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Sedgwick County

525 North Main Street 3rd
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Wichita, KS 67203

Legislation Text

File #: 16-0089, **Version:** 1

A Resolution to Authorize the Destruction of Treasurer Tax Records (DISP 2016-245 TRS-Tax 2001-2012).

Recommended Action: Approve the resolution and direct the County Treasurer 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 BOCC. Approval at this time would free shelf space in the Courthouse Records Center (CRC) to accept additional boxes for storage and shelve boxes currently palletized.

Records proposed for destruction total 125 boxes of tax office records including daily balance register tax statements, tax protests and refunds, and Employee Personnel Files - Convenience Copies. A detail inventory is available in MS Excel and PDF formats and will be maintained permanently by Records Management as part of the documentation for the destruction case. All 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, County Treasurer Linda Kizzire, has determined they have no continuing administrative value for operation of the Tax Office. 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 these records include the personal information of citizens, including signatures, personal identifiers, and account numbers, the Records Manager recommends that these records be destroyed by shredding.

The resolution also would authorize the County Treasurer 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 are estimated at \$187.50. Finance has identified funds available within 76001-110 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.