



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: County Executive
Office – Office of
Emergency Services
Department No.: 012
For Agenda Of: September 7, 2010
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors
FROM: Department Michael Harris, Emergency Operations Chief, 560-1081
Director(s)
Contact Info: Richard Abrams, Emergency Manager, 560-1040
SUBJECT: Destruction of Unnecessary Records

County Counsel Concurrence

As to form: Yes

Other Concurrence: N/A

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

Approve the 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.

Summary Text:

The Office of Emergency Services has identified several boxes of old meeting, budget, application and departmental records that are no longer required by law to be retained. The records include grant applications, correspondence, standard agreements and supporting documentation for receipt of funds, budget preparation materials, and grant project files. CERT and GoServ Grants FY 2002 & 2003 have been officially closed out and documentation has been authorized for destruction by the California Volunteers Disaster Corps (CVDC). GoServ is a program that was once overseen by CVDC and is no longer in operation.

Auditor-Controller Concurrence

As to form: Yes

Background:

California Government Code Section 26202 allows the Board of Supervisors to authorize the destruction of records that are more than two years old *“when the retention of any such record, paper or document is no longer necessary for county purposes.”*

Performance Measure:

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<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:

The current adopted budget allows for the cost of the destruction of records.

Staffing Impacts:

Legal Positions:

FTEs:

Special Instructions:

Please return a copy of the Minute Order and a copy of the executed Application for Destruction of Records to Erika Isaly in the County Executive Office – Office of Emergency Services

Attachments:

Application for Destruction of Records
Schedule of Records for Destruction

Authored by:

Erika Isaly, Office of Emergency Services

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.

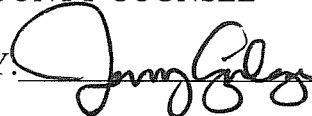
Reason for Destruction: GoServ is no longer an existing program of the California Volunteers Disaster Corps. The documents in question pertain to grant funding obtained FY 2002 and FY 2003 for GoServ Grant programs that have been officially terminated and closed out per California Volunteers Disaster Corps. The grant funds allocation are recorded under the project names for which funds were used, and these records of application of funds have been deemed to have no further administrative, legal or fiscal value.

Executed at Santa Barbara, California, on September 7, 2010.

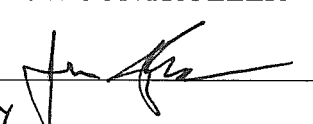

Michael D. Harris, Emergency Operations Chief

APPROVED:

COUNTY COUNSEL

BY: 

AUDITOR-CONTROLLER

BY: 
Deputy

I hereby certify that the above application was approved and adopted on September 10, 2010, 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

County Executive Office
File Destruction List

Content Dates		Description of Contents
From	To	
2003	2003	OES Correspondence to Governor's GoServ Office
2003	2005	Correspondence from Governor's GoServe Office to OES
2002	2004	State of CA Standard Agreement Forms for GoServ Grants FY 2002 - 2003