



**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:** 06/15/2021  
**Placement:** Administrative  
**Estimated Time:** 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. 14290  
Director(s)  
Contact Info: Chief Financial Officer, Hope Vasquez, ext. 14299  
**SUBJECT:** Approve and Execute an Application for the Destruction of Accounting Records

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**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 that are more than 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 Office had identified 29 boxes of old accounting records that are no longer necessary for operations. The records include accounts payable claims, accounts receivable billings, deposit journals and worksheets from 2010 through December 31, 2014. 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 Office, Business Office.

**Attachments:**

Schedule of Records for Destruction

Application for Destruction of Records Certification of Approval

**Authored by:**

Hope Vasquez, Chief Financial Officer, Sheriff's Office