



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: Public Health
Department No.: 041
For Agenda Of: May 10, 2022
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors
FROM: Department Van Do-Reynoso, MPH, PhD, Director
Director(s) Public Health Department
Contact Info: Lars Seifert, Environmental Health Services, Director
SUBJECT: Record Retention Schedule for Environmental Health Services

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- a) Adopt a Resolution for the retention, destruction, or disposition of Environmental Health Services records, papers and documents pursuant to Government Code sections 26200, et seq., and for delegation to the Environmental Health Services Director or designee to authorize future destruction of records in accordance with the Environmental Health Services Records Retention Schedule; and
- b) Approve the attached Records Retention Schedule for Environmental Health Services for the retention, destruction or disposition of its records and delegate to the Environmental Health Services Director or designee the ability to make non-substantive changes to the Records Retention Schedule without returning to the Board, subject to the Board's ability to rescind such delegated authority; and
- c) Determine that the proposed actions are not a "Project" under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline section 15378(b)(5)) because the activity consists of organizational or administrative activity of the government that will not result in direct or indirect physical changes in the environment.

Summary Text:

This item is on the agenda to establish an orderly systematic disposition of records for Santa Barbara County Environmental Health Services (EHS). The attached Records Retention Schedule sets forth the requisite amount of time records, papers, or documents ("records") prepared or received by EHS must be maintained and certifies the life, care, and disposition of all EHS records in accordance with good

practice and local and State obligations for retention. Records that are no longer necessary for agency operations, including various closed project files and inspection reports dating from 1975 through a minimum of two years prior to present date, may be subject to destruction and removal from temporary storage. EHS has determined that these records have no further administrative, legal, or fiscal value to the County. Other records as identified that are associated with real property within the County would be retained as a perpetual record of the associated land, unless otherwise authorized by the Board.

Background:

This action is being requested by Environmental Health Services (EHS) in support of full implementation of a software modernization and migration services contract to Accela's Civic Platform approved by your Board on June 22, 2021. Ensuring an efficient and effective record management plan will enhance record and data accuracy during the data migration, and ultimately, will benefit constituents who use EHS record searches within the new Accela platform.

The EHS Director is a county officer entrusted with the transparent management of records received, created, and maintained as part of the normal course of doing business to protect public health, safeguard environmental quality, and implement and enforce local and State laws and regulations. EHS official records include documents such as inspection reports at retail food facilities, solid waste facilities, small public water systems, recreational water facilities, body adornment and businesses that manage hazardous materials; permits and plans for septic systems, restaurants, recreational water facilities and water wells; and records of environmental remediation projects throughout the county.

EHS has reviewed its record inventory and prepared a Records Retention Schedule to ensure the records and documents entrusted to the agency's care are retained and managed in accordance with good practice and local and State obligations for retention. The Records Retention Schedule is meant to assist EHS by documenting which records require office or temporary storage, which records have historic value, and which records may be scheduled for destruction because they no longer have any administrative, fiscal, or legal value. Furthermore, it is the intent of EHS to use the Records Retention Schedule to clearly identify those records that must be retained by EHS in accordance with applicable law to avoid inadvertent loss.

In accordance with California Government Code sections 26200 et seq., the Local Governments Management Guidelines (February 2006 ed.) established pursuant to Government Code section 12236, and the County of Santa Barbara Administrative Manual Item Number 121-07, the Board may authorize the destruction of records under specific conditions, such as destruction of records over two years old that are not required by law to be maintained and retention is no longer necessary or required for County purposes, duplicate records when electronic copies are or are not maintained, and nonjudicial records when electronic copies that cannot be altered are maintained.

With this action, EHS is seeking Board authorization to adopt the resolution authorizing the destruction of Environmental Health Services records pursuant to its Records Retention Schedule as provided in Attachment A, and approve the Records Retention Schedule for Environmental Health Services included in Attachment B. Environmental Health Services will retain the approved Records Retention Schedule until and unless EHS returns to the Board with an amended schedule for the destruction of records.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

All costs associated with this project are included in the FY 2021/22 adopted budget. Routine disposal of paper records and electronic retention of files will reduce EHS' physical storage space demand.

Special Instructions:

Please return a copy of the executed Resolution and Minute Order to the PHD Contracts Unit at KLazarus@sbcphd.org.

Attachments:

- A. Resolution of The County of Santa Barbara Authorizing the Destruction of Environmental Health Services Records Pursuant to its Records Retention Schedule
- B. Records Retention Schedule for Environmental Health Services

Authored by:

Lars Seifert, Environmental Health Services, Director