

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Sheriff - Coroner	(2) MEETING DATE 3/26/2013	(3) CONTACT/PHONE Ian Parkinson 781-4540	
(4) SUBJECT Submittal of a resolution to permit the destruction or disposal of certain Sheriff's Office records, documents and papers.			
(5) RECOMMENDED ACTION It is recommended that the Board approve and direct the Chair to sign a resolution to permit the destruction or disposal of certain Sheriff's Office records. A four-fifths (4/5) vote of approval is required.			
(6) FUNDING SOURCE(S) N/A	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? N/A
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ___) <input type="checkbox"/> Board Business (Time Est. ___)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input checked="" type="checkbox"/> 4/5th's Vote Required <input type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Geoff O'Quest, Administrative Analyst			
(18) SUPERVISOR DISTRICT(S) All Districts -			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Sheriff - Coroner / Ian Parkinson
781-4540

DATE: 3/26/2013

SUBJECT: Submittal of a resolution to permit the destruction or disposal of certain Sheriff's Office records, documents and papers.

RECOMMENDATION

It is recommended that the Board approve and direct the Chair to sign a resolution to permit the destruction or disposal of certain Sheriff's Office records. A four-fifths (4/5) vote of approval is required.

DISCUSSION

The County's records destruction policy was established in 1991. The policy is based upon Government Code section 26202 which permits the Board of Supervisors, by four-fifths vote, to authorize the destruction or disposition of any record, paper, or document which is more than two years old, and which was prepared or received in any manner other than pursuant to a State statute or County charter. The Sheriff's Office is requesting authorization to purge documents that are obsolete, and for which there is no persuasive rationale for their retention beyond the period required by law. See the attached resolution for a list of the retention periods for different types of records and the types and ages of records that would be destroyed. There is no pending litigation attached to the records to be purged.

OTHER AGENCY INVOLVEMENT/IMPACT

County Counsel has reviewed and approved the record destruction policy as to form and legal effect.

FINANCIAL CONSIDERATIONS

Costs to destroy the records are minimal and have been included in the Sheriff's budget.

RESULTS

Approval of this request will allow the Sheriff-Coroner to dispose of certain Sheriff's Office records, documents, instruments, books or papers that are no longer required.

ATTACHMENTS

Resolution to permit destruction of documents