

SANTA BARBARA COUNTY BOARD AGENDA LETTER



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:

Prepared on: 6-25-02
Department Name: Sheriff
Department No.: 032
Agenda Date: 7-16-02
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Sheriff Jim Thomas
Sheriff Department

STAFF CONTACT: Lieutenant Thomas L. Jenkins, Information Services Bureau
Bernice Allen 681-4233

SUBJECT: Destruction of 1997 Criminal Records

Recommendation(s):

That the Board of Supervisors:

Authorize the Sheriff's Department to dispose of certain crime and arrest reports, citations, and case log which have all have been converted to electronic media.

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with routine business necessity.

Executive Summary and Discussion:

The Department has identified outdated criminal records converted to electronic media eligible for formal destruction. This is a routine annual process to purge records that have been copied to CD. A list of the specific items to be destroyed follows on Page 4.

Mandates and Service Levels:

The destruction of records process is defined under a variety of Government Codes, including according to Government Code Sections: 26201, 26202, 26205, and current County of Santa Barbara policy, with additional guidelines provided by the Auditor-Controller. These records have been converted to electronic media for access and storage.

Fiscal and Facilities Impacts:

In order to efficiently utilize current space, these types records are periodically destroyed after conversion. The Department is currently challenged for space to store these records. The Department is looking forward to renewing space for future records.

The cost of destruction of these records was included in the fee for record conversion to electronic media.

Special Instructions:

Clerk of the Board: Please send a copy of the Minute Order to the Department, Attention: Lt. Thomas L. Jenkins.

Concurrence:

County Counsel
Auditor Controller

**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.

Applicable Mandates:

Government Codes §26201 (authorizes the Board to destroy duplicate records), §26202 (authorizes Board to destroy records more than 2 years old with 4/5ths vote if records are not otherwise required to be retained), §26205 (authorizes Board to destroy records if they are reproduced accurately and remain accessible), County of Santa Barbara, "Destruction of Records" Policy #010-008; and, Auditor Memo, "Record Retention Policy," dated 10-3-96.

Reasons for Destruction:

The records have been saved to electronic media and thereby preserved for future access via the computer network. The Department does not have the space or desire to retain the records any longer.

The undersigned officer declares under penalty of perjury that he is the supervisor and custodian of the described records of his department of the County of Santa Barbara, and that he has read the foregoing application and knows contents thereof, on his information and belief to be true.

Executed at Santa Barbara, California on _____, 2002.

Sheriff Jim Thomas, Sheriff Department

Approved:
County Counsel

Auditor-Controller

By: _____

By: _____

Certification of Approval

I hereby certify that the above application was approved and adopted on May 7th, 2002 by the following vote of the Board of Supervisors:

AYES:

NOES:

ABSENT:

ATTESTATION:

Clerk of the Board of Supervisors
County of Santa Barbara

Schedule of Records to be Destroyed

Type of Record	Original/Copy	Period Covered
CRIMINAL RECORDS		
Crime Reports	Originals	01-01-1997 to 12-31-1997
Arrest Reports	Originals	01-01-1997 to 12-31-1997
Incident Reports	Originals	01-01-1997 to 12-31-1997
Case Logs	Copies	01-01-1997 to 12-31-1997
Citations	Copies	01-01-1997 to 12-31-1997