


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: 7/24/02
Department Name: Sheriff - Custody
Department No.: 032
Agenda Date: 8/20/02
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors
FROM:  Fred Olguin, Chief Deputy
Sheriff-Custody Operations
STAFF CONTACT: Lt. Diana Stetson
X4251
SUBJECT: Destruction of Records

Recommendation(s):

That the Board of Supervisors:

Endorse the disposal of old jail records eligible for destruction pursuant to Government Code Section 26202.

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 dispose of those jail records which are eligible for destruction under Government Code Section 26202. These records have no current or future usefulness.

Mandates and Service Levels: No Impact on Mandates or Service Levels.

Fiscal and Facilities Impacts: No Fiscal Impact. Will increase storage capacity.

Special Instructions: Please return a copy of the Minute Order to the Sheriff's Department, Attn: Lt. Diana Stetson.

Concurrence: County Counsel and Auditor Controller

APPLICATION FOR DESTRUCTION OF RECORDS

CERTIFICATE OF APPROVAL

TO: Board of Supervisors
County of Santa Barbara

The undersigned officer hereby applies, pursuant to the law cited below, for an order to destroy the described records and to excuse said officer and her assistants, deputies and employees from further custody of said records.

Code and Section Number: Government Code Section 26202

Reason for Destruction: Eligible for destruction and have no present or future usefulness.


Description of Records:

Records from 1/1/1995 to 12/31/1998: Visitation Slips, Transportation Log and files, Court Counts and Rosters, Money Logs.

Records from 1/1/1995 to 12/31/1997: Daily Recaps

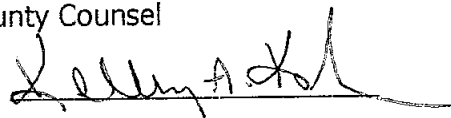
The undersigned officer declares under penalty of perjury that she is the supervisor and custodian of the described records of this department of the County of Santa Barbara, and that she has read the foregoing application and knows the contents thereof, on her information and belief, to be true.

Executed at Santa Barbara, California, on July 24, 2002.

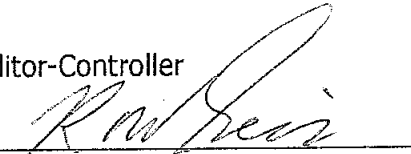

Lt. Diana Stetson, Sheriff's Department

APPROVED:

County Counsel

By: 

Auditor-Controller

By: 

CERTIFICATION OF APPROVAL

I hereby certify that the above application was approved and adopted on _____, 2002, 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: _____