



**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

**Submitted on:**  
**(COB Stamp)**

**Department Name:** County Executive Office  
**Department No.:** 012  
**Agenda Date:** December 9, 2025  
**Placement:** Administrative Agenda  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** 4/5

**TO:** Board of Supervisors  
**FROM:** Department Director(s): Mona Miyasato, County Executive Officer  
Contact: Jacquelyne Alexander, Chief Deputy Clerk of the Board  
**SUBJECT:** **Approve an Application for the Destruction of Records**

DocuSigned by:  
  
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**County Counsel Concurrence**

As to form: Yes

**Other Concurrence:**

As to form: N/A

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve an 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:**

Approve an Application for the Destruction of Records and Certification of Approval for destruction of Clerk of the Board records that are no longer legally required or necessary for County purposes, in accordance with the County's Records Management Program.

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**Discussion:**

The disposal of records by the Clerk of the Board is a key part of the County's Records Management Program. When done properly, it ensures that records are kept for as long as legally or operationally necessary, and then securely destroyed once they are no longer needed. Managing the destruction of outdated records offers several benefits to the organization, including:

- a) Reducing unnecessary storage costs by clearing office and server space;
- b) Making it easier and faster to locate and retrieve information; and
- c) Improving the efficiency and responsiveness of Public Records Act (PRA) requests.

The Office of the Clerk of the Board has identified records (listed in Attachment A) that no longer require retention under applicable laws. With Board approval, these records will be securely destroyed. This process follows best practices in records management and will free up needed storage space for the Clerk of the Board's operations.

The Board of Supervisors' legislative files from 2015–2017, listed in Attachment A, have already been digitized by our vendor, BMI Imaging Systems as stated in Attachment B. These digital files are available to the public on the County Executive Office's website at [www.countyofsb.org](http://www.countyofsb.org). All other records listed are scheduled for permanent destruction and are not required to be retained in any format.

**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.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Special Instructions:**

Please return a copy of the Minute Order and a copy of the executed Application for Destruction of Records to: Jacquelyne Alexander, [jralexander@countyofsb.org](mailto:jralexander@countyofsb.org)

**Attachments:**

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

Attachment B – Statement of Completion from BMI Imaging Systems

**Contact Information:**

Jacquelyne Alexander, Chief Deputy Clerk of the Board

[jralexander@countyofsb.org](mailto:jralexander@countyofsb.org)