

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

(1) DEPARTMENT Planning and Building	(2) MEETING DATE 4/24/2012	(3) CONTACT/PHONE Ramona Hedges, Supervising Administrative Clerk II / 805-781-5612		
(4) SUBJECT Request to destroy County Planning and Building Department files that have been scanned.				
(5) RECOMMENDED ACTION Approve for destruction the list of files (Exhibit A) that are now being maintained in the file room in the County Planning and Building Department.				
(6) FUNDING SOURCE(S) Department Budget	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes	
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation (Time Est. _____) <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business				
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A		(12) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A		
(13) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(14) W-9 <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
(15) LOCATION MAP N/A	(16) BUSINESS IMPACT STATEMENT? No	(17) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date _____		
(18) ADMINISTRATIVE OFFICE REVIEW Reviewed by Leslie Brown				
(19) SUPERVISOR DISTRICT(S) All Districts -				

County of San Luis Obispo



TO: Board of Supervisors

FROM: Planning and Building / Ramona Hedges, Supervising Administrative Clerk II

DATE: 4/24/2012

SUBJECT: Request to destroy County Planning and Building Department files that have been scanned.

RECOMMENDATION

Approve for destruction the list of files (Exhibit A) that are now being maintained in the file room in the County Planning and Building Department.

DISCUSSION

The files have been scanned and uploaded into the Department of Planning and Building permit tracking program. Destruction of the files listed in Exhibit A will allow for additional space to be created in the file room. The files are now easily accessible to staff and the public because they have been scanned and are available in an electronic format through the Department's permit tracking system.

OTHER AGENCY INVOLVEMENT/IMPACT

None

FINANCIAL CONSIDERATIONS

The cost of scanning the files is included in the Department's current budget.

RESULTS

To eliminate storage of documents which have been scanned.

ATTACHMENTS

1. Exhibit A - List of files to be destroyed