

**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:** 11/6/03  
**Department Name:** General Services  
**Department No.:** 063  
**Agenda Date:**  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors

**FROM:** Ronald S. Cortez, Director  
General Services Department

**STAFF CONTACT:** Bobbie Overgaard, Supervising Risk Analyst  
General Services Risk Management, 884-6866

**SUBJECT:** Destruction Of Certain Public Records

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**Recommendation(s):**

That the Board of Supervisors:  
Authorize the General Services Department to destroy all original workers' compensation claim files as per the attached Schedule Of Records For Destruction as well as miscellaneous workers' compensation incident files which never resulted in the filing of a claim.

**Alignment with Board Strategic Plan:**

The recommendation(s) are primarily aligned with our organizational values regarding economy in government and with actions required by law or by routine business necessity.

**Executive Summary and Discussion:**

Risk Management is continuing with a major housekeeping effort to consolidate files, update our claim management system and destroy paper files as permitted under State and County requirements. As this process continues, we anticipate returning to the Board for approval to destroy appropriate records, as identified. The majority of the files are for employees that terminated employment with the County, prior to 1992.

Pursuant to Government Code Section 26202, staff is requesting Board approval to destroy the following documents:

- Miscellaneous original incident files which never resulted in the filing of a claim. Employees involved in the incidents have also terminated employment with the County.
- All original workers' compensation claims files as per the attached Schedule Of Records For Destruction.

Risk Management no longer requires these records and space is needed for other records. Legally, we are under no obligation to maintain these files.

**Mandates and Service Levels:**

No change in programs or service level.

**Fiscal and Facilities Impacts:**

No net county cost is associated with this recommendation.

**Special Instructions:**

Return executed application to the Office of Risk Management

**Concurrence:**

Auditor-Controller  
Risk Management  
County Counsel