



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: CEO  
Department No.: 012  
For Agenda Of: 08/27/19  
Placement: Administrative  
Estimated Time: N/A  
Continued Item: No  
If Yes, date from:  
Vote Required: 4/5

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**TO:** Board of Supervisors

**FROM:** Department Director(s): Mona Miyasato, County Executive Officer

Contact Info: Jacquelyne Alexander, Chief Deputy Clerk of the Board  
805-568-2240

**SUBJECT:** Application for the Destruction of Records

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**County Counsel Concurrence**

As to form: Select\_Concurrence

Other Concurrence: N/A

As to form: Select\_Concurrence

**Auditor-Controller Concurrence**

As to form: Select\_Concurrence

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve the Application for the Destruction of Records and Certification of Approval consisting of Clerk of the Board Records that are no longer required by law to be retained, or are no longer necessary or required for County purposes; and
- b) Determine that the proposed action is not a “project” under the provisions of the California Environmental Quality Act (CEQA), pursuant to State CEQA Guidelines section 15378(b) (5), as it is a governmental administrative activity that will not result in direct or indirect changes in the environment.

**Summary Text:**

Clerk of the Board records disposal is an integral component of the Records Management Program. Properly done, it ensures that the organization retains records for as long as they are needed and then, when they are no longer needed, destroys them in an appropriate manner. A managed destruction of records process has organizational benefits including:

Eliminates unnecessary storage costs incurred by using office or server space to maintain records no longer needed by the organization;

Finding and retrieving information is more efficient due to a smaller volume of records; and

Responding to Public Records Act requests is more effective and efficient.

The Office of the Clerk of the Board has identified records (Attachment A) that are no longer required by law to be retained. Once approved by your Board, the above reference documents will be destroyed by our vendor, Iron Mountain (a local vendor). Destruction of these records pursuant to the applicable statutes is a records management program best practice and will provide additional storage space needed for the Clerk of the Board.

**Background:**

The California Government Code authorizes the destruction of records that are no longer required to be retained, or necessary or required for County purposes. The Application for Destruction of Records and Certification of Approval (Attachment A) identifies the record type, period covered and Government Code authority for the disposal of each record.

**Performance Measure:**

N/A

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

N/A

**Key Contract Risks:**

N/A

**Staffing Impacts:**

N/A

**Special Instructions:**

Please return a copy of the Minute order and a copy of the executed Application for Destruction of Records to Jacquelyne Alexander, Chief Deputy Clerk of the Board, County Executive Office.

**Attachments:**

Attachment A – Application for Destruction of Records and Certification of Approval

**Authored by:**

Jacquelyne Alexander, Chief Deputy Clerk of the Board  
805-568-2240