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Sedgwick County

525 North Main Street 3rd
Floor
Wichita, KS 67203

Legislation Text

File #: 18-293, **Version:** 1

A resolution to authorize destruction of COMCARE records (DISP 2018-293 COMCARE 2001-2012).

Recommended Action: Approve the resolution and direct the COMCARE 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 is in line with County Records Management Policy and will save offsite storage fees.

Records proposed for destruction total 121 boxes of COMCARE client records, accounts receivable records, employee personnel files convenience copy, and timesheets for the period 2001-2012. A detail inventory is available, and will be maintained permanently in hard copy, PDF and MS Excel digital formats by Records Management Services as part of the documentation for the destruction case. All boxes have been physically reviewed by COMCARE staff and 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 the costs to retain and make accessible. Custodian for the records proposed for destruction, COMCARE Director Joan Tammany, has determined they have no continuing administrative value for operation of COMCARE. 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 these records contain personal medical information of individuals, the Records Manager recommends that these records be destroyed by shredding.

The resolution also would authorize the COMCARE 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 will be \$338.80. Finance has identified funds available within 31001-202 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.