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Sedgwick County

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Wichita, KS 67203

Legislation Text

File #: 18-264, **Version:** 1

A resolution to authorize destruction of the Division of Information, Technology and Support Services 1997-2013 (DISP 2018-288 DITSS).

Recommended Action: Approve the resolution and direct the Division of Information, Technology and Support Services 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. Approval of this routine disposal keeps Records Management Services in compliance with state law.

Records proposed for destruction total 31 boxes of computer software license files, routine correspondence, employee travel requests/authorizations, and employee time report records for the period 1997-2013. A detail inventory is available, and will be maintained permanently by Records Management Services as part of the documentation for the destruction case in hard copy, PDF, and MS-Excel formats

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, the Division of Information, Technology and Support Services Director Wes Ellington, has determined they have no continuing administrative value for Information Technology and Support 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.

The resolution also would authorize the Division of Information, Technology and Support Services 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.

The Records Manager recommends that these records be destroyed by shredding.

Alternatives: These records could continue to be retained, either in whole or in part, which would also continue associated costs and liabilities to store and make accessible.

Financial Considerations: One-time fees for the commercial vendor to destroy are estimated at \$86.80. Finance has identified funds available within 90001-110 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.