accounts Payable Claim Support Information	Prior to 6/30/99
Cancelled & Paid Accounts Payable Warrants	Prior to 6/30/99
Warrant Recon Register-listing of paid warrants	Prior to 6/30/99
Bank Registers (HRS mainframe printouts-direct deposits)	Prior to 6/30/99
Input Register/Holding Files	Prior to 6/30/99
Social Services Warrant Register	Prior to 6/30/99