



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: County Executive
Office
Department No.: 012
For Agenda Of: October 14, 2008
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors
FROM: Department Michael F. Brown, County Executive Officer, 568-3404
Contact Info: Jason Stilwell, 568-3400
SUBJECT: Request for Destruction of Records

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

Approve the certification of approval for the destruction of records after the legal retention period has been met for those records not expressly required by law to be filed or preserved permanently or for a specified period of time.

Summary Text:

The County Executive Office has identified several boxes of old accounting, personnel, budget, and departmental records that are no longer required by law to be retained. The records include accounts payable claims, accounts receivable billings and deposits, budget preparation materials, personnel files for employees who have retired or separated from the County, and departmental project files.

Background:

California Government Code Section 26202 allows the Board of Supervisors to authorize the destruction of records that are more than two years old "*when the retention of any such record, paper or document is no longer necessary for county purposes.*"

Fiscal and Facilities Impacts: Budgeted: Yes

Narrative:

The current adopted budget allows for the cost of the destruction of records

Special Instructions:

Please return a copy of the Minute Order and a copy of the executed Application for Destruction of Records to Jette Christiansson in the County Executive Office.

Attachments:

Application for Destruction of Records Certification of Approval
County Executive Office File Destruction List

Authored by:

Jette Christiansson