

+



**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:** Animal Services  
**Department No.:** 041  
**For Agenda Of:** May 3, 2022  
**Placement:** Administrative  
**Estimated Tme:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** 4/5<sup>th</sup>

**TO:** Board of Supervisors  
**FROM:** Department Van Do-Reynoso, MPH, PhD, Director  
Director(s) Public Health Department  
Contact Info: Angela Yates, Director of Animal Services  
(805) 319-8646  
**SUBJECT:** Application for Destruction of Records

**County Counsel Concurrence**

As to form: Yes

Other Concurrence: N/A

As to form: N/A

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors consider recommendations as follows:

- a) Approve and authorize the destruction of certain Animal Services’ records, papers and documents as described in the attached Schedule of Records for Destruction as being no longer required for County purposes pursuant to Government Code sections 26201-26205.1; and
- b) Approve and adopt the attached Application for the Destruction of Records Certificate of Approval; and
- c) Delegate to the Animal Services Director the authority to authorize future destruction of Animal Services’ records, papers and documents in accordance with the time periods set forth in the attached Schedule of Records for destruction; and
- d) Find that the proposed actions are administrative activities of the County, which will not result in direct or indirect physical changes in the environment and is therefore not a “project” as defined for purposes of the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15378(b)(5).

**Summary Text:**

Animal Services has kept records for a time period longer than required by law. Most of the records are contained electronically in the kennel management software, Chameleon, Animal Services network, and the County’s Financial Information Network. Some of the records go back to the 1990’s. All of these

records require a large storage area, including a Marborg container at the Santa Barbara Shelter that the Department pays for on a monthly basis.

Animal Services (AS) has developed an annual document destruction plan and is seeking to destroy the backlog of old records. AS respectfully requests that your Board approve the destruction of the records listed in the attached Schedule of Records for Destruction and delegate to the Animal Services Director the authority to authorize future destruction of Animal Services' records, papers and documents. The granting of this authority will eliminate the need to bring this administrative matter to your Board every year.

**Background:** Animals Services had retained old records far longer than legally required. Many paper records listed in the attachment are also retained electronically in the department's kennel management software, Chameleon, Animal Services network, and the County's Financial Information Network. The following records are now exclusively maintained electronically; however, to be cautious, the attached Schedule of Records for Destruction contains a destruction plan in the event hard copy records are generated:

- Officer Logs
- Animal Records (impounds, kennel cards, adoptions, euthanasia)
- Investigations
- Bite Reports
- Rabies Reports
- Veterinarian License Sales forms and logs
- Revenue contracts with incorporated jurisdictions and Santa Ynez Band of Chumash Indians

Support for this action is found in Government Code sections 26201, 26202 and 26205.1; the California Secretary of State's Local Government Records Program, established pursuant to Government Code Section 12236, subdivision (a); and the Countywide Policy 121-107 Local Government Records Management Guidelines. Record retention schedules are used by public entities across the State of California and are an appropriate mechanism for the Board to proactively make the determination under Sections 26200, et seq. of the Government Code that various categories of records may be destroyed as allowed by law.

**Fiscal and Facilities Impacts:**

Budgeted: N/A

**Fiscal Analysis:** There is no fiscal impact with the application for destruction of records. Destruction costs will be covered under an existing contract with Iron Mountain. Routine disposal of paper records and electronic retention of files will reduce Animal Services' physical storage demand.

**Special Instructions:**

N/A

**Attachments:**

- A. Schedule of Records for Destruction
- B. Application for Destruction of Records

**Authored by:**

Angela Yates, Director of Animal Services