



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:** June 18, 2019  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** 4/5

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**TO:** Board of Supervisors  
**FROM:** Department Director Scott D. McGolpin, Public Works Director, 568-3010  
Contact Info: Chris Sneddon, Deputy Director of Transportation, 568-3064  
**SUBJECT:** Destruction of Construction and Engineering Section Records; All Supervisorial Districts

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: No

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve and execute an Application for Destruction of Records consisting of closed Construction and Engineering project files listed in the attached schedule which are no longer necessary for County purposes or required to be kept by law; and
- b) Determine that the proposed action is not a "Project" under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline section 15378(b)(5)) because the activity consists of organizational or administrative activity of the government that will not result in direct or indirect physical changes in the environment.

**Summary Text:**

This item is on the agenda to request an order to destroy records that are no longer necessary for operations. The records include various closed project files dated through December 2016. A complete list of records is included in the attached schedule. The Department has determined that these records have no further administrative, legal, or fiscal value.

**Background:**

In accordance with California Government Code sections 26202 and 26205, records requested to be destroyed exceed the required 2 year retention period and were not prepared or received in any manner pursuant to a state statute. Although some records may be kept electronically, these records are no longer needed for the operation of the Department and are not required to be kept by law. The Board approved a similar request on June 2, 2015; File Reference no. 15-004503. Destruction of these records would provide additional storage space. The Department will keep a hardcopy of essential items from

each project: Contract, Statement of Final Quantities, Completion documents and/or Federal Closing documents.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Narrative:**

All costs associated with this project are included in the FY 2018/19 adopted budget. There are no additional fiscal impacts associated with the microfilming and destruction of the records referenced in this request.

**Special Instructions:**

Original documents are to be filed with the Clerk of the Board.

Please forward a certified, stamped Minute Order approving the recommendations, as well as a copy of the fully executed Application for Destruction of Records and fully executed signature page to:

1. Public Works, Transportation Division, Construction Section, Attn: Christy Angkahan, 739-8780, North County Public Works Office, 620 West Foster Road, Santa Maria, CA 93455.
2. Public Works, Transportation Division, Administration, Attn: Gena Valentine, 568-3064, Public Works Office, 123 East Anapamu Street, Santa Barbara, CA 93101

**Attachments:**

Attachment A – Application for Destruction of Records

Attachment B – Schedule of Construction & Engineering Section Records to be destroyed

**Authored by:**

Philip Gaston, Resident Engineer, 739-8776