



**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:** 07/08/14  
**Placement:** Administrative  
**Estimated Tme:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Bill Brown, Sheriff ext. 4290  
Director(s)  
Contact Info: Sergeant Clayton R. Turner ext. 4270

**SUBJECT:** Destruction of Records

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

Approve and execute an application for the destruction of Personnel Records, as authorized by Government Code section 26202, that are at least five (5) years old and regarding persons previously, but no longer employed with the Santa Barbara County Sheriff's Office.

**Summary Text:**

The Sheriff's Office, Human Resources Bureau has identified several boxes of old personnel files, payroll time sheets, overtime slips, failed background files, training files and separated employees dated from Jan. 1<sup>st</sup> 1971 thru Dec. 31<sup>st</sup> 2007 that are no longer necessary for operations. The basic information in these records is retained electronically. These records are deemed to have no further administrative, legal, or fiscal value.

**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 or required for County purpose."*

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

Narrative: The current adopted budget accounts for the cost of this action in 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 Santa Barbara County Sheriff's Office, Attention: Sergeant Clayton R. Turner, SBSO  
- Human Resources Bureau.

**Attachments:**

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

**Authored by:**

Sergeant Clayton R. Turner, Santa Barbara County Sheriff's Office Human Resources Bureau

**cc:**

**SCHEDULE OF RECORDS FOR DESTRUCTION**

<b><u>TYPE OF RECORD</u></b>	<b><u>ORIGINAL OR COPY</u></b>	<b><u>PERIOD COVERED</u></b>
SBSO Human Resource Files	Original	January 1, 1971 through December 31, 2007

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

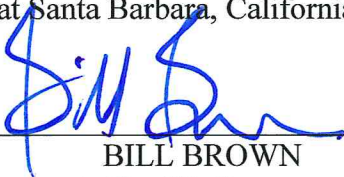
TO: Board of Supervisors  
County of Santa Barbara, California

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:** The payroll time sheets and OT data is retained electronically in the County's Financial Information Network. Those records and former employee personnel files are deemed to have no further administrative, legal or fiscal value. The boxes of documents are restricting physical space needed for current and future accounting & personnel records.

Executed at Santa Barbara, California, on 6/24, 2014.



BILL BROWN  
Sheriff- Coroner

**APPROVED:**

COUNTY COUNSEL

AUDITOR-CONTROLLER

BY: \_\_\_\_\_

BY: \_\_\_\_\_

**CERTIFICATION OF APPROVAL**

I hereby certify that the above application was approved and adopted on \_\_\_\_\_, 20\_\_\_\_, by the following vote of the Board of Supervisors:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
County Clerk and ex officio Clerk of the Board  
of Supervisors, County of Santa Barbara, State  
of California

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