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Sedgwick County

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Legislation Text

File #: 16-0093, **Version:** 1

A Resolution to Authorize the Destruction of Juvenile Intake and Assessment Center Records (DISP 2016-249 PS CORR-JIAC 2010).

Recommended Action: Approve the resolution and direct the Sedgwick County Corrections 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 (BOCC). Approval at this time would create space in the basement of the Juvenile Detention Facility's Juvenile Intake and Assessment Center (JIAC) locked storage cage to continue to receive and shelve additional boxes.

Records proposed for destruction total 37 boxes, and are comprised of records generated by intake and assessment workers and records obtained from other sources in the intake process. A detail inventory is available, and will be maintained permanently in MS Excel and PDF formats by Records Management as part of the documentation for the destruction case. All boxes are currently stored at JIAC.

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, Sedgwick County Department of Corrections Director Mark Masterson, has determined they have no continuing administrative value for operation of JIAC. 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 Sedgwick County Department of Corrections 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 privacy concerns and other possible restrictions 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 estimated at \$64.75. Finance has identified funds available within 330126-16 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.