

**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: 6/7/04
Department Name: General Services
Department No.: 063
Agenda Date: 6/22/04
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Ronald S. Cortez, Director
General Services Department

STAFF CONTACT: John A. Forner, Risk Program Administrator
General Services Risk Management, 884-6865

SUBJECT: Destruction Of Certain Public Records

Recommendation(s):

That the Board of Supervisors:

Authorize the General Services Department to destroy all original liability claim files closed prior to June 30, 1999; and, all original Incident and Vehicle Accident Reports received prior to June 30, 1999.

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with our organizational values regarding economy in government and with actions required by law or by routine business necessity.

Executive Summary and Discussion:

Pursuant to Government Code Section 26202, staff is requesting Board approval to destroy the following documents:

- . All original liability claims files closed prior to June 30, 1999
- . All original Incident and Vehicle Accident Reports received prior to June 30, 1999

Risk Management no longer requires these records and space is needed for other records.

Mandates and Service Levels:

No change in programs or service level.

Fiscal and Facilities Impacts:

No net county cost is associated with this recommendation.

Special Instructions:

Return executed application to the Office of Risk Management

Concurrence:

Auditor-Controller
County Counsel
Risk Management

APPLICATION FOR DESTRUCTION OF RECORDS
CERTIFICATE OF APPROVAL

TO: Board of Supervisors
County of Santa Barbara, California

The undersigned officer hereby applies, pursuant to the law 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 26202

Reasons for Destruction: Risk Management no longer requires these records and space is needed for other records.

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 June 7, 2004.

Name: Ronald S. Cortez
Department: General Services
Title: Director

APPROVED:

RISK MANAGEMENT BY: _____ DATE:

COUNTY COUNSEL BY: _____ DATE:

AUDITOR-CONTROLLER BY: _____ DATE:

CERTIFICATE OF APPROVAL

I hereby certify that the above application was approved and adopted on June 22, 2004 by the following vote of the 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:

SCHEDULE OF RECORDS FOR DESTRUCTION

<u>Type of Record</u>	<u>Originator or Copy</u>	<u>Period Covered</u>
Closed Liability Claim Files	ORIGINALS	All cases closed prior to June 30, 1999
Incident and Vehicle Accident Reports	ORIGINALS	All received prior to June 30, 1999