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Sedgwick County

525 North Main Street 3rd
Floor
Wichita, KS 67203

Legislation Text

File #: 16-323, **Version:** 1

Resolution to authorize the destruction of Aging Department records 1980-2010 (DISP 2016-254 HS-Aging).

Recommended Action: Approve the resolution, authorize the Chairman to sign, and direct the Department on Aging 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. Records proposed for destruction total 112 boxes for the period 1980-2010, and are comprised of Aging and Disability Services client records, HCBS billings, routine correspondence, and program financial records for the period 1980-2010. A detailed inventory is available and will be maintained permanently by Records Management in PDF and MS-Excel formats as part of the documentation for this destruction case.

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, Department on Aging Director Annette Graham, has determined they have no continuing administrative value for operation of Aging and Disability 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 most of these records contain protected health information (PHI), the Records Manager recommends that these records be destroyed by shredding.\

The resolution also would authorize the Department on Aging 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.

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 records stored onsite at the courthouse records center are \$33.00 (\$1.65 per box). Fees for Underground Vaults and

Storage to destroy the balance of 92 boxes will be \$414.00 (\$4.50 per box) making the total destruction fees \$447.00. Finance has identified funds available within 340219-16 sufficient to pay destruction fees.

Legal Considerations: The authority of 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.