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Sedgwick County

525 North Main Street 3rd
Floor
Wichita, KS 67203

Legislation Text

File #: 16-334, Version: 1

Resolution to authorize the destruction of Sheriff Records 1980-2014 (DISP 2016-259 Sheriff).

Recommended Action: Approve the resolution, authorize the Chairman to sign, and direct the Sheriff 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 will free up additional space in the Courthouse Records Center (CRC) so that additional Sheriff records can be stored onsite; both in the general stacks and in their secure storage cage.

Records proposed for destruction total 156 boxes of inmate medical records, daily and activity reports, employee training records, banking records, process log, Offender Registry Unit - deceased, in-car video footage, and timesheets for the period 1980-2014. A detail inventory is available in Excel and PDF formats, and will be maintained permanently by Records Management as part of the documentation for the 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, Sheriff Jeff Easter, has determined they have no continuing administrative value for operation of the Sheriff's Office. 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 the fact that some of these records contain personal medical and other protected information, the Records Manager recommends that these records be destroyed by shredding. Additional to paper records, five boxes of in-car video footage tapes are also included in this disposal. All evidentiary video has been removed and is being kept consistent with Sheriff Investigations procedure. Video footage left has a 90 day retention period and dates from 2005-2009, much longer than needed. These tapes have no continuing value to retain. Software and hardware needed to record/view the tapes is obsolete and non-functioning and the company providing the system, Vision Hawk, is no longer in business. All supporting hardware will be either recycled in-house or through the County's current e-waste vendor at no additional charge to the Sheriff's Office.

The resolution also would authorize the Sheriff 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

any of the records included in this disposal 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: The cost to destroy these boxes totals \$372.50. Finance has identified funds available within 17007-110 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.