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Sedgwick County

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Wichita, KS 67203

Legislation Text

File #: 17-524, **Version:** 1

A resolution to authorize destruction of Clerk records (DISP 2017-274).

Recommended Action: Approve the resolution and direct the County Clerk 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 BOCC. Approval at this time would free shelf space in the Courthouse Records Center (CRC) to accept additional boxes for storage and shelve boxes currently palletized.

Records proposed for destruction total 25 boxes of Clerk's Office records from the period 2002-2014 that document transactions including license and permit applications, KDOT/KTA Plans Under Bid, employee time reports, and accounts payable. A detail inventory is available, and will be maintained permanently by Records Management as part of the documentation for the destruction case. All records are currently palletized 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, County Clerk Kelly Arnold, has determined they have no continuing administrative value for operation of the Clerk's Office. Chief Financial Officer Lindsay Poe Rousseau 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 to retain. 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.

Due to the fact that some of these records may contain the personal information of private persons, the Records Manager recommends that these records be destroyed by shredding.

The resolution also would authorize the County Clerk 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 Clerk records 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: One-time fees for the commercial vendor to destroy are estimated at

\$39.20. Finance has identified funds available within 64001-110 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.