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Sedgwick County

525 North Main Street 3rd
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Wichita, KS 67203

Legislation Text

File #: 17-526, **Version:** 1

A resolution to authorize destruction of Emergency Communications records 1987-2010 (DISP 2017-280).

Recommended Action: Approve the resolution and direct the Emergency Communications 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 (BOCC). Records proposed for destruction total 13 boxes of Emergency Communications audio tapes. 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 Courthouse Records Center (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, Emergency Communications Director Elora Forshee, has determined they have no continuing administrative value for operation of the Emergency Communications department. 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.

These records consist solely of audio tapes and will be destroyed according to NAID regulations by the commercial vendor.

The resolution also would authorize the Emergency Communications 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 \$227.50. Finance has identified funds available within 11003-110 sufficient to pay destruction fees.

Legal Considerations: The authority of 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.