



Administration and Human Services
Standing Committee Meeting Agenda
Monday, August 23, 2021
Immediately upon adjournment of earlier committee

Location:

You are invited to a Zoom webinar.
When: Aug 23, 2021 05:00 PM Central Time (US and Canada)
Topic: PWS & AHS Standing Committee Meetings

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86407945756?pwd=NHVYL1ZweWozVjVvV1lLR0F5Q2djQT09>

Passcode: 528349

Or One tap mobile :

US: +16699009128,,86407945756# or +12532158782,,86407945756#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free)

Webinar ID: 864 0794 5756

International numbers available: <https://us02web.zoom.us/j/86407945756?pwd=NHVYL1ZweWozVjVvV1lLR0F5Q2djQT09>

<u>Name</u>	<u>Absent</u>
Commissioner Angela Markley, Chair	☐
Commissioner Melissa Bynum	☐
Commissioner Christian Ramirez	☐
Commissioner Mike Kane	☐
Commissioner Jane Philbrook	☐

- I. Call to Order/Roll Call**
- II. Revisions to August 23, 2021 Agenda**
- III. Approval of standing committee minutes from June 21, 2021**
- IV. Committee Agenda**

Item No. 1 - PRESENTATION: RECORDS MANAGEMENT POLICY

Synopsis: Presentation of the Records Management Policy, submitted by Brett A. Deichler, Interim Unified Government Clerk.

For information only.

Tracking #: 21975

Item No. 2 – UPDATE: COMMUNICATIONS

Synopsis: The first six-month check-in on the current state of communications, strategies for improving external and internal communications, and a proposed action plan going forward, submitted by Ashley Hand, Director of Strategic Communications.

For information only.

Tracking #: 21986

V. Public Agenda

VI. Adjourn

ADMINISTRATION AND HUMAN SERVICES

STANDING COMMITTEE MINUTES

Monday, June 21, 2021

The meeting of the Administration and Human Services Standing Committee was held on Monday, June 21, 2021 at 5:40 p.m., remotely via Zoom or by phone. The following members were present: Commissioner Markley, Chairman; Commissioners Philbrook, Ramirez, and Bynum. Commissioner Kane was absent. The following officials were also in attendance: Melissa Sieben, Emerick Cross, Bridgette Cobbins, and Alan Howze, Assistant County Administrators; Kathleen VonAchen, Chief Financial Officer; Misty Brown, Chief Counsel; Greg Talking Director of Neighborhood Resource Center; Lori Wilson, Business License Administrator; Terry Kimble and Monica Sparks, Clerk's Office.

Chairman Markley said before I call this meeting to order, I want to announce that due to COVID-19 some committee members, staff and public are attending remotely via Zoom as well as on site. All participants joining by phone should mute their phones when not speaking to avoid background noise.

During the meeting, please make sure you announce yourself by name and title every time you speak so the public that is observing knows who is speaking. This is critical given the number of remote participants and as current guidance from the Kansas Attorney General.

Due to COVID-19 requirements, in person public comment has been suspended unless otherwise required by law. The public is allowed to participate by Zoom or submit comments by email prior to the meeting, and those comments will be included in the record of the meeting.

Chairman Markley called the meeting to order.

Roll call was taken, and all members were present as shown above.

Chairman Markley said there are no revisions to tonight's agenda,

Approval of February 22 and March 22, 2021 Minutes. **Commissioner Bynum made a motion, seconded by Commissioner Ramirez to approve the minutes.** Roll call was taken and there were five “Ayes,” Philbrook, Ramirez, Bynum, Markley.

Committee Agenda:

Item No. 1 – 21873...COMMUNICATION: COIN-OPERATED AMUSEMENT LICENSE FEE

Synopsis: Consider reducing the coin-operated amusement license fee to \$25 annually per device, submitted by Rachel Miscek, Lori Wilson, and Greg Talkin, Neighborhood Resource Center. The current fee is \$75 per device.

Greg Talkin, Director of Neighborhood Resources, said I believe Lori Wilson is going to have the pleasure of providing this presentation.

Coin Operated Amusement License Fee

Proposing a reduction from \$75 to \$25 per device

Lori Wilson, Business License Administrator, said we are looking at reducing the coin operated amusement license fee for coin operating uses which would be video games, pool tables, pinball machines, amusements that you use a coin, a ticket, a token to play. We are proposing to reduce that from \$75 to \$25 per device.

June 21, 2021

Why?

- Due to COVID-19, the coin operated amusement license fees have been of concern for some businesses in our community. As we looked at our fee structure, we discovered that the Unified Government by far has the highest fee in the area.
- We issue 630 coin-operated amusement license per year but can fluctuate from year to year. Those businesses most affected by this fee are Dave and Buster's as well as the game rooms at Great Wolf Lodge and the bowling alley.

With COVID-19 coin-operated amusement fees have been a real key for businesses. Especially, some of the larger businesses that have multiple coin-operated licenses. In researching, for some of the businesses, we found that the Unified Government actually has some of the highest fees for that particular license. We did a survey of cities around the metro, and we do appear to have the highest. We issued, typically 630 coin-operated amusement licenses a year. It does change from year-to-year depending what businesses add additional machines or business take away machines or close.

The businesses that have the largest number of machines per location would be Dave & Buster's. They have somewhere around 230. The Great Wolfe Lodge has a large game room that has roughly 125. Then the bowling alley at 82nd & State Avenue also has a large game room.

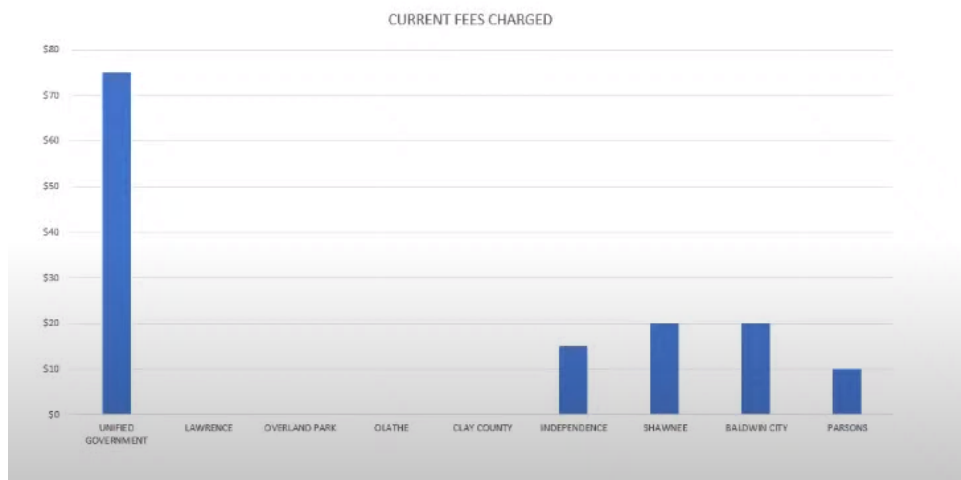
Recommendation

- With the struggles that we have been made aware of with some smaller businesses along with finding our fees are higher than those around us, we make the following recommendation:
- We are recommending to the County Administrator to reduce this license fee to \$25 annually per device.
- This would result in an approximate reduction of 66% with an approximate \$33,000 loss of annual revenue.

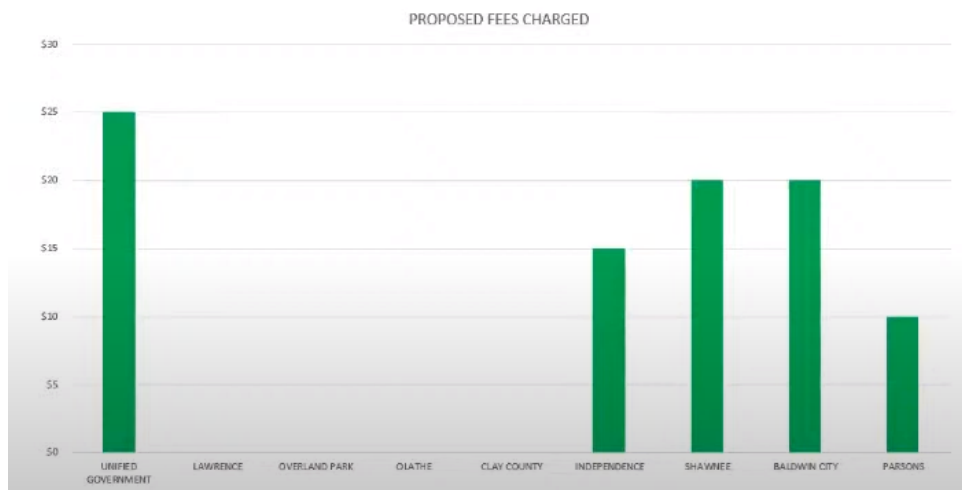
June 21, 2021

We also gotten calls from the smaller businesses that have individual 3 or 4 machines, grocery store, convenient stores. After finding that we have the highest fee or appear to have the highest fee in the area, we are recommending the County Administrator will reduce the fee to \$25 per machine and that is an annual based on an anniversary date as opposed to calendar year. They would expire at random dates throughout the year, dependent upon when they were issued.

It would be approximately 66% reduction and it would affect revenue by approximately \$33,000 annually.



Just a brief graph that I'm about to show. The fees that are charged across the metro.



June 21, 2021

If we change that fee ours will probably be more in line with municipalities in the area.

The fee itself, is the license fee, is actually charged mostly to cover the cost of processing that license fee as well, as the time and manpower that it takes for the Police Department to issue those licenses. That license fee is actually is essentially to pay for itself as opposed to the occupation taxes that we charge for other types of business. The reduction in what we're bringing in, but the fees that we pay really are to pay for the license itself. If you have any questions, I'm happy to answer those.

Chairman Markley said, I will note, the last two graphs, the scale is different. You may look at it and say, oh, is there that much of a difference, but the scale has been changed so, it is bringing us closer to in line with other jurisdictions. It is a lost revenue, which in turn from our perspective is a bad thing, but I think it's also a fairness issue for our business residents.

Commissioner Philbrook said, Lori, thank you so much and thank you for everybody else that's followed through on this because I stirred it up so to speak, because I had some complaints and evidently, rightfully so, you know, because if you're a little business and you have a few machines, there's a big different between \$25 and \$75 apiece, that's number one.

Number two, I do have a logistics question for you. I've never had to get a license for any of these. How would I go about getting a license for one of those if I wanted to put one in my business? **Ms. Wilson** said it's a brief application, a license application that we have businesses, they indicate the address for the business, who is applying for license, who actually owns the machine, and then we ask for the serial number and type of machine. The reason we fill in with the type of machine is some machines are easier to bet on or unwanted activity.

Commissioner Philbrook said but they apply to whom? **Ms. Wilson** said the Business License Division. **Commissioner Philbrook** said to the regular Business License? **Ms. Wilson** said yes. **Commissioner Philbrook** said I did ask because I heard you say that the police were the ones that were the ones that were announcing it. **Ms. Wilson** said yes. We send those to PD actually for approval. Once we receive the applications and then if PD approves those then we do issue them out of our office. **Commissioner Philbrook** said so, if the Commission, well, so it's not the Commission that decides this is our Administrator, right. That makes the decision. It'll go into effect whenever he says so, I guess. **Ms. Wilson** said correct. **Commissioner Philbrook** said

June 21, 2021

I'm like going, we don't have to vote do we? Other than say he, we support this, or we don't but anyway. Thanks Lori. Thanks so much for coming forward with this. I appreciate it.

Kathleen VonAchen, Chief Financial Officer, said the Administrator is in support of ensuring that all our fees are in line with our neighboring community. Of course, you know this is a good step in that direction but conversely though, and I don't mean to be the bad guy here but as a CFO, I just want to point out that there are a myriad of other fees which are being charged that are charged at a fraction of the cost that other neighboring communities charge. So, you know conversely you know there's—we got to look at both sides of the coin and so when we come back and look and discuss potential adjustments to them just keep that in mind okay. We want to recover our costs.

Commissioner Ramirez said thank you, Lori for doing this. If you know we're losing so we're losing revenue from it, but you know like as Commissioner Markley said you know it's fairness and it's making it for our small business owners who have those few machines that they reside in their business. You know we know, that I know, in my district we have some of those who have unwanted behavior but, you know take the, we'll deal with those as they come, but you know thank you for all that you do for the community, and Greg Talkin thank you for all that you do for the community and so it's good to see that we're bringing some fairness to our small business owners after everything they have gone through all last year, so thank you.

Commissioner Bynum said just a quick point to what Kathleen's point she is making, and I do appreciate that. I do think it's important, maybe for our community to understand that in a variety of other places within our government where we charge a few that those might be lower. This specific item, I think, speaks to a small amount of businesses, and they are primarily small businesses and I think it's fair to have a good look at this reduction. I support the reduction.

Again, same point others have made with respect to COVID and things that our small businesses have been through, but to me this is a fairness issue and it's primarily impacting small business so just want to reiterate support for the adjustment downward on this particular fee that we charge. Thank you.

June 21, 2021

Chairman Markley asked any comments or questions. Staff, I'm a little confused the agenda doesn't say that this as a action item as we just discussed. I'm not sure it needs to be an action item, but my guide says that it needs a vote. So, do I need a vote or not? No, Melissa Sieben is say no vote required. This is for information only. In that case, if we did not receive any comments from the public on this item. Ms. Godsil said we did not receive any comments. Thank you. Then it sounds like we have support of the standing committee to move forward with that item. A motion is snot requ9ired and that is our only item on tonight's agenda. So, thank you all for your attendance, for your presentation staff, and for your presence tonight ad that will conclude our meeting.

Action: Information only.

Adjourn

Chairman Markley adjourned the meeting at 6:04 p.m.

tk

June 21, 2021



Staff Request for Commission Action

Tracking No. 21975

Full Commission Meeting Date:

Committee: Administration & Human Services

Date of Standing Committee Action: 8/23/2021

(If none, please explain):

Publication Required: No

<u>Date:</u> 8/2/2021	<u>Contact Name:</u> Brett Deichler	<u>Contact Phone:</u> x8103	<u>Contact Email:</u> bdeichler@wycokck.org	<u>Department/Division:</u> UG Clerk
<u>Item Description:</u> Presentation and discussion regarding Records Management Policy for Unified Government, submitted by Brett A. Deichler, Interim Unified Government Clerk.				
<u>Action Requested:</u> For Information Only				
<u>Budget Impact: (if applicable)</u> Amount: Source: Included In Budget: Other (explain):				
<u>Attachments List:</u> Resolution R-64-02, Records Management Policy Highlights, Records Management Policy draft 6.4.21, Standing Committee presentation 8.23.2021				

File

RESOLUTION NO. B-164-02

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE
COUNTY/KANSAS CITY, KANSAS:**

1. That the County Administrator is hereby directed to adopt and maintain a Records Management Policy, which policy adheres to the retention requirements mandated by state and federal statutes and regulations; adheres to the minimum retention periods for county records set forth in schedules approved by the State Records Board pursuant to K.S.A. 45-404 and amendments thereto; and gives consideration to the State Records Board's recommended retention periods for city records.

2. That the authority to dispose of records in accordance with the standards set out in the Records Management Policy and the requirements of state and federal law is hereby delegated to the County Administrator or his designated representative.

**ADOPTED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED
GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS,**

THIS 1st DAY OF August, 2002.

Tom G. Roberts
Unified Government Clerk

Records Management Policy Overview

I. Introduction

- UG records are information assets that are created and received in doing the government's business; Departments are the custodians of the records they create and receive
- The Kansas Government Records Preservation Act specifies need to preserve government records and the need to cooperate with State Archivist to retain and dispose of records

II. Mission/Purpose of Records Management Program

- Assist departments in managing UG records throughout their life cycle and to meet the needs of the citizens, policy makers, and management

III. Functions of the Records Management Program

- Legal responsibility to develop, implement policies and procedures to preserve and dispose of public records in a systematic manner
- Retain records if they have a legal, fiscal, or archival value and promptly dispose of records that have met statutory requirement for disposal
- Enhance citizen access to public records and preserve records that document the historical heritage of the government and safeguard vital records, including creation of an archive repository
- Provide a cost-effective method for efficient record keeping
- Ensure public records are accessible and available as a resource to support policy making, diverse research and informed discussion of public issues

IV. Definitions

- Detailed explanation of key words and phrases used throughout the policy

V. Administrative Responsibilities & Program Management

- Specifies duties of the Records Manager, including training and advisory role in applying technology
- Establishes an Advisory Committee appointed by Administrator to assist in implementation of programs
- Department Head designates Records Coordinator

VI. Retention of Records

- Records Manager to determine retention schedule consistent with State schedules and in consultation with departments and Legal Department
- Records Manager to work with State Board to clarify schedules and petition for exceptions when necessary
- Establishes authority of Municipal Court to create and maintain unique records retention schedule

VII. Storage

- Outlines when and how records will be stored and maintained
- Defines security protocols

VIII. Disposition of Records

- Procedure to dispose of records, including exceptions to destruction

IX. Disposition of "Non-Records"

- Definition of non-records and proper destruction of non-records

Unified Government Records Management Policy

I. Introduction

All Unified Government records belong to the citizens served by the Unified Government of Wyandotte County/Kansas City, Kansas. Unified Government divisions/departments are the custodians of records they create or receive in doing the public's business. Unified Government records are information assets and must be accessible to the full extent required by law to all citizens for the conduct of public and private business, and for citizens to use in monitoring the performance of the Unified Government (K.S.A. 45-403(a)).

The Kansas Government Records Preservation Act charges "state and local government records with enduring value should be stored in conditions which are not adverse to their permanent preservation and should be properly arranged so that appropriate public access to such records is possible. Disposition of noncurrent records which do not merit preservation will promote economy and efficiency in the day-to-day activities of government. Cooperation among agencies at all levels of government is necessary in order to achieve proper preservation of records with enduring value." (K.S.A. 45-401).

In addition, local agencies are directed to cooperate with the State Archivist pursuant to KSA 45-409:

Each local agency shall:

- (a) Give careful consideration to the recommended retention and disposition schedules prepared by the state archivist when considering the disposition of government records and comply with all statutes governing the disposition of government records.
- (b) Cooperate with efforts by the state archivist or representatives of the state archivist to inspect government records and the conditions in which they are stored, to prepare comprehensive inventories of government records, to microfilm noncurrent government records with enduring value and to improve the arrangement, storage and physical condition of noncurrent government records with enduring value in accordance with appropriate archival techniques. Local agencies shall not be required to provide funds or staff time for these purposes, but they shall give careful consideration to requests and recommendations made by the state archivist.

II. Mission/Purpose of the Records Management Program

The purpose of the Records Management program is to assist divisions/departments in effectively and efficiently managing Unified Government records throughout their life cycle, from creation to ultimate destruction or archival retention, and to meet the

diverse needs of citizens, policy makers, management and administrative users for access, preservation, and disposal.

III. Functions of the Records Management Program

Records Management (RM) will have the following set of interrelated functions:

- A. **Legal Responsibility** – Develop and implement policy, procedures, and programs to meet the Unified Government’s responsibility under State law to retain, preserve and dispose of public records in a systematic, business-like manner.
- B. **Retain and Dispose** – By means of policy, procedures, inventories, retention schedules and training, retain records as long as they represent administrative, legal, fiscal or enduring archival value, and promptly dispose of those records that no longer have value.
- C. **Public Access** – Enhance citizens’ access to public records, with particular attention to preserving those records that document the historical heritage of Wyandotte County and Kansas City, Kansas.
- D. **Cost Effectiveness** – Make record keeping more efficient, less costly, and more effective as a tool for providing quality services to citizens by means of policy, implementing procedures, training for employees, assistance to and partnering with departments, and cooperation with State and community agencies.
- E. **Vital Records** – Safeguard the Unified Government’s vital records, those that are essential to maintain rights and essential legal and fiscal interests, for both the Unified Government and its citizens.
- F. **Records as a Resource** – Make the Unified Government’s public records more accessible, more useful, and more frequently used as a resource to support policy making, diverse research, and informed discussion of public issues.

IV. Definitions

- A. A “record” means recorded information, regardless of medium or characteristics, created in the course of business, received for action or needed to document activities.
- B. A “records series” means a group of similar or related records that are normally used and filed as a unit and can be evaluated as a unit for determining the records retention period.

- C. The “retention period” means the time the records must be kept satisfying legal and/or organizational requirements.
- D. “Government records” means all volumes, documents, reports, maps, drawings, charts, indexes, plans, memoranda, sound recordings, microfilms, photographic records and other data, information and documentary material, regardless of physical form or characteristics, storage media or condition of use, made or received by the Unified Government or in connection in pursuance of law or in connection with the transaction of official business or bearing upon the official activities and functions of the Unified Government. (K.S.A. 45-402(d)).
- E. “Non-records” includes, but is not necessarily limited to, published material acquired and preserved solely for reference purposes, extra copies of documents preserved only for convenience of reference and stocks of publications, blank forms, and duplicated documents. (K.S.A. 45-402(d)).
- F. A “records center” means a centralized, lower-cost area for housing and servicing inactive or semi-active records whose reference rate does not warrant their retention in the main department/division area.
- G. “Records management or RM” means the systematic control of all records from their creation, or receipt, through their processing, distribution, organization, storage, and destruction.

V. **Administrative Responsibilities & Program Management**

- A. **Records Manager** - The Records Manager will be responsible for overall planning, development, and administration of the Records Management Program. The program will be organizationally located in the Office of the Unified Government Clerk, or elsewhere as directed by the County Administrator or his designated representative, as a central function to serve all divisions/departments.
 - 1. Liaison with State – The Records Manager will serve as liaison with the Kansas State Historical Society (KSHS), the agency directed to implement the Kansas Government Records Preservation Act. (K.S.A. 45-401 *et seq.*)
 - 2. Establish standards, procedures and guidelines – The Records Manager will establish such standards, procedures, and guidelines as are necessary to implement this policy, including creating and maintaining a Unified Government Archive to preserve the historical heritage of Wyandotte County and Kansas City, Kansas.
 - 3. Advise departments in applying technology – The Records Manager will advise departments in projects that apply

technology to managing records, to ensure that systems will meet Unified Government access needs throughout the full retention period and meet legal requirements. The Records Manager will assist staff in reviewing requests to acquire film/digital imaging systems and services.

4. Training – The Records Manager will train Records Coordinators and other Unified Government employees who create, use, and manage records in this policy, in any related policies, implementing procedures, standards and guidelines, and in records management methods and practices.

- B. Records Management Advisory Committee** - The Records Management Advisory Committee will be comprised of representatives of the County Administrator's Office (or designee), Records Manager, Unified Government's Legal Department, Technology Department, and Purchasing Department to assist in planning and developing the Records Management program, setting goals and objectives, and otherwise assisting the Records Manager in implementing the program. These members will be appointed by the County Administrator. Meetings will be conducted annually, unless otherwise agreed upon by the members.
- C. Records Coordinators** – Every department head will appoint at least one records coordinator, who will assist the Records Manager in achieving the RM program's objectives. Each Records Coordinator will be primarily responsible for conducting records surveys, inventories, and other records management tasks at the divisional/departmental level, with the assistance of the Records Manager.

VI. Retention of Records

The Records Manager will determine retention periods for records series, consistent with State retention schedules and in consultation with custodial division/departments, the Unified Government Legal Department and any other division/department(s) affected.

- A.** Until such time as the Unified Government adopts its own retention schedules and obtains approval from the State Records Board, the Records Manager will apply State retention and disposition schedules prepared by the KSHS to implement the Government Records Preservation Act (K.S.A. 45-406(d)), which are mandatory for counties (K.S.A. 45-404(b)).
- B.** The Records Manager will consult with the State (KSHS) to clarify definitions of records series and retention periods, as necessary.
- C.** In any case in which a retention period requirement for a records series is inconsistent with State retention schedules, a petition for exception to the State Records Board shall be submitted by the Records Manager.

- D.** The Kansas State Records Board and Kansas Historical Society have oversight over state and county records; oversight of records management for district courts is dictated through Supreme Court Rule 108. While the county “general schedule” and “Rule 108” can be used in an advisory way, a municipality is permitted to develop their own records retention and disposition schedule. As such, the Unified Government of Wyandotte County/Kansas City, Kansas, has created a retention schedule for the Municipal Court that takes into consideration best practices and industry standards.

VII. Storage of Inactive Records

Inactive records series, those accessed once per month or less often on the average, should be stored outside of administrative offices, at lower-cost commercial, divisional/departmental or shared Unified Government records storage facilities, whenever economical.

- A.** All off-site storage facilities must provide adequate physical security and meet appropriate environmental standards for the media involved.
- B.** The Records Manager will establish standards and procedures for the storage of inactive records, including boxes, labeling, storage logs and records management software.
- C.** Records storage facilities will store records and RM-related materials exclusively. They will not be used to store office supplies, surplus equipment or other materials not related to the management of Unified Government records.
- D.** All costs for storage of and access to inactive records at off-site commercial storage sites will be borne by custodial divisions/departments.
- E.** The Records Manager will plan, develop, and manage any Unified Government records center(s) which may be implemented to store inactive records and to provide other RM services.
- F.** Inactive records stored in a commercial site or at a Unified Government records center will remain in the legal custody of the originating division/department.
- G.** The custodial division/department will be responsible for authorizing access to inactive records stored at commercial sites. RM will refer all requests to access records not originating from a department/division to the custodial department/division for authority to access, except for requests made by the County Administrator’s Office or Legal Department.

VIII. Disposition of Records

To minimize costs to the public and to reduce the potential for legal liability, it will be standard Unified Government practice to proceed to dispose of records as soon as they have reached the minimum retention period set in applicable retention schedules.

- A.** The Records Manager will advise and assist division/departments in developing records disposal procedures and in all disposals of eligible records.
- B.** The Records Manager will submit a request to dispose of records to the respective department or division when the retention period requirement has been satisfied. The Records Manager will analyze; obtain reviews of legal, fiscal, and archival values, and present findings and recommendations to the department/divisions, who will in turn authorize approval of the destruction. A copy of the destruction authorization will be presented to the Unified Government Clerk for final approval before destruction is completed.
- C.** No record that is potential evidence in litigation, administrative or regulatory proceedings, or that is needed for performance of a prospective financial audit will be disposed, even if the established retention period has been satisfied.
- D.** Disposition of records may be by destruction, by conveying to an archival institution as provided by law (K.S.A. 45-404(d)), or by transfer to the control of RM for archival retention.
- E.** The Records Manager will maintain a permanent record of all records disposed of that were in the control of RM.

IX. Disposition of “Non-Records”

Only the “copy of record” should be retained for the full retention period. Duplicate, “use” or convenience copies of a record should be destroyed as soon as their current administrative purpose has been served, which in all cases should be less than that of the copy of record. No duplicate copies of any record shall be retained, in any form by any department and by any employee, past the approved retention period.

- A.** The Records Manager will assist departments in determining whether documents are duplicates, subsets of “copies of record,” interim drafts which have been superseded, or are otherwise “non-records,” which may be disposed without application of the formal disposal process, and which are “government records,”
- B.** Non-record duplicates containing confidential information should be definitively destroyed in the same manner as the copy of record, and such destruction should be documented by the Records Manager and

documentation provided to the division/department and the Unified Government Clerk.

- C.** Informal notes, drafts and other routine working papers of employees are non-records and should be disposed as soon as their current administrative purpose has been served.
- D.** An employee's personal and private materials neither made nor received in connection with the transaction of Unified Government business are non-records, even if physically located at an employee's workstation on Unified Government premises.

DRAFT

RECORDS CENTER

An Informational Update

Brett A. Deichler
Interim Unified Government Clerk, Official Records Custodian
and Freedom of Information Officer

Jeff Conway
Legal Counsel

Monica L. Sparks
Mailroom Services/Records Manager



August 23, 2021

Public Health
Department

Where is the
Records Center?

Off-Site
Warehouse



2021 Inventory



16,162

BOXES

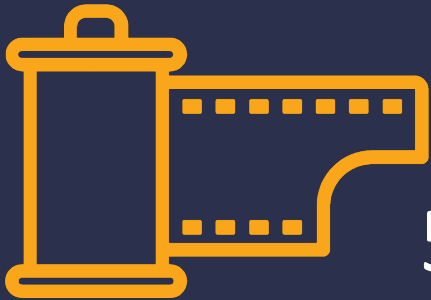
↓ 19,059 (2019)



610

MAPS

↑ 580 (2019)



592

MICROFILM

↑ 150 (2019)



587

OVERSIZED
RECORD BOOKS

↑ 300 (2019)



134

INVENTORY BOOKS

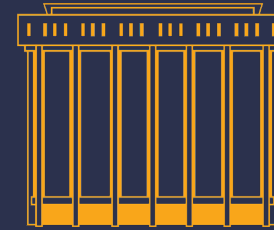
= 134 (2019)

Policy and Governance

- Established August 2002 (R-64-02)
- Create an Advisory Committee and Records Coordinators
- Serve an advisory role in digital records management and software



Sample Retention Policies



AGENDA PACKETS
5 Years (Permanent)



BANK FILES
3 Fiscal Years



UNDERGROUND STORAGE TANK
INSPECTIONS
5 Calendar Years



VOTER RECORDS
ABSTRACT
20 Calendar Years

Current Workflow

The future of records management is more automation and better technology.



Department Submits Records for Storage



Audit Inventory Sheet
Verify Content & Date
Assign Box Number



Store Physical Records
File Inventory Sheets



Retrieve Records, As Requested



Identify Records for Destruction
Prepare Notice to Department



Process Records for Disposal

Other Services



Mail & Parcels

118,500 Incoming Mail Pieces
13,596 Parcels



Shredding

992 Confidential Boxes
510 Non-Confidential Boxes



Degaussing

Hard Drives
Video

New Equipment

- Recent investments in new equipment by Clerk
- Ensures we are protecting critical information through proper disposal of records



SHREDDER



DEGAUSSER

8/23/21.....

- 32,000 Hours to Complete Audit of Current Inventory
- Legal Risk- Lack of Statutory Compliance
- 1 FTE; 2 Locations
- Retention and Destruction Backlog; Inconsistent Retention

NO
CHANGES

16
years

CURRENT
INVENTORY ONLY

How Can We Progress

- Add 2 FTE
- Equipment and Training
- Current Backlog

5-7
years

PROGRAM REQUIREMENTS

- Reduce Legal Risk; Statutory Compliance
- Consistent Retention
- Efficient Building and Resource Management
- Daily Compliance

Dynamic Inventory... Future Influx

Preservation Costs
Inventory Cycles

RECORDS CENTER

Questions? Thank you!

Brett A. Deichler
Interim Unified Government Clerk, Official Records Custodian
and Freedom of Information Officer

Jeff Conway
Legal Counsel

Monica L. Sparks
Mailroom Services/Records Manager



August 23, 2021



Staff Request for Commission Action

Tracking No. 21986

Full Commission Meeting Date: N/A

Committee: Administration & Human Services

Date of Standing Committee Action: 8/23/21

(If none, please explain):

Publication Required: No

<u>Date:</u> 8/11/2021	<u>Contact Name:</u> Ashley Hand	<u>Contact Phone:</u>	<u>Contact Email:</u>	<u>Department/Division:</u> UG Clerk
<u>Item Description:</u> This will be the first six-month check-in with the new Director of Strategic Communications to the Standing Committee, providing an assessment of the current state of communications, strategies for improving external and internal communications, and a proposed action plan moving forward. The emphasis on inclusive community engagement, proactive media relations, and improved employee communications are three primary areas of focus for the proposed action plan, submitted by Ashley Hand, Director of Strategic Communications.				
<u>Action Requested:</u> For information only.				
<u>Budget Impact: (if applicable)</u> Amount: Source: Included In Budget: Other (explain):				
<u>Attachments List:</u>				