




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: Sheriff-Coroner
Department No.: 032
For Agenda Of: 12/17/2024
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors
FROM: Department Bill Brown, Sheriff-Coroner, 805-681-4290 
Director(s)
Contact Info: Chief Financial Officer, Hope Vasquez, 805-681-4299
SUBJECT: Approve and Execute an Application for the Destruction of Accounting Records

County Counsel Concurrence

As to form: Yes

Other Concurrence: None

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board Supervisors:

- a) Approve an Application for Destruction of Records of Financial Services Division files that are more than two (2) years old and are no longer required by law to be retained; and
- b) Determine that the above actions are organizational and administrative activities of government that are not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines sections 15378(b) (5).

Summary Text:

The Financial Services Division of the Sheriff's Office had identified 71 boxes of old accounting records that are no longer necessary for operations. The records include accounts payable claims, accounts receivable billings, deposit journals and worksheets from 1981 through December 31, 2018. The basic information on these records is retained electronically in the County's financial system. These records are deemed to have no further administrative, legal or fiscal value.

Background:

California Government Code Section 26202 allows the Board of Supervisors to authorize the destruction of records that are more than 2 years old. Sheriff's Office contracts with Shred-it for shredding services.

Performance Measure:

None

Contract Renewals and Performance Outcomes:

None

Fiscal and Facilities Impacts:

Budgeted: Yes

Narrative: The current adopted budget for the Sheriff's Office accounts for the cost of this action (\$500) in the Professional & Special Service line item.

Key Contract Risks:

None

Special Instructions:

Please return a copy of the Minute Order and a copy of the executed Application for Destruction of Records to the Sheriff's Office, Business Office.

Attachments:

Attachment A: Application for Destruction of Records Certification of Approval

Attachment B: Schedule of Records for Destruction

Authored by:

Hope Vasquez, Chief Financial Officer, Sheriff's Office