

ATTACHMENT #2

SCHEDULE OF RECORDS FOR DESTRUCTION

<u>TYPE OF RECORD</u>	<u>ORIGINAL OR COPY</u>	<u>PERIOD COVERED</u>
Office of Professional Standards Files	Original	All files created prior to January 1, 2012

County of Santa Barbara Auditor-Controller Document Review Intake Form

Department: <i>Sheriff - 032</i>	A/C Intake Staff: <i>Eloisa Madrigal</i>
Contact Name & Ext: <i>Sergeant Steve Hiersche</i>	Date/Time Received by A/C: <i>6.5.17, 11:54 am</i>
Type of Document: <i>Board Letter Richard 4137</i>	Docket Date (deadline): <i>June 8th, 2017</i>
Document Name: <i>Application for Destruction of Records</i>	
Noteworthy Accounting Event: <i>- none -</i>	Budget Revision Included <input type="checkbox"/>
Brief Summary: <i>(Please include financial terms of contract)</i> <i>The Sheriff's Office disposes of all Office of Professional Standards files that are at least five (5) years old annually as prescribed by California Government Code Section 26202 and California Evidence Code Section 1045 (a)(1). California Penal Code Section 832.5(b) states: "Complaints and any reports or findings relating to these complaints shall be retained for a period of at least five years."</i>	

Item	Description	Dept Review	A/C Review
A.	Allow 3 business days for review – plan ahead <ul style="list-style-type: none"> If the document packet is not complete upon receipt, the review time will be longer 		
B.	Department Financial/Accounting Review is required <ul style="list-style-type: none"> The Departmental CFO/Business Manager must initial that a financial/accounting review has been completed as outlined in the <i>Departmental Procedures for Complete Board Contracts</i>. Note: All financial/accounting related questions will be directed to the CFO	<i>CP #2627</i>	INITIAL HERE
C.	Include all documents/attachments <ul style="list-style-type: none"> Board letter and all attachments referenced in the board letter ✓ Other documents requiring review/signature should include all referenced attachments ✓ 		
D.	Board expenditure contracts must include <i>Application + Schedule</i> ✓ <ul style="list-style-type: none"> A completed <i>Board Contract Summary Form</i> Board Letter ✓ Board Contract Statement of Work (Exhibit A) <i>N/A</i> Payment Arrangements (Exhibit B) Indemnification and Insurance (Exhibit C) HIPAA Business Associate Agreement (Exhibit D) 		
E.	The signature page must include (prior to A/C review): <ul style="list-style-type: none"> Department Head signature ✓ County Counsel signature ✓ Risk Management signature <i>N/A</i> Contractor signature <i>N/A</i> 		
F.	After Board Approval- Email Pam Avila (pavila@co.santa-barbara.ca.us) in FACS the following: <ul style="list-style-type: none"> Board Letter Fully executed contract/amendment Minute Order 		