

**RESOLUTION \_\_\_\_\_-2018**

**A RESOLUTION AUTHORIZING THE DISPOSAL BY DESTRUCTION OF  
CERTAIN NONCURRENT COUNTY GOVERNMENT RECORDS HELD BY THE  
APPRAISER 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 Appraiser 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 94 boxes of appraisal process records for the period 1983-2012 consisting of Board of Tax Appeal Orders, Appeals County Appraiser, Board of Tax Appeals, Appraisal Updates Documents, Employee Time Reports, Personal Property Assessment Forms, Added Tax/Change Orders PP/RP, Abatements/Exemptions PP, Board of Tax Appeals Orders Exempt, CVN Record of Notification RP and personnel records convenience copy; and

WHEREAS, the Appraiser states that these noncurrent county government records represent no continuing administrative value to the activities of the appraiser's office; and

WHEREAS, the Appraiser, 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 Appraiser 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 Appraiser 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  
MICHAEL B. O'DONNELL, II  
DAVID T. DENNIS  
RICHARD RANZAU  
JAMES M. HOWELL

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Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

BOARD OF COUNTY COMMISSIONERS  
OF SEDGWICK COUNTY, KANSAS

ATTEST:

\_\_\_\_\_  
KELLY B. ARNOLD, County Clerk

\_\_\_\_\_  
DAVID T. DENNIS, Chairman  
Commissioner, Third District

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

APPROVED AS TO FORM:



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WILLIAM F. DEER  
Assistant County Counselor

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MICHAEL B. O'DONNELL, II  
Commissioner, Second District

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RICHARD RANZAU  
Commissioner, Fourth District

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JAMES M. HOWELL  
Commissioner, Fifth District