

SANTA BARBARA COUNTY BOARD AGENDA LETTER



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

Agenda Number:
Prepared on: 8/5/03
Department Name: General Services
Department No.: 063
Agenda Date: 10/7/03
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Ronald S. Cortez, Director
General Services Department

STAFF CONTACT: Bobbie Overgaard, Supervising Risk Analyst
General Services Risk Management, 884-6866

SUBJECT: Destruction Of Certain Public Records

Recommendation(s):

That the Board of Supervisors:
Authorize the General Services Department to destroy all original workers' compensation claim files as per the attached Schedule Of Records For Destruction as well as miscellaneous workers' compensation incident files which never resulted in the filing of a claim.

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with our organizational values regarding economy in government and with actions required by law or by routine business necessity.

Executive Summary and Discussion:

Risk Management is continuing with a major housekeeping effort to consolidate files, update our claim management system and destroy paper files as permitted under State and County requirements. As this process continues, we anticipate returning to the Board for approval to destroy appropriate records, as identified.

Pursuant to Government Code Section 26202, staff is requesting Board approval to destroy the following documents:

- Miscellaneous original incident files which never resulted in the filing of a claim. Employees involved in the incidents have also terminated employment with the County.
- All original workers' compensation claims files as per the attached Schedule Of Records For Destruction.

Risk Management no longer requires these records and space is needed for other records. Legally, we are under no obligation to maintain these files.

Mandates and Service Levels:

No change in programs or service level.

Fiscal and Facilities Impacts:

No net county cost is associated with this recommendation.

Special Instructions:

Return executed application to the Office of Risk Management

Concurrence:

Auditor-Controller
Risk Management
County Counsel

APPLICATION FOR DESTRUCTION OF RECORDS
CERTIFICATE 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

Reasons for Destruction: Risk Management no longer requires these records and space is needed for other records.

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.

Executed at Santa Barbara, California, on _____, 2003.

Name: Ronald S. Cortez, Director
Department: General Services Department

APPROVED:

RISK MANAGEMENT BY: _____ DATE: _____

COUNTY COUNSEL BY: _____ DATE: _____

AUDITOR-CONTROLLER BY: _____ DATE: _____

CERTIFICATE OF APPROVAL

I hereby certify that the above application was approved and adopted on _____ 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:**

SCHEDULE OF RECORDS FOR DESTRUCTION

<u>Type of Record</u>	<u>Originator or Copy</u>	<u>Period Covered</u>
Closed Incident Files which never resulted in the filing of a claim	ORIGINALS	Various
Closed Workers' Compensation Files (As per the list below)	ORIGINALS	Various
Personnel Records Re P. Cline Terminated 01-07-2000	ORIGINALS	Various

Claim Number	D-O-I	Termination Date	Box Number
85090027	10/2/1992	10/2/1998	1
Incident Only	7/2/1996	5/14/1998	1
97030011	2/25/1997	7/4/1997	1
Incident Only	9/13/1990	7/4/1997	1
98010042	1/21/1998	2/23/1998	1
89040019	4/23/1989	6/30/1996	1
88110043	11/26/1988	6/30/1996	1
8703CT01	3/1/1987	6/30/1996	1
85090027	9/20/1985	6/30/1996	1
85060008	6/5/1985	6/30/1996	1
84110030	11/25/1984	6/30/1996	1
84020031	2/22/1984	6/30/1996	1
82030045	3/1/1982	6/30/1996	1
79120329	12/21/1979	6/30/1996	1
7610404	1/27/1977	6/30/1996	1
7555255	10/27/1975	6/30/1996	1
7405388	1/27/1975	6/30/1996	1
83120006	12/1/1983	4/6/1992	1
82070055	7/19/1982	4/6/1992	1
82030009	3/5/1982	4/6/1992	1
9007CT63	7/31/1990	4/6/1992	1
87060052	10/30/1987	4/6/1992	1
87010007	1/6/1987	4/6/1992	1
85090014	9/16/1985	4/6/1992	1
85060029	6/6/1985	4/6/1992	1
84100051	10/24/1984	4/6/1992	1

89020016	2/1/1989	7/29/1994	1
83070001	7/1/1983	7/29/1994	1
97060009	6/5/1997	9/7/1997	1
97040012	4/10/1997	9/7/1997	1
97030032	3/16/1997	3/31/2001	1
Incident Only	3/5/1997	7/9/1999	1
96070028	7/10/1996	2/17/1999	1
97010006	12/31/1996	2/17/1999	1
96100060	1/26/1996	7/4/1996	1
89090042	9/2/1989	7/4/1996	1
96120043	12/17/1996	2/26/1998	1
Unassigned	11/6/1996	7/7/1997	1
97100036	10/15/1997	5/4/1998	1
96120027	12/1/1996	9/30/1997	1
96120025	12/3/1996	8/9/1997	1
Incident Only	1/30/1997	5/29/1998	1
97020021	2/20/1997	8/30/2001	1
96090028	9/10/1996	12/30/1998	1
9509CT35	6/30/1992	10/31/2001	1
96090045	9/5/1996	10/31/2001	1
83010037	1/26/1983	6/29/1996	1
84060046	6/29/1984	6/29/1996	1
85090045	9/28/1985	6/29/1996	1
86060028	6/16/1986	6/29/1996	1
81-6-0043	2/21/1978	6/29/1996	1
95120002	12/2/1995	6/29/1996	1
97070041	7/23/1987	12/29/2000	2

97080039	7/9/1997	10/13/1997	2
97040007	4/8/1997	6/25/1999	2
97030020	3/12/1997	6/25/1999	2
98030002	2/26/1998	6/25/1999	2
9805CT16	4/30/1998	10/15/1999	2
96100026	10/9/1996	11/1/1996	2
97100011	9/28/1997	4/12/1999	2
98030040	3/20/1998	4/4/1998	2
98010026	9/24/1996	8/22/1997	2
83010036	1/20/1983	1/12/1997	2
95040047	4/27/1995	1/12/1997	2
97050001	4/22/1997	7/11/1997	2
97090011	8/4/1997	2/9/1998	2
85040014	4/8/1985	10/18/1998	2
81-11-0052	11/26/1981	10/18/1998	2
83120054	12/21/1983	10/18/1998	2
85110039	11/22/1985	10/18/1998	2
88090034	9/24/1988	10/18/1998	2
85101028	10/17/1985	10/18/1998	2
89060019	6/11/1989	10/18/1998	2
85050029	5/20/1985	3/31/1999	2
86110032	5/20/1985	3/31/1999	2
84080058	8/6/1984	3/31/1999	2
83060018	6/15/1983	3/31/1999	2
82060061	6/17/1982	3/31/1999	2
85030043	3/29/1985	3/31/1999	3
88010035	1/20/1988	3/31/1999	3

97080001	11/1/1995	7/14/1999	3
Incident Only	7/9/1998	10/23/1998	3
97090001	4/17/1997	1/23/1998	3
97060040	6/26/1997	9/19/1999	3
96080031	2/6/1996	10/20/1999	3
Incident Only	11/14/1997	7/14/1998	3
97090033	9/16/1997	3/31/2000	3
Incident Only	6/23/1999	3/31/2000	3
97100046	10/28/1997	7/13/1998	3
96120014	11/25/1996	6/16/1998	3
002-3190	10/9/1995	3/31/1996	3
95100028	1/31/2001	9/7/2001	3
98040002	3/26/1998	5/1/1998	3
9710CT07	8/31/1994	3/8/1999	3
96070017	3/12/1996	3/14/1994	4
97060011	6/9/1997	8/13/1999	4
84080016	8/14/1984	2/22/2002	4
95030018	3/15/1995	1/23/1998	4
Incident Only	10/21/1999	7/6/2001	4
Unassigned	8/4/1973	3/31/2002	4
Unassigned	7/23/1975	3/31/2002	4
Unassigned	12/18/1976	3/31/2002	4
Unassigned	1/26/1977	3/31/2002	4
97020025	2/13/1997	3/5/1997	4
97040038	12/2/1997	3/6/1998	4
97010003	12/31/1996	5/27/1998	4
Incident Only	1/20/1998	8/21/1998	4

Incident Only	7/8/1998	8/26/1998	4
97090013	9/10/1997	10/24/1997	4
Incident Only	11/24/1997	1/26/1999	4
97040006	4/7/1997	9/19/1997	4
98-0725	11/21/1997	2/25/2000	8
Incident Only	6/5/1995	5/31/2002	8
84-04-0011	4/6/1984	3/31/2002	8
Incident Only	7/18/1995	5/14/2000	8
98-0085	2/12/1998	10/19/1998	8
97020005	1/17/1997	8/31/1998	8
85080033	8/2/1985	9/19/1999	8
88020004	2/7/1988	9/19/1999	8
95050015	5/12/1995	9/19/1999	8
87100001	10/6/1987	3/22/2002	8
Incident Only	12/30/1994	10/26/2001	8
86090102	9/6/1986	5/17/2000	8
86020043	2/20/1986	5/17/2000	8
97070006	6/13/1996	5/17/2000	8
Incident Only	1/13/1995	6/26/2000	8
96030042	3/19/1996	9/8/2000	8
8710CT54	10/9/1987	5/22/2002	8
Incident Only	7/3/1992	3/31/2002	8
94030003	3/3/1994	7/23/2001	8
98010012	1/7/1998	2/3/2002	8
94070016	7/8/1994	2/3/2002	8
94080018	8/17/1994	2/3/2002	8
Incident Only	1994	10/29/2000	8

85010007	1/2/1985	3/8/2000	8
86090020	9/11/1986	3/8/2000	8
87120025	12/15/1987	3/8/2000	8
96050028	4/18/1996	9/17/1999	9
99-0472	11/5/1998	9/17/1999	9
87120008	12/2/1987	9/7/2001	9
73-10572	5/17/1974	Prior 1992	9
87070042	7/28/1987	2/19/2002	9
Unassigned	7/1/1980	4/6/1998	9
9406CT12	6/20/1994	1/21/1998	9
91020029	2/21/1991	4/27/2001	9
83040001	4/2/1983	3/31/2002	9
78090113	9/3/1978	3/31/2002	9
87090028	9/26/1987	3/31/2002	9
Unassigned	9/2/1976	3/31/2002	9
97100038	10/17/1997	3/31/2002	9
9710CT47	10/20/1997	3/31/2002	9
96030031	3/12/1996	4/18/1999	9
95090042	9/26/1995	1/3/2003	9
85060037	6/21/1985	Prior 1992	9
89090041	9/12/1989	Prior 1992	9
96100002	9/23/1996	10/12/2001	9
97090024	8/25/1997	12/12/1999	4
96010005	12/17/1995	6/28/1996	4
9609CT53	9/13/1996	5/28/1998	4
97090007	8/1/1997	10/24/1997	4
91120042	12/18/1991	9/22/1996	4

83080014	8/11/1983	9/22/1996	4
75-05397	7/9/1975	9/22/1996	4
83110042	11/21/1983	9/22/1996	4
97030014	3/5/1997	3/7/1999	4
94100049	10/24/1994	1/23/1998	4
94110023	11/4/1994	1/23/1998	4
95120019	11/6/1995	1/23/1998	4
96080035	8/9/1996	3/22/1998	4
9610CT34	10/3/1996	5/21/1997	4
95050036	5/24/1995	10/24/1996	4
96030029	3/18/1996	7/11/1997	2
9103CT40	6/26/1991	3/28/1994	5
Incident Only	8/1/1997	8/7/1998	5
89100021	10/16/1989	2/24/1997	5
9508CT18	4/26/1995	2/24/1997	5
95080016	6/30/1992	2/24/1997	5
95080017	4/26/1995	2/24/1997	5
8711CT34	11/26/1987	12/19/1994	5
97070002	6/25/1997	6/14/1999	5
9612CT51	12/12/1996	7/21/2000	5
97010033	1/8/1997	12/13/1999	5
89070037	7/20/1989	12/12/2001	5
81-70048	7/27/1981	12/12/2001	5
84030013	3/8/1984	12/12/2001	5
84040039	4/16/1984	12/12/2001	5
85060048	5/18/1985	12/12/2001	5
93010010	1/20/1993	12/12/2001	5

97010022	1/2/1997	6/13/1997	5
97080035	8/28/1997	7/9/2000	5
94050035	5/11/1994	6/10/1999	5
95040033	4/17/1995	6/10/1999	5
97120018	10/6/1997	11/25/1998	5
97050038	5/15/1997	1/29/1999	5
97070042	7/20/1997	9/4/2000	5
87080042	8/19/1987	3/14/1995	5
96070051	7/22/1996	8/20/1996	5
96080043	8/20/1996	8/20/1996	5
82110033	11/14/1982	3/31/2000	5
95070022	6/25/1995	3/31/2000	6
98020034	2/2/1998	3/31/2000	6
84040026	4/24/1984	3/31/2000	6
9408CT50	8/31/1994	8/29/1994	6
95040040	4/27/1995	7/25/1999	6
98020033	2/10/1998	7/25/1999	6
98040040	4/22/1998	7/25/1999	6
96090038	9/7/1996	7/25/1999	6
97020012	2/3/1997	3/21/1997	6
99-0560	4/10/1998	11/13/1998	6
99-0558	5/8/1998	11/13/1998	6
99-0559	7/8/1998	11/13/1998	6
Incident Only	6/17/1997	10/15/1997	6
92060053	6/16/1992	9/2/1992	6
95090028	11/30/1994	6/30/1995	6
94010016	1/19/1994	6/3/1996	6

86080005	8/4/1986	3/28/1993	6
7710110	8/13/1980	3/28/1993	6
9202CT29	2/10/1992	3/28/1993	6
83-2-0009	2/3/1983	3/28/1993	6
98010039	1/16/1998	3/4/1998	6
97120003	11/26/1997	5/15/1998	6
97010037	1/23/1997	12/10/1998	6
97100049	10/28/1997	12/10/1998	6
98010007	1/6/1998	9/18/1998	6
87060021	6/9/1987	9/18/1998	6
84040046	4/23/1984	3/19/1998	6
97120047	12/19/1997	7/10/1998	6
96100047	10/22/1996	6/15/1997	6
9510CT26	10/9/1995	12/10/1995	6
84030044	3/15/1984	4/24/1998	6
97050013	5/1/1997	4/26/2000	6
86040011	4/7/1986	3/27/1998	6
98040036	3/22/1998	10/11/2000	6
97080010	7/30/1997	8/25/1997	6
96010043	1/15/1994	3/24/1997	7
97090004	9/2/1997	5/2/1999	7
96100018	10/9/1996	8/5/1997	7
95120008	12/6/1995	12/30/1996	7
9711CT22	3/28/1996	3/28/1996	7
88110007	11/8/1988	3/23/1998	7
97060020	6/10/1997	10/17/1997	7
97060003	5/28/1997	10/17/1997	7

Incident Only	1/13/1997	4/17/1997	7
01-2684	10/21/2000	9/16/2001	7
94110029	11/27/1994	3/27/1996	7
79-10-0229	10/1/1979	6/28/1996	7
79-12-0359	12/31/1979	6/28/1996	7
97010025	1/7/1997	11/28/2000	7
97070013	7/1/1997	7/3/1997	7

9510CT24	3/30/1995	3/30/1995	7
Incident Only	1/5/1998	9/30/2000	7
97050024	5/15/1997	5/27/2001	7
96070021	7/2/1996	9/20/1996	7
Incident Only	4/2/1997	6/1/2001	7
94020006	2/7/1994	5/2/1997	7
Incident Only	10/11/1995	6/21/2000	7
98030045	3/17/1998	4/16/1999	7
97030041	2/3/1995	9/17/1997	7
94040035	4/21/1994	9/17/1997	7
Incident Only	11/21/1995	3/29/1996	7
96100048	10/23/1996	12/28/1997	7
97020028	2/28/1997	12/28/1997	7
96040034	4/8/1996	11/1/1998	7
95010043	1/26/1995	11/1/1998	7
95020027	2/15/1995	5/31/2000	7
82080051	8/18/1982	3/22/1999	7
85070025	7/21/1985	3/22/1999	7
89110005	11/2/1989	3/22/1999	7

82060023	6/14/1982	3/22/1999	7
82-8-0018	8/16/1982	5/17/1998	7
9712CT16	11/13/1997	5/17/1998	7
94050003	5/4/1997	3/18/2001	7
97090045	9/20/1997	8/8/1999	8
91120030	12/23/1997	8/8/1999	8
96120033	11/25/1996	10/1/2000	8
Incident Only	10/6/1993	7/30/1999	8
97100015	10/2/1997	1/24/1999	8
Incident Only	11/15/1997	5/24/1998	8
Incident Only	4/21/1998	4/2/1999	8
87030036	3/25/1987	5/2/1994	8
96090012	9/5/1996	7/7/2000	8
00-1036	6/29/1999	2/20/2000	8
96100059	10/15/1996	2/20/2000	8
88080030	8/30/1988	2/20/2000	8
86100024	10/8/1986	2/20/2000	8
89020014	2/27/1989	2/20/2000	8
84030016	3/8/1984	2/20/2000	8
99-0703	2/23/1999	2/20/2000	8
95060008	6/5/1995	2/20/2000	8
79100232	10/23/1979	2/20/2000	8
82080047	8/22/1982	2/20/2000	8
83070027	7/10/1983	2/20/2000	8
97080013	8/5/1997	8/23/1997	8
96100022	10/16/1996	8/23/1997	8
96060012	6/2/1996	1/12/1996	8

97110008	11/3/1997	4/16/2001	8
97060041	5/1/1997	1/7/2001	8
97080037	8/21/1997	11/27/1998	8
74-55104	9/5/1974	3/17/2002	9
9602CT18	3/31/1995	3/17/2002	9
87100029	10/25/1987	3/17/2002	9
87090003	9/11/1987	3/17/2002	9
74-05104	12/28/1973	3/17/2002	9
Unassigned	9/5/1974	3/17/2002	9
8509CT02	9/3/1985	3/17/2002	9
9410CT32	10/18/1994	2/1/2002	9
97060027	6/20/1997	3/31/2002	9
97100016	10/7/1997	3/31/2002	9
89090033	9/28/1989	3/31/2002	9
87100007	10/7/1987	3/31/2002	9
84070019	7/15/1984	3/31/2002	9
83080051	8/29/1983	3/31/2002	9
82100040	10/30/1982	3/31/2002	9
81-8-0041	8/27/1981	3/31/2002	9
80-11-0041	11/19/1980	3/31/2002	9
79-10-0230	10/16/1979	3/31/2002	9
77-10766	6/4/1978	3/31/2002	9
77-10422	12/31/1977	3/31/2002	9
Unassigned	10/6/1977	3/31/2002	9
Unassigned	7/11/1977	3/31/2002	9
Unassigned	2/28/1977	3/31/2002	9
Unassigned	8/27/1976	3/31/2002	9

89030032	3/19/1989	12/3/1993	10
86120019	12/22/1986	3/3/2002	10
Unassigned	5/7/1976	3/3/2002	10
96090032	9/17/1996	2/20/2002	10
89090022	9/22/1989	2/20/2002	10
88020015	2/11/1988	2/20/2002	10
89020009	2/17/1989	2/20/2002	10
88060030	6/13/1988	2/20/2002	10
88020022	2/24/1988	2/20/2002	10
88010023	1/21/1988	2/20/2002	10
97110020	11/10/1997	3/31/2002	10
93040002	4/2/1993	3/31/2002	10
97030037	3/3/1997	3/31/2002	10
85040032	4/21/1985	11/25/2001	10
88030036	3/26/1988	11/25/2001	10
9005CT34	5/30/1990	11/25/2001	10
85090034	9/23/1985	11/25/2001	10
87060038	6/26/1987	11/25/2001	10
89010020	1/21/1989	11/25/2001	10
95110036	11/28/1995	11/25/2001	10
96010020	1/18/1996	11/25/2001	10
00-1960	5/19/2000	1/6/2002	10
8601CT40	1/24/1986	1/6/2002	10
95070005	6/25/1995	1/6/2002	10
99-0334	8/28/1998	3/31/1999	10
84040030	4/12/1984	3/31/1999	10
89040016	4/11/1989	3/31/1999	10

76-10064	7/11/1976	3/31/1999	10
80-10-0020	10/17/1980	3/31/1999	10
82-2-0025	2/12/1982	3/31/1999	10
87100018	10/17/1987	5/12/2002	11
92090022	9/19/1992	5/12/2002	11
93110006	11/8/1993	5/12/2002	11
84080024	8/18/1984	9/30/2001	11
86020018	2/21/1986	9/30/2001	11
89050051	5/8/1989	9/30/2001	11
87120026	12/14/1987	9/30/2001	11
95040030	3/26/1995	9/30/2001	11
98050005	4/9/1998	11/9/2001	11
87100003	10/4/1987	12/23/2001	11
88040031	4/19/1988	12/23/2001	11
84010022	1/16/1984	12/23/2001	11
88110048	11/4/1988	12/23/2001	11
89040040	4/25/1989	12/23/2001	11
84050052	5/25/1984	12/23/2001	11
84080037	8/21/1984	12/23/2001	11
85020043	2/27/1985	12/23/2001	11
83010044	1/11/1983	12/23/2001	11
83-3-0040	3/25/1983	12/23/2001	11
85030002	3/1/1985	12/23/2001	11
87090034	9/15/1987	12/23/2001	11
86050054	5/9/1986	12/23/2001	11
88070010	7/9/1988	12/23/2001	11
85120051	12/18/1985	12/23/2001	11

94080039	8/24/1994	2/1/2002	11
85090018	9/20/1985	2/1/2002	11
88010017	2/6/1989	3/31/1998	11
97110011	10/22/1997	3/31/1998	11
98-0075	6/19/1998	1/6/2002	11
87050021	5/19/1987	1/6/2002	11
9409CT02	9/1/1994	1/6/2002	11
97020016	2/6/1997	11/30/1998	11
97090047	9/19/1997	11/30/1998	11
95090018	9/5/1995	3/31/2002	11
86120010	12/10/1986	8/6/1997	11
87100025	10/18/1987	8/6/1997	11
9210CT47	10/14/1992	8/6/1997	11
97050054	5/6/1997	3/31/2002	11
88120003	12/8/1988	3/31/2002	11
97110037	11/19/1997	4/28/2001	11
97120004	11/24/1997	3/31/2002	11
89120027	12/26/1989	3/31/2002	11
94090015	9/9/1994	3/31/2002	11
86110029	11/6/1986	3/31/2002	11
86060016	6/7/1986	3/31/2002	11
84030010	3/10/1984	3/31/2002	11
83030053	3/29/1983	3/31/2002	11
8050588	5/6/1980	3/31/2002	11
80080141	9/1/1980	3/31/2002	11
97050051	5/27/1997	12/23/2001	12
96080006	8/5/1996	12/23/2001	12

95090021	9/12/1995	12/23/2001	12
95030009	3/10/1995	12/23/2001	12
88050021	5/20/1988	12/23/2001	12
88020008	2/9/1988	12/23/2001	12
9803CT13	7/1/1997	9/3/1998	12