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Sedgwick County

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Legislation Text

File #: 18-288, **Version:** 1

A resolution to authorize destruction of Finance records (DISP 2018-296 Finance 1997-2014).

Recommended Action: Approve the resolution and direct the Chief Financial Officer 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 at this time would allow Records Management to properly manage the balance of Finance and county records stored at the courthouse records center and at offsite locations.

Records proposed for destruction total 40 boxes that include accounts payable and receivable records, banking records, bid records, payroll warrant registers, IRS W-2 tax files, employee personnel files convenience copy, budget preparation files, and timesheets for the period 1997-2014. A detail inventory is available in MS Excel and PDF formats, and will be maintained permanently by Records Management as part of the documentation for the destruction case. There are 38 boxes currently stored in the Courthouse Records Center (CRC) and two boxes are stored at Underground Vaults and Storage in 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, Chief Financial Officer Lindsay Poe Rousseau, has determined they have no continuing administrative or fiscal value for operation of Finance. 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.

Due to privacy concerns and other possible restrictions the Records Manager recommends that these records be destroyed by shredding.

The resolution also would authorize the Chief Financial Officer 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 any of the series of records included in this disposal 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 \$106.40. Finance has identified funds available within 72004-110 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.