

**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: 6/23/03
Department Name: Sheriff's
Department No.: 032
Agenda Date: 7/8/03
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors
FROM: Sheriff Jim Anderson
x4290
STAFF CONTACT: Sgt. Kelly A. Moore
x4279
SUBJECT: Application for Destruction of Personnel Records

Recommendation(s):

That the Board of Supervisors:

Approve and adopt the attached application for destruction of personnel records, as authorized by Government Code Section 26202

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with Goal No. 1. An Efficient Government Able to Respond Effectively to the Needs of the Community.

Executive Summary and Discussion:

The attached application would authorize the destruction of personnel records pertaining to employees that have terminated their service with the Sheriff's Department prior to January 2000. This destruction is authorized by Government Code Section 26202, which allows for the destruction of personnel records of terminated employees after two years from the date of termination. 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 by the Sheriff's Department's budget.

Special Instructions: *Clerk of the Board*; please send a copy of the signed application to Sgt. Kelly Moore, Sheriff Department.

Concurrence:

County Counsel and Auditor-Controller

APPLICATION FOR DESTRUCTION OF RECORDS

CERTIFICATION OF APPROVAL

TO: Board of Supervisors
County of Santa Barbara, California

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 his assistants, deputies and employees from further custody of said records.

Code and Section Number: Government Code Section 26202

Reason for Destruction: Eligible for destruction and have no present or future usefulness.

Description of Records:

See Attached.

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

Executed at Santa Barbara, California, on June 23, 2003.

Sgt. Kelly A. Moore, Sheriff's Dept.

APPROVED:

County Counsel

Auditor-Controller

By _____

By _____

CERTIFICATION OF APPROVAL

I hereby certify that the above application was approved and adopted on _____, 1998, 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 _____

NAME

JOB-DESC

TERM-DATE
