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Sedgwick County

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Legislation Details (With Text)

File #: 18-258 **Version:** 1 **Name:**
Type: Consent **Status:** Consent Agenda
File created: 3/23/2018 **In control:** Board of Sedgwick County Commissioners
On agenda: 4/4/2018 **Final action:**
Title: A resolution to authorize destruction of County Manager records (DISP 2018-299 County Manager 1992-2014).

Sponsors:

Indexes:

Code sections:

Attachments: 1. County Manager Resolution.pdf

Date	Ver.	Action By	Action	Result
4/4/2018	1	Board of Sedgwick County Commissioners	Approved on the Consent Agenda	Pass

A resolution to authorize destruction of County Manager records (DISP 2018-299 County Manager 1992-2014).

Recommended Action: Approve the resolution and direct the County Manager and the Records Manager to destroy the records.

Background: This records disposal follows the same model as disposals previously approved by the Board of County Commissioners (BOCC) 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. Approval at this time would free shelf space in the Courthouse Records Center (CRC) to accept additional boxes for storage.

Records proposed for destruction total five boxes of County Manager records that include routine correspondence, project working files, and accounts payable records for the period 1992-2014. A detail inventory is available in hard copy, PDF, and MS Excel digital formats, and will be maintained permanently by Records Management as part of the documentation for the destruction case. All records are currently palletized in the CRC.

Analysis: 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, County Manager Michael Scholes, has determined they have no continuing administrative value for operation of the County Manager's Office. Chief Financial Officer Lindsay Poe-Rousseau has also 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.

Due to privacy concerns and other possible restrictions, the Records Manager recommends these records be destroyed by shredding.

The resolution also would authorize the County Manager 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 County Manager office records and that fall within the time periods or records series listed or previous years.

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

Financial Considerations: One-time fees for the commercial vendor to destroy will be \$14.00. Finance has identified funds available within 62001-110 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.