

**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: 12/23/03
Department: Sheriff-Coroner
Budget Unit: 3110
Agenda Date: 1/20/04
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors
FROM: Jim Anderson, Sheriff
Sheriff-Coroner
STAFF CONTACT: Phil Willis - X4292
SUBJECT: Destruction of Records

Recommendation(s):

That the Board of Supervisors:

Endorse the purging and disposal of Internal Affairs files, at least five 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 internal affairs investigation files, at least five (5) years old. County Counsel and the Auditor's Office have reviewed and approved the department's request.

Mandates and Service Levels:

No change in programs or service level.

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Special Instructions:

Please return a copy of the Minute Order to the Sheriff's Department, Attention: Internal Affairs.

Concurrence:

County Counsel

Auditor Controller

BY: _____

BY: _____

SCHEDULE OF RECORDS FOR DESTRUCTION

TYPE OF RECORD

ORIGINAL OR COPY

PERIOD COVERED

Internal Affairs Files

Original

January 1, 1998 through December 30, 1998

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, Evidence Code Section 1045 (a)(1).

Reason for Destruction: Complaints made pursuant to Penal Code section 832.5 and any reports or findings relating thereto need not be retained in excess of five (5) years.

Executed at Santa Barbara, California, on December 23, 2003.

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 _____, 20____, 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: _____