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Sedgwick County

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Legislation Text

File #: 15-0379, **Version:** 1

A resolution to authorize destruction of Public Works Records (DISP 2015-220 Public Works 2003-2011).

Recommended Action: Adopt the resolution and direct the Public Works Director 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. Approval at this time will save Public Works the costs to store records and free additional space at their small onsite records center in the basement at Public Works.

Records proposed for destruction total 13 boxes and consist of timesheets, terminated employee files - department copies, and accounts payable records. A detail inventory is available, and will be maintained permanently by Records Management in both PDF and MS Excel formats as part of the documentation for the destruction case. All thirteen boxes are currently stored in the courthouse records center.

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. Public Works Director David Spears has determined they have no continuing administrative value for operation of Public Works Services. Chief Financial Officer Chris Chronis 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. WSU Curator Special Collections/University Archivist, Dr. Lorraine Madway 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 the fact that some records contain personal information such as name, address, phone number, social security number, and other confidential information the Records Manager recommends that these records be destroyed by shredding.

The resolution also would authorize the Emergency Medical Services Director 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.

Due to the fact that some of these records contain personal medical information of private persons, the Records Manager recommends that they be destroyed by shredding.

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 are \$22.75 (\$1.75 per box) for the boxes stored in the courthouse records center. Finance has identified funds available within 21001-206 as 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.