



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

Department Name: Sheriff
Department No.: 032
For Agenda Of: November 2, 2021
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: 4/5th

TO: Board of Supervisors
FROM: Bill Brown Sheriff-Coroner
Contact Info: Chief Administrative Officer Robert Gonzales 805-681-4280
SUBJECT: Approve and Execute an Application for Destruction of Personnel, Background, Overtime Slips 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 Sheriff's Office Human Resources Division- Personnel, Background, Overtime Slips and Failed Backgrounds that are at least seven (7) year 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 Guidelines 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.

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, Marla Arnoldi.

Attachments:

Attachment A - Schedule of Records for Destruction

Attachment B - Application for Destruction of Records Certificate of Approval

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

CC: