

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: 1/6/05
Department Name: Human Resources
Department No.: 064
Agenda Date: 1/11/05
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Susan Paul
Human Resources Director

STAFF CONTACT: Theresa Duer, Deputy Human Resources Director
568-2822

SUBJECT: Application for Destruction of Records

Recommendation:

That the Board of Supervisors:
Approve the Application for Destruction of Records so that records involved may be destroyed.

Alignment with Board Strategic Plan:

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

Executive Summary and Discussion:

Government Code requires inactive records to be kept for three years. Records prior to 2001 are no longer vital to the efficient operation of the Department and can be destroyed.

Mandates and Service Levels:

No changes in mandates and service levels.

Fiscal and Facilities Impacts:

None.

Special Instructions:

Please return one executed copy of the Application to Sandra Viola, Human Resources.

Concurrence:

County Counsel

APPLICATION FOR DESTRUCTION OF RECORDS
CERTIFICATION OF APPROVAL

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

CODE AND SECTION NUMBER: Government Code §26201 and §26202.

REASON FOR DESTRUCTION: Disposal of records as described in the attached schedule through December 31, 2000 to make room for later records.

The undersigned officer declares under penalty of perjury that she is the supervisor and custodian of the described records of the Human Resources Department of the County of Santa Barbara, and that she has read the foregoing application and knows the contents thereof, on her information and belief, to be true.

Executed at Santa Barbara, California on December 13, 2004.

Susan Paul, Human Resources Director

APPROVED:
Stephen Shane Stark
County Counsel

By: _____

CERTIFICATION OF APPROVAL

I hereby certify that the above application was approved and adopted on January 11, 2005, by the following vote of the Board of Supervisors:

AYES:

NOES:

ABSENT:

ATTEST:
Michael F. Brown
Clerk of the Board

By: _____

SCHEDULE OF
ORIGINAL RECORDS FOR DESTRUCTION
THROUGH DECEMBER 31, 2000

TYPE OF RECORD

Inactive Applications

Applicant Correspondence

Testing Materials

Certification/Eligible Lists

Personnel Jackets for Separated Employees