



**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: General Services
Department No.: 063
For Agenda Of: 11/14/2006
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s) Bob Nisbet, General Services Director - 560-1011
Contact Info: Luci Roger, Assistant General Services Director - 568-2628
SUBJECT: Request for Destruction of Records

County Counsel Concurrence:

As to form: Yes No N/A

Auditor-Controller Concurrence:

As to form: Yes No N/A

Other Concurrence: N/A

As to form: Yes No N/A

Recommended Action(s):

That the Board of Supervisors:

Approve the attached certification of approval for the destruction of records after the legal retention period has been met for those records not expressly required by law to be filed or preserved permanently or for a specified period of time. Attached schedule of records for destruction specifies required retention periods.

Summary:

Approval of this request will streamline the destruction of records for our department and reduce unnecessary requests to the Board in the future.

Background:

The recommendation is primarily aligned with actions required by law or by routine business necessity. (County Policy #010-008)

Fiscal and Facilities Impacts:

Budgeted: Yes No

Fiscal Analysis:

Request for Destruction of Records

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<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal			
Fees			
Other:			
Total	\$ -	\$ -	\$ -

Narrative: There are no fiscal impacts.

Staffing Impact(s):

Legal Positions:

FTEs:

Special Instructions:

Send a copy of minute order and the approved Application for Destruction of Records to Ray Aromatorio, Risk Management.

Attachments:

1. Application for the Destruction of Records
2. Schedule of Records for Destruction
3. Workers' Compensation Case Closure Fact Sheet

Authored by:

Ray Aromatorio, Risk Program Administrator

cc:

Bob Nisbet, General Services Director
 Luci Rogers, Assistant General Services Director
 Bobbie Overgaard, Risk Program Administrator

APPLICATION FOR THE DESTRUCTION OF RECORDS

CERTIFICATE 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 annually, or as needed, destroy the records described in the attached schedule and to excuse said officer and his/her assistants, deputies, and employees from further custody of said records.

Code and Sections Number: Government Codes 26201 through 26205 , and 26907.1.

Reasons for Destruction: Age and lack of space to store them.

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

Executed at Santa Barbara, California on November 2, 2006.

Bob Nisbet
General Services Director

APPROVED:

COUNTY COUNSEL

GENERAL SERVICES

BY: _____ BY: _____

CERTIFICATION OF APPROVAL

I hereby certify the above application was approved and adopted on November 14, 2006, by the following vote of the Board of Supervisors:

AYES:

NOES:

ABSENT:

County Clerk and ex-officio Clerk of the
Board of Supervisors, County of Santa Barbara,
State of California

BY: _____

SCHEDULE OF RECORDS FOR DESTRUCTION

<u>Type of Records</u>	<u>Original or Copy</u>	<u>Period Covered</u>
Closed Liability Claim Files	ORIGINALS	All Closed Cases ¹
Closed Workers' Compensation Claim Files	ORIGINALS	All Closed Cases ²
Incident and Vehicle Accident Reports	ORIGINALS/COPY	All Incidents ²

1. Risk Management destroys original claim files 5 years after the date of closure.

2. Risk Management destroys original claim files based on established County and government standards (see attached Case Closure Fact Sheet).

CASE CLOSURE FACT SHEET

CLAIMANT: _____ D/I: _____ CLAIM NO: _____

SS#: _____ DATE OF DEATH: _____ DATE/TERMINATION: _____

LAST PMT OF BENEFITS: 1. _____ CASE CLOSE DATE: 1. _____
2. _____ 2. _____
3. _____ 3. _____

A) C&R Order Approving Date: _____
W/ Thomas Finding [] YES **DESTROY:** 1 year from Date of Order _____
[] NO **DESTROY:** 5 years from Date of Injury _____
5 years from last payment _____
1 year from Order Approving _____

B) AWARD (Future Medical) Date: _____
[] YES **DESTROY:** 1 year after claimant's death _____
[] NO **DESTROY:** 5 years from Date of Injury _____
5 years from last pint of benefits _____
1 year from date of Award _____

C) AWARD (Take Nothing) Date: _____
DESTROY: 6 months from Date of Order or _____
Successful Conclusion Appeal _____

D) DISMISSAL DATE: _____
DESTROY: 1 yr from D/I if No benefits paid _____
5 yrs from D/I if benefits paid _____
5 yrs after last pmt of benefits _____
1 yr after the dismissal _____
Successful Conclusion Appeal _____

E) **CLAIM DENIED: D/I AFTER 1993 / NO APPLICATION**
DESTROY: 1 year after date of denial

F) **APPLICATION: D/I before 1990 or after 1993**
Application filed
None of the above circumstances fit
DESTROY: 1 year after date of claimant's death _____

G) **D/I 1990, 1991, 1992, 1993: None of the above circumstances fit**
DESTROY: 1 year after date of claimant's death _____

H) **EXPOSURE: [] YES [] NO**
DESTROY: 30 years after date of termination _____

I) Besides a signed order or stipulation, is there any type of indication for future medical treatment?
[] YES **DESTROY:** 1 year after claimant's death _____

DATE OF DESTRUCTION: 1. _____
2. _____
3. _____

1. IN NO CASE, SHOULD THE FILE OF A CURRENT EMPLOYEE BE DESTROYED.
2. IN ALL CASES, OPT FOR THE LONGEST PERIOD OF RETENTION.
3. IN NO CASE, CAN A FILE BE DESTROYED IN LESS THAN FIVE YEARS FROM THE LAST PAYMENT, DUE TO REQUIREMENTS REGARDING DESTRUCTION OF FINANCIAL RECORDS.