



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: CEO  
Department No.: 012  
For Agenda Of: 8/15/06  
Placement: Administrative  
Estimate Time:  
Continued Item: NO  
If Yes, date from:  
Vote Required Majority

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**TO:** Board of Supervisors

**FROM:** Department Director: Michael F. Brown, County Executive Officer  
Contact Info: Michael Allen, Chief Deputy Clerk of the Board - 568-2240

**SUBJECT:** Request for Destruction of Records

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**County Counsel Concurrence:**

As to form/legality:  Yes  No  N/A

**Auditor-Controller Concurrence:**

As to form:  Yes  No  N/A

**Recommended Action(s):**

Approve the attached application for destruction of hard copy (paper) records of the proceedings of the Board of Supervisors for the following years:

January 1, 1997 through December 31, 1997 (File Nos. 97-20,334 – 97-20,714)

January 1, 1998 through December 31, 1998 (File Nos. 98-20,715 – 98-21,119)

**Summary:**

The Clerk of the Board Office has placed all of the referenced records of the Board of Supervisors on microfilm and optical disk. These records are permanently stored and available for inspection in the Clerk of the Board Office during all regular business hours. In addition to an original and duplicate microfilm record of the files referenced above, the Clerk of the Board Office retains the original hard copy of all resolutions and ordinances adopted by the Board.

This request is made per the requirements of Government Code Sections 26201 and 26205. Once approved by your Board, the above referenced documents will be destroyed by our vendor, Iron Mountain Inc. (a local vendor).

**Background:**

The Clerk of the Board Office is responsible for maintaining the public record of the Board of Supervisors from 1850 to present. Due to practical storage issues, the County is only able to store the original files of the Board of Supervisors for approximately 5-7 years after which these files are transferred to microfilm and optical disc for permanent storage. Each fiscal year, files that have been permanently stored on microfilm and on optical disk are destroyed to free storage space for new files.

**Fiscal and Facilities Impacts:**

All costs associated with this project are included in the FY 06-07 adopted budget. There are no additional fiscal impacts associated with the microfilming and destruction of the records referenced in this request.

Budgeted:  Yes  No

**Fiscal Analysis**

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized Cost:</u>	<u>Total Project Cost</u>
General Fund	\$0.00	\$0.00	\$0.00
State	\$0.00	\$0.00	\$0.00
Federal	\$0.00	\$0.00	\$0.00
Fees	\$0.00	\$0.00	\$0.00
Other:	\$0.00	\$0.00	\$0.00
Other:	\$0.00	\$0.00	\$0.00
Total:	\$ 0.00	\$ 0.00	\$ 0.00

Narrative:

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**Staffing Impact(s):**

**Legal Positions:**

**FTEs:**

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There are no staffing impacts associated with this request.

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**Special Instructions:**

None

**Attachments: (list all)**

Application for destruction of records.

**Authored by:** Michael Allen, Chief Deputy Clerk of the Board - X 2240

**cc:**

**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 records described in the attached schedule and to excuse said officer and his/her assistants, deputies and employees from further custody of said records.

Code and Section number Government Code Section (s) 26201, 26202 and 26205

Reason for Destruction The Clerk of the Board office has completed the placement of said records on microfilm and optical disk for permanent storage. Said records are available for inspection and reproduction in the Clerk of the Board Office during regular office hours.

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

Executed at Santa Barbara, California, on \_\_\_\_\_, 2006

BY: \_\_\_\_\_  
Chair, Board of Supervisors

APPROVED AS TO FORM:

BY: \_\_\_\_\_  
Stephen Shane Stark, County Counsel

**CERTIFICATION OF APPROVAL**

I hereby certify that the above application was approved and adopted on \_\_\_\_\_ ,  
2006 , by the following vote of the Board of Supervisors:

AYES:

NOES:

ABSENT:

Michael F. Brown  
Clerk of the Board of Supervisors  
County of Santa Barbara, State of California

BY DEPUTY: \_\_\_\_\_

**SCHEDULE OF RECORDS FOR DESTRUCTION**

Type of Record:

Clerk of the Board of Supervisors files as follows:

January 1, 1997 through December 31, 1997 (File Nos. 97-20,334 – 97-20,714)

January 1, 1998 through December 31, 1998 (File Nos. 98-20,715 – 98-21,119)

An index describing the content of each file described above is available by computer printout in the Clerk of the Board Office.

Original or Copy:

All documents referenced are original and have been placed on microfilm and optical disk for permanent storage in the Clerk of the Board Office

Period Covered:

Clerk of the Board of Supervisors Files for the years 1997 and 1998

