



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: 12/15/2015  
Placement: Administrative  
Estimated Tme: N/A  
Continued Item: No  
If Yes, date from:  
Vote Required: 4/5ths vote

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**TO:** Board of Supervisors

**FROM:** Department Bill Brown, Sheriff ext. 4290  
Director(s)  
Contact Info: Chief Financial Officer Douglas Martin Ext. 4293

**SUBJECT:** Approve and Execute an Application for the Destruction of Accounting 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 accounting records.

**Summary Text:**

The Financial Services Division of the Sheriff's Office has identified several boxes of old records that are no longer necessary for operations. The records include accounts payable claims, accounts receivable billings and deposit slips from July 1, 1998 through June 30, 2010. The basic information on these records are retained electronically in the County's Financial Information Network (FIN). 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 Business Office.

**Attachments:**

Application for Destruction of Records Certification of Approval

**Authored by:** CFO Douglas Martin, Sheriff's Office, Ext. 4293

**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 basic transaction information is retained electronically in the County's Financial Information Network, having surpassed the County's Single Audit process and other accounting tests. These records - accounts payable claims, accounts receivable billings and deposit slips from July 1, 1998 through June 30, 2010 - 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 records.

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

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Douglas A. Martin, Chief Financial Officer, Santa Barbara County Sheriff's Office

**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

