



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: 2/18/2014
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. John McCammon, ext. 4292

SUBJECT: Destruction of Records

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors execute an application for the disposal of Office of Professional Standards files at least five (5) years old.

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.*"

Background: This recommendation is primarily aligned with actions required by law and routine business necessity.

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:

Schedule of Records for Destruction

Application for Destruction of Records Certification of Approval

Authored by: Sergeant John McCammon, Phone 681-4292