Legislation Details (With Text)

File #:	18-290	**Version:**	1	**Name:**	
Type:	Consent			**Status:**	Consent Agenda
File created:	3/28/2018			**In control:**	Board of Sedgwick County Commissioners
On agenda:	4/11/2018			**Final action:**	
Title:	A resolution to authorize destruction of Elections records (DISP 2018-297 Elections 1999-2013 and 2015).				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	1. Election Resolution.pdf				

Date	Ver.	Action By	Action	Result
4/11/2018	1	Board of Sedgwick County Commissioners	Approved on the Consent Agenda	Pass

A resolution to authorize destruction of Elections records (DISP 2018-297 Elections 1999-2013 and 2015).

Recommended Action: Approve the resolution and direct the Election Commissioner 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 is in line with County Records Management Policy and would free shelf space in the Courthouse Records Center (CRC) to accept additional boxes for storage.

Records proposed for destruction total 376 boxes of Elections records consisting of absentee voter records, ballots, confirmation notices, voter registration application cards, advance applications/certification books, canvass records, worksheets voting abstracts and vote compilation, and candidate filing/withdrawal and registrations books (non-presidential years) for the period 1999-2013 and 2015. A detail inventory is available, and will be maintained permanently by Records Management as part of the documentation for the destruction case in hard copy, PDF and MS Excel formats. There are four boxes stored at the offsite storage vendor, Underground Vaults and Storage - Hutchinson, and the balance of 372 boxes are currently stored 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, Election Commissioner Tabitha Lehman, has determined they have no continuing administrative value for operation of the Election Office. 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 Records Manager recommends that these records be destroyed by shredding.

The resolution also would authorize the Election Commissioner 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.

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 $1,059.60. Finance has identified funds available within 66001-110 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.

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