



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  
**Department No.:** 032  
**For Agenda Of:** December 10, 2019  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** 4/5<sup>th</sup> vote

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**TO:** Board of Supervisors  
**FROM:** Select\_From Bill Brown, Sheriff-Coroner  
Contact Info: Human Resources Manager Mr. Robert Gonzales 681-4280  
**SUBJECT:** Approval and Execute and Application for Destruction of Personnel and Failed Background Records

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a. Approve an application for the Destruction of Records of Human Resource Division- Personnel and failed Background Records that are at least seven (7) year old and are no longer required by law to be retained; and
- b. Determine that the above actions are organizational and administrative activities of government that are not a project under the California Environmental Act (CEQA) pursuant to Guideline Section 15378(b) (5).

**Summary Text:**

The Sheriff's Office disposes all Human Resources Division files that are at least seven (7) 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 five years.*"

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

Narrative: The current adopted budget for the Sheriff's Office accounts for the cost of this action in line item # 7650.

**Special Instructions:** Please return a copy of the Minute Order and a copy of the executed Application for Destruction of Records to the Sheriff's Department Human Resources.

**Attachments:**

Schedule of Records for Destruction 2019

Application for Destruction of Records Certification of Approval

**Authored by:** Marla Arnoldi, Administrative Office Professional Senior, Sheriff's Office, 681-4274

**CC:**