

**A RESOLUTION AUTHORIZING THE DISPOSAL BY DESTRUCTION OF
CERTAIN NONCURRENT SEDGWICK COUNTY FIRE DISTRICT #1
RECORDS HELD BY THE FIRE DISTRICT #1 CHIEF AS CUSTODIAN,
PURSUANT TO THE GOVERNMENT RECORDS PRESERVATION ACT
(K.S.A. 45-404(c))**

WHEREAS, the Government Records Preservation Act (K.S.A. 45-404(c)) authorizes this Board of Sedgwick County Commissioners sitting as the Governing Body of Fire District #1 to order disposition of any noncurrent Fire District records after exceeding minimum retention periods set forth in schedules prepared by the Kansas State Historical Society pursuant to the Act (K.S.A. 45-406(d)); and

WHEREAS, the Fire Chief holds in storage certain noncurrent Fire District records which have been retained beyond minimum retention periods set forth in the State records retention schedules, which total 108 boxes of Fire District #1 (FD#1) administrative records such as AP/PO/PV, timesheets, accounts receivable support documents, budget preparation files, building plans review – Fire copy, activity report records, routine correspondence, employee training records, grant work papers, hiring promotion process files, permits, safety inspection files, terminated employee files – department copy and KFIRS records from the Kansas Fire Incident Report System; 1987-2010 and prior; and

WHEREAS, the Fire Chief states that these noncurrent Fire District records represent no continuing administrative value to the activities of the Fire District; and

WHEREAS, the Fire Chief, as custodian for the named records, requests that this Board of Sedgwick County Commissioners sitting as the Governing Body of Fire District #1 order disposal of these records as part of the normal conduct of business and to minimize operating and storage costs; and

WHEREAS, the Records Manager confirms that the noncurrent Fire District records proposed for disposal by the Fire Chief are eligible for disposal, consistent with current State records retention schedules maintained by the Kansas State Historical Society, and states that the records proposed for disposal have no known enduring value for Sedgwick County Fire District #1 in support of historical or other research independent of the State retention schedules; and

WHEREAS, the Chief Financial Officer states that the records proposed for disposal represent no known current or prospective fiscal value for performing audits, documenting transactions or supporting financial claims; and

WHEREAS, the County Counselor states that the records proposed for disposal represent no known current or prospective value for representing the Fire District's legal position or interests; and

WHEREAS, the Records Manager recommends that the records proposed for disposal be destroyed, based upon a finding that their lack of current or prospective administrative, fiscal, legal, historical or other research value does not merit continuing to incur ongoing expense to retain them.

WHEREAS, certain of the records series proposed for disposal may be incomplete for the named periods or may exist for previous years, the Records Manager recommends that the Board of County Commissioners sitting as the Governing Body of Fire District #1 authorize disposal by destruction of any records that may be found in the future by the Fire Chief and/or the Records Manager that are of the same records series and periods named in this resolution or for previous years that are determined to be similarly lacking in value.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SEDGWICK COUNTY, KANSAS, SITTING AS THE GOVERNING BODY OF FIRE DISTRICT #1, that the non-current Fire District records named in this resolution and any other records which may be found in the same records series and within the time periods named or for previous years are hereby ordered destroyed, their custodian and the Records Manager are directed to implement their prompt and economic destruction, to ensure that these actions are duly recorded, and to maintain a permanent inventory of items destroyed.

Commissioners present and voting were:

DAVID M. UNRUH	_____
TIM R. NORTON	_____
KARL PETERJOHN	_____
RICHARD RANZAU	_____
JAMES B. SKELTON	_____

Dated this _____ day of _____, 2013.

BOARD OF COUNTY COMMISSIONERS
OF SEDGWICK COUNTY, KANSAS

ATTEST:

KELLY B. ARNOLD, County Clerk

JAMES B. SKELTON, Chairman
Commissioner, Fifth District

DAVID M. UNRUH, Chair Pro Tem
Commissioner, First District

APPROVED AS TO FORM:



JENNIFER MAGAÑA
Deputy County Counselor

TIM R. NORTON
Commissioner, Second District

KARL PETERJOHN
Commissioner, Third District

RICHARD RANZAU
Commissioner, Fourth District