

# 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:** 4/14/05  
**Department Name:** CEO/EEO  
**Department No.:** 012  
**Agenda Date:** 5/3/05  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors  
**FROM:** Michael F. Brown  
County Executive Officer  
**STAFF CONTACT:** Claudia Lujan  
Equal Opportunity Officer  
**SUBJECT:** Destruction of Certain Public Records

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## **Recommendation(s):**

Approve an Application for Destruction of Records.

## **Alignment with Board Strategic Plan:**

The recommendation is primarily aligned by law or by routine business necessity.

## **Executive Summary and Discussion:**

To gain needed storage space, the Equal Opportunity Office has applied for approval to destroy certain records, the retention of which is neither required by law nor necessary for any County purpose. Specifically, the records to be destroyed relate to complaints filed before the year 2000 with the Equal Opportunity Office, the Department of Fair Employment and Housing, and/or the Equal Opportunity Commission, in which all proceedings have been concluded. The County is no longer required to maintain the specified records, having fulfilled its duties with respect to them under Government Code section 12946 (“to maintain and preserve any and all...personnel...records and files for a minimum period of two years after the records and files are initially created or received, “to retain personnel files of applicants or terminated employees for a minimum period of two years after the date of the employment action taken,” and, “[u]pon notice that a verified complaint against it has been filed under this part, ...maintain and preserve any and all records and files until the complaint is fully and finally disposed of and all appeals or related proceedings terminated.”)

## **Mandates and Service Levels:**

County Policy #010-008

## **Fiscal and Facilities Impacts:**

None

## **Concurrence:**

County Counsel

**CERTIFICATION OF APPROVAL**

TO: Board of Supervisors  
County of Santa Barbara

The undersigned officer hereby applies, pursuant to the law cited below, for an order to destroy the described records and to excuse said officer and her assistants, deputies and employees from further custody of said records.

Code and Section Number: Government Code sections 26202 and 12946

Reason for Destruction: There is no need to retain these records, and the storage space they occupy is needed.

The undersigned officer declares under penalty of perjury that she is the supervisor and custodian of the described records of the Chief Executive Officer/Equal Opportunity Office of the County of Santa Barbara and that she has read the forgoing application and knows the contents thereof, on her information and belief, to be true.

Executed at Santa Barbara, California, on April 15, 2005.

\_\_\_\_\_  
Claudia Lujan  
Chief Executive Office/Equal  
Opportunity Office  
Manager

APPROVED:

COUNTY COUNSEL

Auditor-Controller

By: \_\_\_\_\_

By: \_\_\_\_\_

**CERTIFICATION OF APPROVAL**

I hereby certify that the above application was approved and adopted on \_\_\_\_\_, 2005 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: \_\_\_\_\_