

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: 1/19/06
Department Name: Sheriff-Coroner
Department No.: 032
Agenda Date: 2/14/06
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors
FROM: Jim Anderson, Sheriff
Sheriff-Coroner
STAFF CONTACT: Lieutenant Jeff Klapakis
ext. 6174
SUBJECT: Destruction of Records

Recommendation(s):

That the Board of Supervisors:
Endorse the purging and disposal of closed property/evidence sleeves, at least two 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 closed property/evidence files, at least two (2) years old. County Counsel and the Auditor-Controllers office have received and approved the department's request.

Mandates and Service Levels:

No change in programs or service levels.

Fiscal and Facilities Impacts:

No fiscal or facilities impacts.

Special Instructions:

Please return a copy of the Minute Order to the Sheriff's Department, Attention: Lt. Jeff Klapakis.

Concurrence:

County Counsel & Auditor - Controller