



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: Public Works  
Department No.: 054  
For Agenda Of: August 18, 2009  
Placement: Administrative  
Estimated Tme:  
Continued Item: No  
If Yes, date from:  
Vote Required: 4/5

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**TO:** Board of Supervisors  
**FROM:** Department Director Scott D. McGolpin, Director of Public Works, 568-3010  
Contact Info: Dacé Morgan, Deputy Director of Transportation, 568-3064  
**SUBJECT:** **Application for the Destruction of Accounting Records – All Supervisorial Districts**

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:** N/A

As to form:

**Recommended Actions:**

That the Board of Supervisors approve and execute the Application for Destruction of Accounting Records for the Transportation Division of Public Works.

**Summary Text:**

The Public Works Department, Transportation Division has identified several accounting, budget, and departmental records that are no longer required by law to be retained. The records include accounts payable claims, accounts receivable billing and deposits, journal entries, budget preparation materials, departmental project files and copies of time card.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund			
State			
Federal			
Fees			
Other:	\$ 200.00		\$ 200.00
<b>Total</b>	<b>\$ 200.00</b>	<b>\$ -</b>	<b>\$ 200.00</b>

**Narrative:**

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

**Staffing Impacts:**

**Legal Positions:**

**FTEs:**

**Special Instructions:**

Please return one copy of the executed document and a certified, stamped Minute Order to Public Works-Transportation, attention Donna Manuel, Public Works – Transportation Accounting, 568-3016.

**Attachments:**

Application for Destruction of Records  
 Schedule of Records for Destruction

**Authored by:**

Donna Manuel, Cost Analyst, Public Works – Transportation Accounting, 568-3016