



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: 01/13/2009
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Select_From Susan Paul, Assistant CEO/HR Director
Contact Info: Jeri Muth, Assistant HR Director; 568-2816

SUBJECT: Application for Destruction of Records

County Counsel Concurrence

As to form: Select_Concurrence

Auditor-Controller Concurrence

As to form: Select_Concurrence

Other Concurrence: Select_Other

As to form: Select_Concurrence

Recommended Actions:

That the Board of Supervisors approve the Application for Destruction of Records so that records involved may be destroyed.

Summary Text:

Government Code Section 26202 allows the destruction of certain documents which are more than two years old. Records prior to 2005 are no longer vital to the efficient operation of the Department and can be destroyed.

Background: Performance Measure:

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

Special Instructions:

Please send one copy of the approved resolution to Jo Ann Barragan in the Human Resources Department

Attachments:

Resolution

cc:

APPLICATION FOR DESTRUCTION OF RECORDS
CERTIFICATION OF APPROVAL

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 §26201 and §26202.

REASON FOR DESTRUCTION: Disposal of records as described in the attached schedule through December 31, 2004 to make room for later records.

The undersigned officer declares under penalty of perjury that she is the supervisor and custodian of the described records of the Human Resources 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 January 13, 2009.



Susan Paul, Assistant CEO/HR Director

APPROVED:
DENNIS A. MARSHALL
County Counsel

By: Victoria Parks Tuttle

CERTIFICATION OF APPROVAL

I hereby certify that the above application was approved and adopted on January 13, 2009, by the following vote of the Board of Supervisors:

AYES:

NOES:

ABSENT:

ATTEST:
Michael F. Brown
Clerk of the Board

By: _____

ATTACHMENT

SCHEDULE OF
ORIGINAL RECORDS FOR DESTRUCTION
THROUGH DECEMBER 31, 2004

TYPE OF RECORD

Inactive Applications

Applicant Correspondence

Testing Materials

Certification/Eligible Lists

Personnel Jackets for Separated Employees