



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: CEO  
Department No.: 012  
For Agenda Of: 04/16/13  
Placement: Administrative  
Estimated Tme:  
Continued Item: No  
If Yes, date from:  
Vote Required: 4/5

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**TO:** Board of Supervisors  
**FROM:** Department Jeri Muth, Human Resources Director, 568-2816  
Director(s)  
Contact Info: Melissa Grisales, Assistant HR Director, 568-2819

**SUBJECT:**

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**County Counsel Concurrence**

As to form: Select\_Concurrence

**Other Concurrence:** Select\_Other

As to form: Select\_Concurrence

**Recommended Actions:**

That the Board of Supervisors approves the Application for Destruction of Records so that records may be destroyed in accordance with Government Code Section 26202.

**Summary Text:**

Government Code Section 26202 allows the destruction of certain documents which are more than two years old. Records prior to 2009 are no longer vital to the efficient operation of Human Resources and may be destroyed.

**Fiscal and Facilities Impacts:**

**Special Instructions:**

Please send one copy of the approved resolution to Amanda R. Blake in the CEO/Human Resources Department

**Attachments:**

Application for Destruction of Records Certification of Approval  
Schedule of Original Records for Destruction

**Authored by:**

Amanda R. Blake, CEO/Human Resources

**CC:**

Jeri Muth, Human Resources Director

**APPLICATION FOR DESTRUCTION OF RECORDS  
CERTIFICATION OF APPROVAL**

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 §26202.

**REASON FOR DESTRUCTION:** Disposal of records as described in the attached schedule through December 31, 2009 in order to provide file space for more current records.

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

Executed at Santa Barbara, California on April 16, 2013.

\_\_\_\_\_  
Jeri R. Muth, Human Resources Director

**CERTIFICATION OF APPROVAL**

I hereby certify that the above application was approved and adopted on \_\_\_\_\_, by the following vote of the Board of Supervisors:

AYES:

NOES:

ABSENT:

ATTEST:

Chandra L. Wallar  
Clerk of the Board

By: \_\_\_\_\_

**SCHEDULE OF  
ORIGINAL RECORDS FOR DESTRUCTION  
THROUGH DECEMBER 31, 2009**

**TYPE OF RECORD**

Inactive Applications 2008 & 2009

Applicant Correspondence 2008 & 2009

Testing Materials 2008 & 2009

Certification/Eligible Lists 2008 & 2009

Obsolete Recruitment Files 1987 - 2009

Personnel Jackets for Separated Employees 2008 & 2009

Accounts Payable Back up Documentation 2008 & 2009