



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's Department  
Department No.: 032  
For Agenda Of: 05/06/08  
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(s) Sheriff Bill Brown (Ext. 4290)  
Contact Info: Lieutenant Mark Mahurin (Ext. 5334)  
Sheriff Custody

**SUBJECT: Destruction of Old Inmate Welfare Records**

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**County Counsel Concurrence**

As to form: Yes

**Other Concurrence:** N/A

As to form:

**Recommended Actions:**

That the Board of Supervisors:

Execute an Application for the Destruction of Inmate Welfare Records.

**Summary Text:**

Inmate Services has several boxes of records that are more than two years old and are no longer necessary for current operations. These records include accounts payable claims processed between 1991 to June 30, 2001 and accounts receivable and deposits from 1991 to June 30, 2001. Also included are commissary order forms and sale receipts from 2000 to September 2003.

**Background:**

Government Code Section 26202 allows the board of Supervisors to authorize the destruction of records that are more than two years old and have been deemed to have no further administrative, legal or fiscal value.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

Additional and necessary storage space for existing and future accounting records will be made available by the destruction of the aforementioned documents. Cost associated with records disposal is funded by Inmate Welfare with no financial impact on the General Fund.

**Special Instructions:**

*Clerk of the Board:* Please send an official Minute Order and copy of the executed Application for Destruction of Records to the Sheriff's Department, Attention: Judy Villarreal

**Attachments:**

Attachment A – Application for Destruction of Records

Attachment B – List of Records for Destruction

**Authored by:**

Judy Villarreal, Account Technician, Inmate Services

**Application for Destruction of Accounting Records  
Certification of Approval**

To: Board of Supervisors, County of Santa Barbara

*The undersigned officer hereby applies, pursuant to the law cited below, for an order to destroy the described records and to excuse said officer and his assistants, deputies and employees from further custody of said records.*

**Code and Section Number:** Government Code Section 26202

**Reason for Destruction:** The basic transaction information is retained electronically in the County's Financial Information Network, having surpassed the County's Single Audit process and other accounting tests. These records are deemed to have no further administrative, legal or fiscal value. The boxes of documents are restricting physical space needed for current and future accounting records.

**Description of Records:**

*The undersigned officer declares under penalty of perjury that he is the supervisor and custodian of the described records of his department of the County of Santa Barbara, and that he has read the foregoing application and knows the contents thereof, and on his information and belief, to be true.*

Executed at Santa Barbara, California, on March 31, 2008.

\_\_\_\_\_  
Mark V. Mahurin, Lieutenant, Planning and Programs Division

Approved:

Kelly Scott, Deputy County Counsel

Robert W. Geis, CPA, Auditor-Controller

By: \_\_\_\_\_

By: \_\_\_\_\_

Certification of Approval

*I hereby certify that the above application was approved and adopted on \_\_\_\_\_, 2008 by the following vote of the Board of Supervisors:*

AYES:

NOES:

ABSENT:

By: \_\_\_\_\_  
Clerk of the Board of Supervisors  
of the County of Santa Barbara,  
State of California