



Legislation Text

File #: 17-085, **Version:** 1

MEMORANDUM

TO: Jeff Smith, Chairman, Board of Supervisors
FROM: Brian L. Martin, Sheriff/Coroner
DATE: January 21, 2017
SUBJECT: Approval for the destruction of documents

EXECUTIVE SUMMARY:

The Sheriff's Department requests your Boards' approval to destroy the following records under Government Code sections 26202 and 26205 authorizing the destruction or disposition of any records, paper or document which is more than two years old.

Closed Civil Records January 1, 2015 - December 31, 2015

Payroll: Department time sheets thru fiscal year 08/09.

Expenditures: All expenditure records thru fiscal year 08/09 with the exception of inventory items and fixed asset records and Budget 2704 (Office of Emergency Services).
Homeland Security records are still subject to audit and therefore these records must be maintained.

Jail Records: Arrest booking files for misdemeanor bookings for fiscal year 10/11 and earlier, felony bookings for fiscal year 05/06 and earlier and offender records for fiscal year 10/11 and earlier. Visiting logs for fiscal year 2004/2005. Jail monthly reports to include housing logs, cell check logs, bookings logs, cleaning cart logs for fiscal year 2007/2008. Bail bond receipt books for fiscal year 2002/2003. Failure to appear reports for fiscal year 2001/2002.

CCW's - any inactive applications or files dated prior to January 1, 2012.

These files are no longer required.

FISCAL IMPACT: x None Budgeted Non-Budgeted

Estimated Cost:
Amount Budgeted:
Additional Requested:
Annual Cost (if planned for future years):

FISCAL IMPACT (Narrative): N/A

STAFFING IMPACT (if applicable): N/A

RECOMMENDED ACTION: The Sheriff's Department recommends approval to destroy documents no longer needed as described above.