

Schedule of Records for Destruction - Business Office
Content Dates

	Box #	From	To	Description of Contents
1	275A	1999	2000	Misc. JEs, Budget JEs Monthly Estimate, Deposit Exceptions, Warrant Cancellations
2	473	2005	2009	A/R Accruals 2009, CaHD2005-09, Court Sec 2008-09, LAJ's, A/R 2007-09, Project Reports -
3	512	2002	2010	A/R billings, DJR workpapers, 2006 North County Jail cost file, towing 2010
4	516	2008	2011	Prison Health Services/Corizon - Provider Detail Reports from 10/28/08 to 7/29/11
5	517	2006	2007	CaHMMET #1 2507 Grant - Randy's Stuff
6	518	2007	2010	CaHMMET #2 2524 Grant July 2007 - June 2008 // CaHMMET #3 2535 July 2008-June // 2009, CaHMMET #4 2535
7	519	2008	2011	SBRNET Claims Binders FY 2008-09, FY2009-10, FY2010-11, FY2011 - Randy's Stuff
8	520	2008	2011	SBRNET Fund 1591 and Sheriff Fund 1590 Deposit Binders for FY2008-09, FY2009-10, FY2010-11 - Asset
9	521	2004	2009	SB90 Claims 2004-05 to 2008-09, Marijuana Grant 2108 2005-2009, USFS Drug Grant 2286 2006-2009, SBRNET
10	522	2010	2011	Treasurer's Deposits - July 2010 to October 2010
11	523	2010	2011	Treasurer's Deposits - November 2010 to February 2011
12	524	2010	2011	Treasurer's Deposits - March 2011 to June 2011
13	557	2011	2012	Accounts Payable - "Sprint Misc - U"
14	577	2007	2011	Grant Binders 2515,2529,2539,2494,2465,2564,2567,2576,2549,2525,2519
15	578	2010	2011	FUND 0075 Account receivable FY 10/11
16	579	2012	2013	Verizon Large Listing account #608101425-01 (box 1 of 2)
17	580	2012	2013	Verizon Large Listing account #608101425-01 (box 2 of 2)
18	581	2012	2013	Petty Cash claims - Accounts Payable "A to Bradley's Plastic Bag"
19	582	2012	2013	Accounts Payable - "C to CVR"
20	583	2012	2013	Accounts Payable - "D to GVCH"
21	584	2012	2013	Accounts Payable - "GVCH to Joy Equipment"
22	585	2012	2013	Accounts Payable - "K to Nestle receipts"
23	586	2012	2013	Accounts Payable - "Neurosurgical Assoc of SB to Sansum Occ Medicine"
24	587	2012	2013	Accounts Payable - "Santa Barbara Cardio to Staples"
25	588	2012	2013	Accounts Payable - "Staples to Verizon Large Listing"
26	589	2012	2013	Accounts Payable - "Verizon 805-566-2420 to US Bank 08/22/12"
27	590	2012	2013	Accounts Payable - "US Bank 09/24/12 to US Bank 03/22/13"
28	591	2012	2013	Accounts Payable - "US Bank 04/22/13 to Legal Blood Draw claims-COPY"
29	592	2012	2013	Accounts Payable - "ANB only"
30	593	2012	2013	All JEs, Civil B Dep. Excepts, Jail A/Receivables ~LPC, SM GUAD SB Qtrly Billing, Bail & Fine receipts, Bail & Fine Bank
31	594	2012	2013	Custodial Account Bank Statements July 2012 thru June 2013
32	595	2012	2013	FY 12/13 Deposit Journal Entries
33	596	2012	2013	FY 12/13 Deposit Journal Entries
34	597	2012	2013	FY 12/13 Deposit Journal Entries (Inc 1/2 May-June 2013), Warrant Cancellations Fys 11/12 & 12/13, LAJs
35	598	2012	2013	FUND 0075 A/P, A/R, DJEs, etc FY 12/13
36	599	2011	2012	ETECH, DMV Parking, Witness Fees, POST Reimbursement, Revolving Fund FY 11/12
37	600	2011	2012	Application for Attendance, Out of State Extradition FY 11/12 - Keep for 6 years. July 2018.
38	601	2011	2012	Sales tax (SUTAX), Jes, from Randy's desk FY 2004-2005 through FY 2011- 2012
39	602	2008	2011	SB90 Claims FY 2009/10 & FY2010/11, Closed Grants SBRNET-ICE, Safe Neighborhoods Proj 2548, CaHMMET, US
40	625	2012	2013	Application for Attendance Log#1-160. Keep for 6 years. July 2019.
41	626	2012	2013	Application for Attendance Log#161-260, DMV, Etech, Court Room Bailiff (proj 2130) Witness fee, POST

Schedule of Records for Destruction - Business Office / Custody Records
Content Dates

	Box #	From	To	Description of Contents
1	JBO-077A	1997	2000	Booking Fees 1999-2001
2	JBO-134	1997	2000	Booking Fees 1997-1999
3	JBO-135	2001	2003	Booking Fees 2001-2003
4	JBO-136	2004	2005	Booking Fees 2004-2005
5	703	2009	2009	Inmate Money Receipts
6	704	2012	2013	Receipt Books
7	705	2010	2010	Inmate Money Receipts
8	706	2013	2014	Receipt Books
9	707	2013	2014	Bail Bond Receipts
10	708	2010	2010	Receipt Books
11	709	2009	2009	Bail Bond Receipts
12	710	2012	2012	Receipt Books
13	711	2010	2010	Bail Bond Receipts
14	712	2010	2010	Inmate Money Receipts
15	713	2012	2012	Receipt Books
16	714	2012	2012	Bail Bonds Receipts
17	715	2012	2013	Bail Bond Receipts
18	716	2007	2009	Receipt Books
19	717	2009	2009	Receipt Books

APPLICATION FOR DESTRUCTION OF RECORDS
CERTIFICATION OF APPROVAL


TO: Board of Supervisors
County of Santa Barbara, California

The undersigned officer hereby applies, pursuant to the law cited below, for an order to destroy the records described in the attached schedule 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.

Executed at Santa Barbara, California, on 7/10 2020.



Hope Vasquez, Chief Financial Officer
Santa Barbara County Sheriff's Office

APPROVED:

COUNTY COUNSEL

AUDITOR-CONTROLLER

BY: Michelle Montez
Michelle Montez (Aug 5, 2020 14:11 PDT)

BY: C. Edith

CERTIFICATION OF APPROVAL

I hereby certify that the above application was approved and adopted on _____, 20____, by the following vote of the Board of Supervisors:

AYES:

NOES:

ABSENT:

By: _____
County Clerk and ex officio Clerk of the Board
of Supervisors, County of Santa Barbara,
State of California

SCHEDULE OF RECORDS FOR DESTRUCTION

<u>TYPE OF RECORD</u>	<u>ORIGINAL OR COPY</u>	<u>PERIOD COVERED</u>
Financial Services Division Fiscal Documents	Original	All files created prior to June 30th, 2014