



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 Office
Department No.: 032
For Agenda Of: July 7, 2020
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Sheriff's Office Bill Brown (Ext. 14290)
Contact Info: Lieutenant Grossini (Ext. 14353)

SUBJECT: Application for Destruction of Special Investigations Bureau Confidential Informant Files, Operator-Evidence Expense Voucher Receipt Books, and Cash Box Transaction Ledgers

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 Special Investigations Bureau confidential informant files (10 years or older), operator-evidence expense voucher receipt books (5 years or older), and cash box transaction ledgers which are no longer required by law to be retained; and
- b) Determine that the recommended action is not a "Project" within the meaning of California Environmental Quality Act, pursuant to CEQA Guideline Section 15378(b)(5), since the recommended action does not involve commitment to any specific project which may result in a potentially significant physical impact on the environment.

Summary Text:

The Sheriff's Office Special Investigations Bureau currently has on file, hundreds of confidential informant files which date back to the 1990's. A large majority of these confidential informant files are no longer being used and taking up much needed file cabinet space in the Bureau. Per best practice information provided by the California Narcotics Officers Association and Government Code 26202, these files can be purged after 10 years. The Bureau also has a large number of operator-evidence expense voucher receipt books and cash box transaction ledger pages dating back to the 1990's, which are no longer needed and well past auditing timelines. Both the operator-evidence expense voucher receipt books and cash box transaction ledger pages are regularly audited, to include a year-end audit by

the Sheriff's Business Office. Per California Government Code 26202 these documents can be destroyed after two years.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

The current adopted budget for the Sheriff's Office accounts for the cost of this action in line item 7460.

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 Office Special Investigations Bureau, attention Lieutenant Jason Grossini.

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Attachments: Application for Destruction of Records Certification of Approval

Authored by:

Lieutenant Jason Grossini