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Sedgwick County

525 North Main Street 3rd
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Wichita, KS 67203

Legislation Text

File #: 15-0743, **Version:** 1

Resolution to authorize the destruction of Fleet, Facilities, and Parks Records 1986-2011 (DISP 2015-228).

Recommended Action: Adopt the Resolution and direct the Fleet, Facilities, and Parks Director and the Records Manager to destroy the records.

Background: 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 destruction of County records be authorized by the Board of County Commissioners. Approval of this routine disposal keeps DIO in compliance with State law.

Records proposed for destruction total 16 boxes of activity report records, terminated employee files-department copy, timesheets, incident reports, and employee training records for the period 1986-2011. A detail inventory is available and will be maintained permanently by Records Management as part of the documentation for the destruction case in PDF and MS-Excel formats. All boxes are currently palletized 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, Fleet, Facilities, and Parks Director appointee Tania Cole, has determined they have no continuing administrative value for operation of Fleet, Facilities and Parks Department. 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.

The resolution also would authorize the Fleet, Facilities, and Parks 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.

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 \$28.00 (\$1.75 per box). Finance has identified funds available within 91004-110 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.