



**BOARD OF SUPERVISORS  
AGENDA LETTER**

**Clerk of the Board of Supervisors**  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Agenda Number:**


**RECEIVED**

2021 AUG -4 A 11: 10

COUNTY OF SANTA BARBARA  
CLERK OF THE  
BOARD OF SUPERVISORS

**Department Name:** Sheriff  
**Department No.:** 032  
**For Agenda Of:** August 17, 2021  
**Placement:** Administrative  
**Estimated Tme:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

**TO:** Board of Supervisors

**FROM:** Department Bill Brown, Sheriff Ext. 4290  
Director(s)   
Contact Info: Lieutenant Juan Camarena Ext. 14156

**SUBJECT: Destruction of Records**

**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: No

**Recommended Actions:**

That the Board of Supervisors:

- a. Approve and execute an application for the destruction of Sheriff's Office copies of inked ten-print cards and inked palm print cards, as authorized by Government Code section 26202, from January 1969 – February 2000; and
- b. Determine pursuant to CEQA Guidelines 15378(b)(5) that the above actions are not a project subject to CEQA review, because it is a government administrative activity that does not result in direct or indirect physical changes to the environment.

**Summary Text:**

The Sheriff's Office, Forensics Unit has identified 8 large file cabinets, each with 5 drawers containing over 30,000 copies of inked ten-print/palm print cards, that are no longer necessary to maintain on file. The above listed items are copies of the original physical cards which were mailed and submitted to the California Department of Justice prior to the year 2000. Since the use of Livescan in the year 2000, maintaining hard copies of inked ten-print/palm print cards is no longer necessary as these records are electronically submitted via Livescan to the California Department of Justice. The Santa Barbara County Sheriff's Office (Records Bureau) has verified that all the above items are on file with the California Department of Justice for future reference. The copies of the inked ten-print/palm print cards

are deemed to have no further administrative, legal, or fiscal value to the Santa Barbara County Sheriff's Office.

**Background:**

California Government Code Section 26202 allows the Board of Supervisors to authorize the destruction of records that are more than two years old. *"When the retention of any such record, paper or document is no longer necessary or required for County purpose."*

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

Narrative: The current adopted budget accounts for the cost of this action in line item #7650.

**Special Instructions:**

Please return a copy of the Minute Order and a copy of the executed Application for Destruction of Records to the Santa Barbara County Sheriff's Office, Attention: Lieutenant Juan Camarena, SBSO – Criminal Investigations Bureau.

**Attachments:**

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

**Authored by:**

Lieutenant Juan Camarena, Santa Barbara County Sheriff's Office Criminal Investigations Bureau.

**cc:**



**SCHEDULE OF RECORDS FOR DESTRUCTION**

<b><u>TYPE OF RECORD</u></b>	<b><u>ORIGINAL OR COPY</u></b>	<b><u>PERIOD COVERED</u></b>
SBSO Forensics Unit – Copies of inked ten-print/palm print cards	Copies	January 1, 1969 through January 1, 2000



**APPLICATION FOR DESTRUCTION OF RECORDS**  
**CERTIFICATION OF APPROVAL**

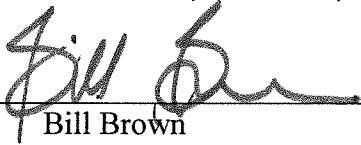
TO: Board of Supervisors  
County of Santa Barbara, California

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 Section 26202

**Reason for Destruction:** The inked ten-print/palm print cards are retained in file cabinets. The print cards have been mailed and submitted to the California Department of Justice prior to the year 2000. Since the use of Livescan in the year 2000, maintaining hard copies of inked ten-print/palm print cards is no longer necessary as these records are electronically submitted via Livescan to the California Department of Justice. The boxes of the print cards are restricting physical space needed for current and future accounting & personnel records.

Executed at Santa Barbara, California, on 27 July, 2021.



Bill Brown  
Sheriff- Coroner

**APPROVED:**

COUNTY COUNSEL

BY: Michelle Montez

AUDITOR-CONTROLLER

BY: C. Ed. [Signature]

**CERTIFICATION OF APPROVAL**

I hereby certify that the above application was approved and adopted on \_\_\_\_\_, 20\_\_\_\_, 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: \_\_\_\_\_