




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-Coroner
Department No.: 032
For Agenda Of: February 27, 2024
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors
FROM: Sheriff's Office Bill Brown, Sheriff-Coroner, (805) 681-4290 
Contact Info: Melissa Macias, Human Resource Manager, (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

Other Concurrence:

As to form: Select_Concurrence

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and execute the Application for the Destruction of Records of Sheriff's Human Resources 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 and not a project under the California Environmental Act (CEQA) pursuant to Guidelines Section 15378(b)(5).

Summary Text:

This item is on the agenda to request your Board to approve and authorize the Sheriff's Office to dispose of all Human Resources Division files that are at least seven (7) years old annually as prescribed by California Government Code Section 26202, which states that the Board may authorize the destruction or disposition of any record, paper, or document which is more than two years old and which was prepared or received in any manner other than pursuant to a state statute or county charter.

Background:

This service has been contracted through Stericycle/Shred-it from 2019 to present. Previously, Iron Mountain was used from 2005 to 2019. The contractor goes to the Sheriff's Office and shreds the files on site and provides a certificate of destruction with the invoice.

Fiscal and Facilities Impacts:

Budgeted: Yes

Narrative:

The current adopted budget for the Sheriff's Office accounts for the cost of this action (\$170) within the Services and Supplies – Special Departmental Expense line item.

Key Contract Risks: No contract risks.

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 Office Human Resources, c/o Marla Arnoldi, AOP Sr.

Attachments:

Attachment A: Schedule of Records for Destruction

Attachment B: Application for Destruction of Records Certificate of Approval

Authored by:

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