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Sedgwick County

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Wichita, KS 67203

Legislation Text

File #: 17-528, **Version:** 1

A resolution to authorize destruction of Appraiser Office appraisal process records 1985 - 2011 (DISP 2017-286).

Approve the resolution and direct the Appraiser 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 as well as save storage fees at Underground Vaults and Storage - Hutchinson (UVS-H).

Records proposed for destruction total 476 boxes of various appraisal process records including; Board of Tax Appeal Orders, Mobile/Manufactured Home Registrations, Motor Vehicle Registrations, Appeals County Appraiser, Board of Tax Appeals, Appeals Small Claims Division PP/RP, Appraisal Updates Documents, Employee Time Reports, Personal Property Assessment Forms, Added Tax/Change Orders PP/RP, Abatements/Exemptions PP, and personnel records department copy. A detail inventory is available, and will be maintained permanently by Records Management as part of the documentation for the destruction case in paper and both PDF and MS Excel digital formats. There are 95 boxes currently stored in the CRC and an additional 381 boxes stored at Underground Vaults and Storage - Hutchinson.

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, Appraiser Michael Borchard, has determined they have no continuing administrative value for operation of the Appraiser's office. 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. 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 are no longer needed to represent the County's legal interests.

Due to the fact that these records may contain personal information of private persons, such as account numbers, personal identifiers, and signatures, the Records Manager recommends that these records be destroyed by shredding.

The resolution also would authorize the Appraiser 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 appraisal process records and that fall within the time periods 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 total \$1980.50. Finance has identified funds available within 75002-110 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.