



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
Department No.: 032
For Agenda Of: 6/20/2017
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from:
Vote Required: 4/5ths

TO: Board of Supervisors

FROM: Department Bill Brown, Sheriff, ext. 4290
Director(s)
Contact Info: Sgt. Steve Hiersche, ext. 4292

SUBJECT: Application for Destruction of Records

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve an Application for Destruction of Records of Office of Professional Standards files at least five (5) 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 section 15378(b)(5).

Summary Text:

The Sheriff's Office disposes of all Office of Professional Standards files that are at least five (5) years old annually as prescribed by California Government Code Section 26202 and California Evidence Code Section 1045 (a)(1). California Penal Code Section 832.5(b) states: "*Complaints and any reports or findings relating to these complaints shall be retained for a period of at least five years.*"

Fiscal and Facilities Impacts:

Budgeted: Yes. The destruction of these records is immaterial and part of the budget.

Fiscal Analysis:

Narrative: The current adopted budget for the Sheriff's Office 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 Sheriff's Office, Attention: Office of Professional Standards.

Attachments:

Attachment #1- Application for Destruction of Records Certification of Approval

Attachment #2- Schedule of Records for Destruction

Authored by: Sergeant Steve Hiersche, Phone 681-4292