



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

Submitted on:
(COB Stamp)

Department Name: Public Works
Department No.: 054
Agenda Date: November 18, 2025
Placement: Administrative Agenda
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors
FROM: Department Director: Chris Sneddon, Public Works Department
Contact: Mostafa Estaji, Deputy Director, Transportation
SUBJECT: Construction Record Destruction Request for the Public Works Department,
Transportation Division

County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: N/A

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute an Application for Destruction of Records consisting of closed Construction project files listed in the attached schedule, which are no longer necessary for County purposes or required to be kept by law; and
- b) Determine that the proposed action is not a "Project" under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline section 15378(b)(5)) because the activity consists of organizational or administrative activity of the government that will not result in direct or indirect physical changes in the environment.

Summary Text:

This item is on the agenda to request an order to destroy records that are no longer necessary for operations of the Santa Barbara County Public Works Department, Transportation Division. The records include various closed project files dated through December 2020. A complete list of records is included in the attached schedule (Attachment B). The Division has determined that these records have no further administrative, legal, or fiscal value.

Discussion:

The Division will keep an electronic copy of essential items from each project, such as: contracts, statement of final quantities, completion documents, architectural and engineering plans and

schematics and/or federal closing documents. Routine disposal of paper records and electronic retention of files will reduce physical storage space demand.

Background:

Under California Government Code sections 26202 and 26205, the records requested to be destroyed in Attachment B exceed the required 2-year retention period and were not prepared or received in any manner pursuant to a state statute. Although some records may be kept electronically, they are no longer needed for the operation of the department and are not required to be kept by law. The Board approved a similar request on June 18, 2019; File Reference No. 19-00522. Destruction of these records would provide additional storage space.

Fiscal and Facilities Impacts:

Budgeted: Yes

Narrative:

All costs associated with this project are included in the FY 2025-26 adopted budget. There are no additional fiscal impacts associated with the microfilming and destruction of the records referenced in this request.

Special Instructions:

Original documents are to be filed with the Clerk of the Board.

Please return a copy of the fully executed application and Minute Order to Christy Angkahan, cangkah@countyofsb.org.

Attachments:

Attachment A – Application of Destruction of Records

Attachment B – List of Construction Records to be destroyed

Contact Information:

Brent Clavin, Construction Manager, Bclavin@countyofsb.org