



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

Submitted on:
(COB Stamp)

Department Name: Clerk-Recorder-Assessor
Department No.: 062
Agenda Date: February 10, 2026
Placement: Administrative Agenda
Estimated Time: N/A
Continued Item: No
If Yes, date from: NA
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s): Joseph E Holland, County Clerk-Recorder-Assessor
Contact: Contact Info: Melinda Greene, Chief Deputy Clerk-Recorder-Assessor
SUBJECT: Record Retention Schedule for Clerk-Recorder Division

County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: N/A

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- a) Adopt a Resolution for the retention, destruction, or disposition of Clerk-Recorder records, papers, and documents pursuant to Government Code sections 26200, et seq., and for delegation to the County Clerk-Recorder-Assessor or designee to authorize future destruction of records in accordance with the Clerk-Recorder Records Retention Schedule; and
- b) Approve the attached Records Retention Schedule for Clerk-Recorder for the retention, destruction or disposition of its records and delegate to the County Clerk-Recorder-Assessor or designee the ability to make non-substantive changes to the Records Retention Schedule without returning to the Board, subject to the Board's ability to rescind such delegated authority; and
- c) Determine that the proposed actions are not a "Project" under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline section 15378(b)(5)) because the activity consists of organizational or administrative activity of the government that will not result in direct or indirect physical changes in the environment.

Summary Text:

This item is on the agenda to establish an orderly systematic disposition of records for Santa Barbara County Clerk-Recorder. The attached Records Retention Schedule sets forth the requisite amount of time records, papers, or documents ("records") received, filed, or recorded by the Clerk-Recorder must be maintained and certifies the life, care, and disposition of all Clerk-Recorder records in accordance with best practice and statutory requirements for retention.

Discussion:

The management, retention, and disposal of County records are important functions of the County government with equally important significance to the public. County records have exponentially increased in volume, creating enormous logistical demands. It is in the interest of the County and the public to take maximum advantage of laws and regulations that allow records to be created, stored, and destroyed in the most efficient and secure manner possible.

With this action, Clerk-Recorder is seeking Board authorization to adopt the resolution authorizing the destruction of Clerk-Recorder records pursuant to its Records Retention Schedule as provided in Attachment A, and approve the Records Retention Schedule for Clerk-Recorder included in Attachment B. Clerk-Recorder will retain the approved Records Retention Schedule until and unless Clerk-Recorder returns to the Board with an amended schedule for the destruction of records.

Background:

Government Code section 26205.1 permits this Board of Supervisors to authorize County officers in custody of "nonjudicial public records, documents, instruments, books and papers" to destroy such items by resolution. For those records expressly required by State or Federal law to be filed or preserved permanently, a duplicate of the record destroyed must be maintained, for use by the public, in a trusted system that does not permit additions, deletions, or changes to the original document. The Board may also authorize the destruction of records under specific conditions established by the Board, such as destruction of records over two years old that are not required by law to be maintained and retention is no longer necessary or required for County purposes.

Fiscal and Facilities Impacts:

Costs associated with the retention, destruction, or disposition of Clerk-Recorder records are included in the Clerk-Recorder fund's budget. There are no additional costs to the General Fund.

Special Instructions:

Please send Melinda Greene a copy of the signed resolution and retention schedule.

Attachments:

Attachment A – Board Resolution for Retention

Attachment B – Clerk-Recorder Records Retention Schedule

Contact Information:

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