

ATTACHMENT B

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 associates, deputies and employees from further custody of said records.

Code and Section Number: Government Code Section 26202

Reason for Destruction: The old personnel files, background files, overtime slips, time sheets and failed background files from 1990 to 2016 are deemed to have no further administrative, legal, or fiscal value. The boxes of documents are restricting physical space needed for current and future human resource records.

Executed at Santa Barbara, California, on 4/25/2023



Human Resources Manager, Melissa Macias, Santa Barbara County Sheriffs Dept.

APPROVED:

County Counsel

Auditor-Controller

CERTIFICATION OF APPROVAL

I hereby certify that the above application was approved and adopted on _____
2023, by the following vote of the Board of Supervisors:

AYES:

NOES:

ABSENT:

By: _____

County Clerk and ex officio Clerk of the Board

Of Supervisors, County of Santa Barbara, State of California

Arnoldi, Marla

From: Price, Ed <EPrice@countyofsb.org>
Sent: Thursday, March 30, 2023 8:53 AM
To: Arnoldi, Marla; Montez, Michelle
Cc: Arnoldi, Marla
Subject: RE: Board of Supervisors Agenda Letter for May 9, 2023 from Sheriff Human Resources-Corrected

You have AC Concurrence – no signature required

- Stay safe & healthy -



Ed Price, CPA, CPFO
Assistant Auditor-Controller
County of Santa Barbara Auditor-Controller's Office
(805) 568-2102 (v) • (805) 568-2016 (f)

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From: Arnoldi, Marla <mia2636@sbsheriff.org>
Sent: Wednesday, March 29, 2023 5:00 PM
To: Montez, Michelle <mmontez@countyofsb.org>; Price, Ed <EPrice@countyofsb.org>
Cc: Arnoldi, Marla <mia2636@sbsheriff.org>
Subject: FW: Board of Supervisors Agenda Letter for May 9, 2023 from Sheriff Human Resources-Corrected

Caution: This email originated from a source outside of the County of Santa Barbara. Do not click links or open attachments unless you verify the sender and know the content is safe.

Dear Michelle and Mr. Price:

Would you please both approve the Board Letter for the Agenda Date of May 9, 2023. The docket date is April 27, 2023 but April is when you are having your Budget Meetings.

(This attachment has corrections on the front page.)

Thank you both for your help,

Marla Arnoldi
Admin. Office Pro. Sr.
805-681-4274 phone
805-681-4974 fax
mia2636@sbsheriff.org

Arnoldi, Marla

From: Arnoldi, Marla
Sent: Friday, April 14, 2023 12:29 PM
To: Lee, Paul
Cc: Arnoldi, Marla
Subject: RE: Board of Supervisors Agenda Letter for May 9, 2023 from Sheriff Human Resources-Corrected

Mr. Lee:

Thank you for your help. I will use this page as an attachment for your approval.

Marla Arnoldi
Admin. Office Pro. Sr.
805-681-4274 phone
805-681-4974 fax
mia2636@sbsheriff.org

From: Lee, Paul <plee@countyofsb.org>
Sent: Friday, April 14, 2023 12:27 PM
To: Arnoldi, Marla <mia2636@sbsheriff.org>
Cc: Arnoldi, Marla <mia2636@sbsheriff.org>
Subject: RE: Board of Supervisors Agenda Letter for May 9, 2023 from Sheriff Human Resources-Corrected

Nothing further from me. Approved.

From: Arnoldi, Marla <mia2636@sbsheriff.org>
Sent: Friday, April 14, 2023 12:25 PM
To: Lee, Paul <plee@countyofsb.org>
Cc: Arnoldi, Marla <mia2636@sbsheriff.org>
Subject: FW: Board of Supervisors Agenda Letter for May 9, 2023 from Sheriff Human Resources-Corrected

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Mr. Lee:

Do you need any other information for your approval and signature of the Board Letter?

Thank you,

Marla Arnoldi
Admin. Office Pro. Sr.
805-681-4274 phone
805-681-4974 fax
mia2636@sbsheriff.org

Watkins, Dalyne

From: Parmelee, Nicole <nparmelee@countyofsb.org>
Sent: Tuesday, April 18, 2023 15:33
To: Arnoldi, Marla; Watkins, Dalyne
Cc: Tanja Heitman
Subject: RE: Sheriff's Office Board Letter - Destruction of HR Records

Thanks Marla, that is helpful clarification, since we typically only see what is going to be included in the final docketing packet. All good in that case.

Thank you,
Nicole

NICOLE PARMELEE

Fiscal & Policy Analyst
Santa Barbara County Executive Office
P 805-568-3550

From: Arnoldi, Marla <mia2636@sbsheriff.org>
Sent: Tuesday, April 18, 2023 3:19 PM
To: Parmelee, Nicole <nparmelee@countyofsb.org>; Watkins, Dalyne <daw3843@sbsheriff.org>
Cc: Tanja Heitman <heitman@countyofsb.org>
Subject: RE: Sheriff's Office Board Letter - Destruction of HR Records

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Hello Nicole:

Attachment A : Schedule of Records for Destruction -The attached list with the specific names will not be include with the Board Letter. This list is kept internally.

Also, the entire threads with the A/C and CoCo were included, since they did not sign the actual Attachment B. I will remove the extra threads from their approvals.

I hope this helps with your questions.

Thank you,

Marla Arnoldi
Admin. Office Pro. Sr.
805-681-4274 phone
805-681-4974 fax
mia2636@sbsheriff.org

From: Parmelee, Nicole <nparmelee@countyofsb.org>
Sent: Tuesday, April 18, 2023 3:00 PM
To: Watkins, Dalyne <daw3843@sbsheriff.org>; Arnoldi, Marla <mia2636@sbsheriff.org>