



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: 12/15/15
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from:
Vote Required: 4/5ths vote

TO: Board of Supervisors

FROM: Department Bill Brown, Sheriff ext. 4290
Director(s)
Contact Info: Sergeant Juan Camarena Ext. 4280

SUBJECT: Approve and Execute an Application for the Destruction of Personnel Records

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.

Summary Text:

The Human Resources Bureau of the Sheriff's Office has identified several boxes of old personnel files, payroll time sheets, overtime slips, training files and separated employees files dated from January 1, 1986 to December 31, 2008 that are no longer needed for operation. 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 FY2015-16 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 Sheriff's Office, Human Resources Bureau.

Attachments:

Application for Destruction of Records Certification of Approval

Authored by: Marla Arnoldi, Sheriff's Department, Ext. 4274

cc:

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 below 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 overtime slips are 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 human resources records.

Executed at Santa Barbara, California, on November 30, 2015.

Juan Camarena, Sergeant, Sheriff's Office., ext. 4280

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:

By: _____
County Clerk and ex officio Clerk of the Board
Of Supervisors, County of Santa Barbara, State
Of California