



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

**Department Name:** CEO/Human Resources  
**Department No.:** 064  
**For Agenda Of:** March 24, 2020  
**Placement:** Administrative  
**Estimated Tme:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** 4/5

---

**TO:** Board of Supervisors  
**FROM:** Department Maria Elena De Guevara, Director of Human Resources  
Director (s)  
Contact Info: Carolyn Marceda, Human Resources, (805) 568-2819  
**SUBJECT: Application for Destruction of Records**

---

**County Counsel Concurrence**

As to form: NA

**Auditor-Controller Concurrence**

As to form: NA

**Other Concurrence:** NA

As to form: NA

**Recommended Actions:**

- a) That the Board of Supervisors approves the Application for Destruction of Records so that records may be destroyed in accordance with Government Code Section 26202.
- b) Determine pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4) that the above action is a government activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and therefore is not a project subject to environmental review.

**Summary Text:**

Government Code Section 26202 allows the destruction of certain documents, which are more than five years old. Records prior to 2015 are no longer vital to the efficient operation of the Department and may be destroyed.

**Fiscal and Facilities Impacts:** There is no fiscal impact associated with this action.

**Special Instructions:**

Please send one copy of the approved resolution to Carolyn Marceda in the Human Resources Department

**Attachments:**

Application for Destruction of Records Certification of Approval  
Schedule of Original Records for Destruction

**Authored by:**

Carolyn Marceda, Human Resources

**CC:**

Maria Elena De Guevara, Director of Human Resources