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# Sedgwick County

525 North Main Street 3rd  
Floor  
Wichita, KS 67203

## Legislation Text

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**File #:** 15-0739, **Version:** 1

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### **Resolution to authorize the destruction of Human Resources Records (DISP 2015-232).**

**Recommended Action:** Adopt the Resolution and direct the Human Resources 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 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 nine boxes of Human Resources records that include: HIPAA compliance correspondence, hiring/promotion process records and employment eligibility forms I-9 for the period 2006-2014. A detail inventory is available in both PDF and MS Excel 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, Human Resources Director Eileen McNichol, has determined they have no continuing administrative value for operation of the Human Resources Department. The Chief Financial Officer 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. 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 privacy concerns and other possible restrictions, the Records Manager recommends these records be destroyed by shredding.

The resolution also would authorize the Human Resources 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 human resource 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 are estimated at \$15.75 (\$1.75 per box). Finance has identified funds available within 81005-110 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.