



**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

**Submitted on:**  
(COB Stamp)

**Department Name:** County Executive Office  
**Department No.:** 012  
**For Agenda Of:** 12/17/2024  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** 4/5

**TO:** Board of Supervisors

**FROM:** Department Director(s): Mona Miyasato, County Executive Officer  
Contact Info: Dawn Holden, Business Manager  
Brittany Odermann, Deputy County Executive Officer

DocuSigned by:  
  
4D62258AF53F4A5...

**SUBJECT:** Application for the Destruction of Records

**County Counsel Concurrence**

As to form: Yes

**Other Concurrence**

As to form: N/A

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Authorize the chair to execute the Application for Destruction of Records so that records may be destroyed in accordance with Government Code Section 26202; and
- b) Determine that the above actions are organizational and administrative activities of government that are not a project under California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5) of the CEQA Guidelines.

**Summary:**

Government Code Section 26202 allows the destruction of certain documents which are more than two years old. Records prior to 2021 are no longer vital to the efficient operation of the County Executive Office and may be destroyed.

Board of Supervisors  
December 17, 2024  
Page 2 of 2

**Discussion:**

The County Executive Office has outdated records stored in the basement of the County Administrative Building. The Application for Destruction of Records pertinent to these records is included in Attachment A.

**Background:**

The records held by the County Executive office range in date from 1995 through 2016 and are no longer vital to efficient operations. A schedule of these documents is found in Attachment B.

**Fiscal Analysis:**

None

**Special Instructions to Clerk of the Board:**

Please send one copy of the approved resolution to Dawn Holden in the County Executive Office.

**Attachments:**

Attachment A – Application for Destruction of Records

Attachment B – Schedule of Original Records for Destruction

**Authored by:**

Dawn Holden, Business Manager County Executive Office

**cc:**

Mona Miyasato, County Executive Office