



**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: 11/13/2018
Placement: Administrative
Estimated Time: 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: Chief Financial Officer Hope Vasquez ext. 4299
SUBJECT: Approve and Execute an Application for the Destruction of Accounting Records

County Counsel Concurrence

As to form: Yes

Other Concurrence:

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve an Application for Destruction of Records of Financial Services division files at least two (2) years old and are no longer required by law to be retained; and
- b) Determine that the above actions are organizational and administrative activities of government that are not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines sections 15378(b) (5).

Summary Text:

The Financial Services Division of the Sheriff's Department had identified several boxes of old accounting records that are no longer necessary for operations. The records include accounts payable claims and accounts receivable billings or deposit slips from July 1, 2002 through June 30, 2012. 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 2 years old.

Fiscal and Facilities Impacts:

Budgeted: Yes

Narrative: The current adopted budget for the Sheriff's Office 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 Department Business Office

Attachments:

Attachment A - Schedule of Records for Destruction

Attachment B - Application for Destruction of Records Certification of Approval

Authored by:

Hope Vasquez, Chief Financial Officer, Sheriff's Department