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Sedgwick County

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Legislation Text

File #: 16-696, **Version:** 1

Resolution to authorize the destruction of Fire District #1 records (DISP 2016-269) 2010-2014.

Recommended Action: Approve the resolution, authorize the Chairman to sign, and direct the Fire Chief 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 Fire District Policy adopted by the governing body on August 27, 2008. Kansas law (K.S.A. 45-404(c)) requires that destructions of Fire District records be authorized by the BOCC sitting as the Governing Body of Fire District #1 (FD#1). Approval at this time would free space in the Courthouse Records Center (CRC) and in the Fire District records room to accommodate additional boxes for storage.

Records proposed for destruction total 96 boxes, and are comprised of FD#1 records such as employee timesheets, building plans review - fire copy, and recruitment files. A detail inventory is available, and will be maintained permanently by Records Management as part of the documentation for the destruction case. Most of the records are currently stored in the CRC. Boxes from the Fire District offices will be brought to the CRC where they will be palletized with other records scheduled for destruction.

Analysis: Fire District 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, Fire Chief Tavis Leake, has determined they have no continuing administrative value for operation of the Fire District. Chief Financial Officer Chris Chronis has determined that they have no continuing fiscal value for Fire District 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 privacy concerns and other possible restrictions the Records Manager recommends that these records be destroyed by shredding.

The resolution also would authorize the Fire Chief 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 \$120.00. Finance has identified funds available within cost center 14001-240 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.