



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: 06/26/07
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors

FROM: BILL BROWN
Sheriff-Coroner
Ext. 4290

SUBJECT: 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 and execute an Application for Destruction of Jail Records, no longer required by law to be maintained.

Summary Text:

The Sheriff's Department requests authorization to dispose of jail records which are eligible for destruction under Government Code Section 26202: records from 01/01/2003 to 12/31/2003, which include Inmate Record files, Visitation Slips, Transportation Log and files, Court Counts and Rosters, Money Logs; records from 01/01/2003 to 12/31/2003, which include All Module diaries or "Redbooks"; and, records from 01/01/2003 to 12/31/2003, which include Daily Recaps. These records are deemed to have no further administrative, legal or fiscal value.

An Application for Destruction of Records Certificate of Approval has been prepared and approved by County Counsel and the Auditor-Controller. If executed by the Board, the records will be destroyed.

Background:

Government Code §26202 allows the Board of Supervisors (by four-fifths vote) 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 or required for county purposes.*”

Performance Measure:

The recommendation is aligned with actions required by law or by routine business necessity.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

Additional and necessary storage space for existing and future jail records will be made available by the destruction of the aforementioned documents. There are no fiscal impacts with this action as this is an ongoing and routinely budgeted item within the Sheriff’s Department budget.

Staffing Impacts:

Legal Positions:

FTEs:

N/A

Special Instructions:

Clerk of the Board:

Send an official Minute Order and copy of the executed Application for Destruction of Records Certificate of Approval to the attention of:

Lieutenant Julian Villarreal Jr.
Sheriff’s Department Custody Administration
4436 Calle Real, Santa Barbara, Ca. 93160-6427

Attachments:

Application for Destruction of Records Certificate of Approval

Authored by:

Julian Villarreal Jr., Lieutenant, Santa Barbara County Sheriff’s Department, 681-4251

cc: