

**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: 1/23/04
Department Name: Sheriff-Coroner
Department No.: 032
Agenda Date: 2/10/04
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors
FROM: Jim Anderson, Sheriff
Sheriff-Coroner
STAFF CONTACT: Lieutenant Darin Fotheringham
x 4328
SUBJECT: Destruction of Records

Recommendation(s):

That the Board of Supervisors:

Endorse the purging and disposal of closed property / evidence sleeves, at least two years old.

Alignment with Board Strategic Plan:

[The recommendation \(s\) are primarily aligned with actions required by law or by routine business necessity.](#)

Executive Summary and Discussion:

The Sheriff's Department requests authorization to destroy closed property / evidence files, at least two (2) years old. County Counsel and the Auditor-Controllers office have reviewed and approved the department's request.

Mandates and Service Levels:

No change in programs or service levels.

Fiscal and Facilities Impacts:

No fiscal or facilities impacts.

Special Instructions:

Please return a copy of the Minute Order to the Sheriff's Department, Attention: Lt. Darin Fotheringham.

Concurrence:

County Counsel & 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 records described in the attached schedule 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: Records to be destroyed are closed property and evidence files. The department no longer maintains any property or evidence on these cases. No record of the evidence or property in these closed cases needs to be retained in excess of two (2) years.

Executed at Santa Barbara, California, on January 23, 2004

Jim Anderson
Sheriff - Coroner

APPROVED:

County Counsel

Auditor - Controller

By: _____

By: _____

CERTIFICATION OF APPROVAL

I hereby certify that the above application was approved and adopted on _____, 2004, 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: _____

SCHEDULE OF RECORDS FOR DESTRUCTION

<u>Type of Record</u>	<u>Original or Copy</u>	<u>Period Covered</u>
Property and Evidence files	Original and Microfilm	January 1, 2001 through December 31, 2001