

RESOLUTION _____

A RESOLUTION AUTHORIZING THE DISPOSAL BY DESTRUCTION OF CERTAIN NONCURRENT COUNTY GOVERNMENT RECORDS HELD BY THE HEALTH DEPARTMENT DIRECTOR 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 to order disposition of any noncurrent county government 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 Health Department Director holds in storage certain noncurrent county government records which have been retained beyond minimum retention periods set forth in the State records retention schedules, which total 103 boxes, and are comprised of mixed Health series including; children's dental, primary care, and other minors charts, terminated employee records – department copy, immunization consents, medical billing and receipts, HIPAA compliance correspondence, tuberculosis records – treated, grant working files, timesheets and adult charts from various programs for the period 1984-2009 and prior; and

WHEREAS, the Health Department Director states that these noncurrent county government records represent no continuing administrative value to the activities of the Health Department; and

WHEREAS, the Health Department Director, as custodian for the named records, requests that this Board of Sedgwick County Commissioners 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 county government records proposed for disposal by the Health Department Director 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 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 Sedgwick County'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 authorize disposal by destruction of any records that may be found in the future by the Health Department Director 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, that the noncurrent county government 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 M. HOWELL

Dated this _____ day of _____, 2015.

BOARD OF COUNTY COMMISSIONERS
OF SEDGWICK COUNTY, KANSAS

ATTEST:

KELLY B. ARNOLD, County Clerk

RICHARD RANZAU, Chairman
Commissioner, Fourth District

KARL PETERJOHN, Chair Pro Tem
Commissioner, Third District

APPROVED AS TO FORM:



ROBERT PARNACOTT
Assistant County Counselor

DAVID M. UNRUH
Commissioner, First District

TIM R. NORTON
Commissioner, Second District

JAMES M. HOWELL
Commissioner, Fifth District