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# Sedgwick County

525 North Main Street 3rd  
Floor  
Wichita, KS 67203

## Legislation Text

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**File #:** 17-523, **Version:** 1

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### **A resolution to authorize destruction of Division of Corrections records 1983-2014 (DISP 2017-272 Corrections).**

Approve the resolution and direct the Division of Corrections Director 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 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 Courthouse Records Center (CRC) to receive and shelve boxes from other County departments.

Records proposed for destruction total 208 boxes of the Division of Corrections' records including juvenile case management records, medical files - juveniles, activity report records, employee personnel records-department copy, timesheets, juvenile intake and assessment service files, shift coverage logs, and accounts payable records for the period 1983-2014. A detail 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. All boxes are currently stored in the CRC.

**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 of Corrections Director Glenda Martens, has determined they have no continuing administrative value for operation of the Division of Corrections. Chief Financial Officer Lindsay Poe Rousseau 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. The Manager of Genealogy and Special Collections at Wichita Public Library, Michelle Enke, 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 Division 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 fact that some of these records contain Corrections information of juveniles and personal information of employees, 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 \$582.40. Finance has identified funds available within 33028-110 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.