

**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: 6/30/05
Department Name: Sheriff
Department No.: 032
Agenda Date: 7/26/05
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors
FROM: Jim Anderson, Sheriff
Sheriff Coroner
STAFF CONTACT: Lieutenant Wesley Maroney
ext. 7432
SUBJECT: Destruction of Records

Recommendation(s):

That the Board of Supervisors: Endorse the purging and disposal of certain Civil Records.

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:

This destruction is authorized by Government Code section 26205, which allows the destruction of such Civil Records that have been retained in excess of two years.

Mandates and Service Levels:

No impact on mandates or service levels.

Fiscal and Facilities Impacts:

In order to efficiently utilize current space, these types of records are periodically destroyed after conversion. The Department is currently challenged for space to store these records. The Department is looking forward to renewing space for future records.

The cost of destruction of these records was included in the fee for records conversion to electronic media.

Special Instructions:

Clerk of the Board: Please send a copy of the Minute Order to: Lieutenant Wesley Maroney, Sheriff's Department.

Concurrence: County Counsel
Auditor-Controller