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Legislation Text

File #: 18-262, **Version:** 1

A resolution to authorize destruction of Aging Department records (DISP 2018-295 Aging 2010 -2012).

Recommended Action: Approve the resolution and direct the Department on Aging 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. Records proposed for destruction total 97 boxes for the period 2010-2012, and are comprised of Aging and Disability Services client records, HCBS billings, program financial records, and employee time report records for. A detail inventory is available and will be maintained permanently by Records Management in hard copy, PDF and MS-Excel digital formats as part of the permanent documentation for this destruction case.

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 on Aging Director Annette Graham, has determined they have no continuing administrative value for operation of Aging and Disability Services. 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. Wichita Public Library Genealogy/Special Collections Manager 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 most of these records contain protected health information (PHI), the Records Manager recommends that these records be destroyed by shredding.

The resolution also would authorize the Department on Aging 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 records will be \$271.60. Finance has identified funds available within 34001-205 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.