



Sedgwick County...
working for you

Sedgwick County

525 North Main Street 3rd
Floor
Wichita, KS 67203

Legislation Text

File #: 16-329, **Version:** 1

Resolution to authorize the destruction of Sedgwick County Developmental Disability Organization (SCDDO) Records 1996-2010 (DISP 2016-261 HS-SCDDO).

Recommended Action: Approve the resolution, authorize the Chairman to sign, and direct the SCDDO 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 of this routine disposal keeps SCDDO in compliance with State law and will save storage fees.

Records proposed for destruction total 49 boxes and are comprised of records that fall under several series on the State schedule. Included in this disposal are department copy employee files, timesheets, and program funding maintenance files for the period 1996-2010. A detail inventory is available, and will be maintained permanently in PDF and MS Excel formats by Records Management as part of the documentation for the destruction case. All of the records in this disposal are currently stored at the department.

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 the costs to retain and make accessible. Custodian for the records proposed for destruction, SCDDO Director Dee Staudt, has determined they have no continuing administrative value for operation of SCDDO. 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 some of these records contain personal medical information of individuals, the Records Manager recommends that these records be destroyed by shredding.

The resolution also would authorize the SCDDO 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 are estimated at \$80.85 (\$1.65 per box). Finance has identified funds available within 320136-16 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.