

APPLICATION FOR DESTRUCTION OF RECORDS

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 §§ 26202 and 26205

Said records consist of items incorporated in the performance of contract construction completed through the calendar years 2020, which are not required to be retained and are no longer needed or required to be retained by law. The Transportation Division of the Public Works Department will keep an electronic copy of essential items from each construction project, such as: executed contracts and change orders, special provisions and plans, final pay estimate, as built, statement of final quantities, completion documents, architectural and engineering plans and schematics, and/or federal closing documents.

Section 26202 of the Government Code which upon 4/5 vote of the Board of Supervisors, provides for such records to be destroyed. All of the records are field originals and none are to be duplicated.

Section 26205 of the Government Code provides for such records to be destroyed when the record will be recorded electronically.

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.

RECOMMENDED FOR APPROVAL:

DocuSigned by:
Chris Sneddon
By: _____
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CHRIS SNEDDON, PE
Director of Public Works

APPROVED AS TO FORM:
RACHEL VAN MULLEN
County Counsel

Signed by:
Ashley Flood
By: _____
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Deputy County Counsel

APPROVED AS TO ACCOUNTING FORM:
BETSY M. SCHAFFER, CPA
Auditor-Controller

Signed by:
James E Munro
By: _____
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Deputy

CERTIFICATION OF APPROVAL

I hereby certify that the above application was approved and adopted on November 18, 2025 by the following vote of the Board of Supervisors:

AYES: Supervisors Lee, Capps, Hartmann, Nelson and Lavagnino

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST:

MONA MIYASATO
Clerk of the Board of Supervisors
Santa Barbara, State of California

By: 
Deputy Clerk

By: 
Laura Capps, Chair
Board of Supervisors

Date: 11-18-25