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525 North Main Street 3rd
Floor
Wichita, KS 67203

Legislation Details (With Text)

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File created: 2/27/2017 **In control:** Board of Sedgwick County Commissioners

On agenda: 3/15/2017 **Final action:**

Title: A Resolution to authorize destruction of Operation Support Services (DISP 2017-268).

Sponsors:

Indexes:

Code sections:

Attachments: 1. DISP 2017-268 OSS Res.pdf

Date	Ver.	Action By	Action	Result
3/15/2017	1	Board of Sedgwick County Commissioners	Approved on the Consent Agenda	

A Resolution to authorize destruction of Operation Support Services (DISP 2017-268).

Recommended Action: Approve the resolution, authorize the Chairman to sign the resolution, and direct the Director of Operation Support Services and the Records Manager to destroy the records.

This records disposal follows the same model as disposals previously approved by the Commission and applies the Records Management Policy approved in 1998. Kansas law (K.S.A. 45-404(c)) requires that destructions of County records be authorized by the Board of County Commissioners (BOCC). Approval of this routine disposal keeps Records Management Services in compliance with State law.

Records proposed for destruction total 14 boxes of activity report records, routine correspondence, accounts receivable records, internal purchase requests, incident reports, and employee time report records for the period 2008-2015. A detail inventory is available and will be maintained permanently by Records Management Services as part of the documentation for the destruction case in hard copy, PDF, and MS-Excel formats. Boxes will be pulled upon BOCC approval and palletized for destruction in the Courthouse Records Center.

County Records Management Policy is to destroy at the earliest opportunity records identified (1) as eligible under State law, and (2) that lack continuing value adequate to offset costs to retain and make accessible. Custodian for the records proposed for destruction, Director of Operation Support Services Steve Claassen, has determined they have no continuing administrative value for Operation Support Services. Chief Financial Officer Lindsay Poe-Rousseau has determined that they have no continuing fiscal value for County operations. The Records Manager has confirmed they are eligible for disposal by destruction, consistent with State retention schedules, and finds that they lack identifiable research value adequate to offset costs. Wichita Public Library Genealogy/Special Collections Manager Michelle Enke who serves as an independent reviewer for archival value, agrees they lack substantive research value, and concurs in the recommendation to destroy. The County Counselor has confirmed these records no longer are needed to represent the County's legal

interests.

The resolution also would authorize the Director of Operation Support Services and the Records Manager to destroy any records or duplicates, regardless of format or media, that may be found in the future that can be identified as the records series listed on the inventory and that fall within the time periods listed or previous.

The Records Manager recommends that these records be destroyed by shredding.

Alternatives: These records could continue to be retained, either in whole or in part, which would also continue associated costs and liabilities to store and make accessible.

Financial Considerations: One-time fees for the commercial vendor to destroy are estimated at \$39.20. Finance has identified funds available within 91023-110 sufficient to pay destruction fees.

Legal Considerations: The authority for this action is K.S.A. 45-401 et seq. A simple majority vote is required.

Policy Considerations: The recommended action would apply existing policy.