

**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, Evidence Code Section 1045 (a)(1).

*Reason for Destruction:* Complaints made pursuant to Penal Code section 832.5 and any reports or findings relating thereto need not be retained in excess of five (5) years.

Executed at Santa Barbara, California, on June 19, 2018.

\_\_\_\_\_  
BILL BROWN  
SHERIFF – CORONER

**APPROVED:**

COUNTY COUNSEL

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

*Michelle Montez*

AUDITOR-CONTROLLER

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

*C. Shu*

**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: \_\_\_\_\_

**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>
Office of Professional Standards Files	Original	All completed files created prior to June 19, 2013

# County of Santa Barbara Auditor-Controller Document Review Intake Form

Department: <i>Sheriff - 032</i>	A/C Intake Staff:
Contact Name & Ext: <i>Sergeant Brad Welch</i>	Date/Time Received by A/C:
Type of Document: <i>Board Letter</i>	Docket Date (deadline): <i>June 7th, 2018</i>
Document Name: <i>Application for Destruction of Records</i>	
Noteworthy Accounting Event: <i>- none -</i>	Budget Revision Included <input type="checkbox"/>
<p>Brief Summary: <i>(Please include financial terms of contract)</i></p> <p><i>The Sheriff's Office disposes of all Office of Professional Standards files that are at least five (5) years old annually as prescribed by California Government Code Section 26202 and California Evidence Code Section 1045 (a)(1). California Penal Code Section 832.5(b) states: "Complaints and any reports or findings relating to these complaints shall be retained for a period of at least five years."</i></p>	

Item	Description	Dept Review	A/C Review
A.	<p>Allow 3 business days for review – plan ahead</p> <ul style="list-style-type: none"> <li>If the document packet is not complete upon receipt, the review time will be longer</li> </ul>		
B.	<p>Department Financial/Accounting Review is required</p> <ul style="list-style-type: none"> <li>The Departmental CFO/Business Manager must initial that a financial/accounting review has been completed as outlined in the <i>Departmental Procedures for Complete Board Contracts</i>.</li> </ul> <p><u>Note:</u> All financial/accounting related questions will be directed to the CFO</p>	<p><i>Handwritten initials and date: 5/30/18</i></p>	<p>INITIAL HERE</p>
C.	<p>Include all documents/attachments</p> <ul style="list-style-type: none"> <li>Board letter and all attachments referenced in the board letter</li> <li>Other documents requiring review/signature should include all referenced attachments</li> </ul>		
D.	<p>Board expenditure contracts must include</p> <ul style="list-style-type: none"> <li>A completed <i>Board Contract Summary Form</i></li> <li>Board Letter</li> <li>Board Contract</li> <li>Statement of Work (Exhibit A)</li> <li>Payment Arrangements (Exhibit B)</li> <li>Indemnification and Insurance (Exhibit C)</li> <li>HIPAA Business Associate Agreement (Exhibit D)</li> </ul>		
E.	<p>The signature page must include (prior to A/C review):</p> <ul style="list-style-type: none"> <li>Department Head signature</li> <li>County Counsel signature</li> <li>Risk Management signature</li> <li>Contractor signature</li> </ul>		
F.	<p>After Board Approval- Email Pam Avila (<a href="mailto:pavila@co.santa-barbara.ca.us">pavila@co.santa-barbara.ca.us</a>) in FACS the following:</p> <ul style="list-style-type: none"> <li>Board Letter</li> <li>Fully executed contract/amendment</li> <li>Minute Order</li> </ul>		

