



# County of Santa Barbara

## BOARD OF SUPERVISORS

### Minute Order

February 15, 2022

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**Present:** 5 - Supervisor Williams, Supervisor Hart, Supervisor Hartmann, Supervisor Nelson, and Supervisor Lavagnino

HUMAN RESOURCES DEPARTMENT

File Reference No. 22-00121

**RE:** Consider recommendations regarding a Resolution for the Human Resources Department's Electronic Retention of Employees' Official Personnel Files, as follows:

a) Adopt a Resolution authorizing an electronic reproduction and retention policy for the Human Resources Department's official employee files and the destruction of the paper files pursuant to Government Code Sections 26201, 26205, 26205.1, and 26206.7; and

b) Find that the proposed Resolution is not a "project" under California Environmental Quality Act (CEQA) Guideline 15378(b)(5), in that it is organizational or administrative activities of the government that will not result in direct or indirect physical changes in the environment.

**A motion was made by Supervisor Williams, seconded by Supervisor Hart, that this matter be acted on as follows:**

a) **Adopted; and**

**RESOLUTION NO. 22-24**

b) **Approved.**

**The motion carried by the following vote:**

**Ayes:** 5 - Supervisor Williams, Supervisor Hart, Supervisor Hartmann, Supervisor Nelson, and Supervisor Lavagnino