

**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: 9/23/03
Department Name: Sheriff
Department No.: 32
Agenda Date: 1/13/04
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors
FROM: Sheriff Jim Anderson
x4290
STAFF CONTACT: Lt. Ron LeGault
x7432
SUBJECT: Destruction of Records

Recommendation(s):

That the Board of Supervisors: Endorse the purging and disposal of certain Records Bureau Records.

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with actions required by law or by routine business necessity.

Executive Summary and Discussion:

The attached application would authorize the destruction of Records Bureau Records. This destruction is authorized by Government Code section 26205, which allows for the destruction of Records Bureau Records that have been retained in excess of two years.

Again this destruction is authorized by Government Code section 26205 which allows the destruction of such Records Bureau Records.

The attached application has been approved and signed by County Counsel and the Auditor-Controller.

Mandates and Service Levels:

This destruction of records is not mandated, however it is necessary to maximize storage space and promote efficiency within the Sheriff's Department.

Fiscal and Facilities Impacts:

All costs associated with this action will be absorbed within the Sheriff's Department Budget.

Special Instructions:

Clerk of the Board: Please send a copy of the signed application to Lt. Ron LeGault, Sheriff's Department, and Civil Bureau.

Concurrence:

County Counsel
Auditor-Controller