



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

2018 MAY 11 PM 2:02

COUNTY OF SANTA BARBARA
CLERK OF THE
BOARD OF SUPERVISORS

Department Name: Sheriff
Department No.: 032
For Agenda Of: June 5, 2018
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: 4/5ths vote

TO: Board of Supervisors
FROM: Departments Bill Brown, Sheriff-Coroner *Bill Melton #4869*
Director(s)
Contact Info: Sgt. Jeff Greene 681-4279
SUBJECT: **Approve and Execute an Application for the Destruction of Personnel and Failed Background Records**

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a. Approve an application for the Destruction of Records of Human Resource Division - Personnel and failed Background Records that are at least seven (7) years old and are no longer required by law to be retained; and
- b. Determine that the above actions are organizational and administrative activities of government that are not a project under the California Environmental Act (CEQA) pursuant to Guideline Section 15378(b) (5).

Summary Text:

The Sheriff's Office disposes all Human Resources Division files that are at least seven (7) years old annually as prescribed by California Government Code Section 26202 and California Evidence Code Section 1045 (a) (1). California Penal Code Section 832.5 (b) states: "*Complaints and any reports or findings relating to these complaints shall be retained for a period of five years.*"

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

Narrative: The current adopted budget for the Sheriff's Office accounts for the cost of this action in line item # 7650.

Special Instructions:

Please return a copy of the Minute Order and a copy of the executed Application for Destruction of Records to the Sheriff's Department Human Resources.

Attachments:

Schedule of Records for Destruction 2018

Application for Destruction of Records Certification of Approval

Authored by: Marla Arnoldi, Administrative Office Professional Senior, Sheriff's Office, 681-4274