




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: Sheriff
Department No.: 032
For Agenda Of: May 9, 2023
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors
FROM: Bill Brown, Sheriff-Coroner (ext. 14290) 
Contact Info: Human Resource Manager Melissa Macias (ext. 14280)
SUBJECT: Approve Application for Destruction of Human Resources Records

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve an Application for the Destruction of Records of Sheriff's Human Resources records that are at least seven (7) years old and are no longer required by law to be retained; and
- b) Determine that the above are organizational and administrative activities of government and not a project under the California Environmental Quality Act (CEQA) pursuant to Guidelines Section 15378(b)(5).

Summary Text:

The Sheriff's Office disposes of all Human Resources Division files that are at least (7) years old annually as prescribed by California Government Code Section 26202.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

Narrative: The current adopted budget for the Sheriff's Office accounts for the cost of this action in the line item #7650.

Special Instructions: Please return a copy of the Minute Order and a copy of the executed Application for Destruction of Records to the Sheriff's Office Human Resources, c/o Marla Arnoldi, AOP Sr.

Attachments:

Attachment A: Schedule of Records for Destruction

Attachment B: Application for Destruction of Records Certificate of Approval

Authored by:

Marla Arnoldi, Administrative Office Professional, Senior, Sheriff's Office 681-4274

cc: