



## Legislation Details (With Text)

**File #:** 23-0256 **Version:** 1 **Name:**  
**Type:** Asset Management **Status:** Passed  
**File created:** 12/29/2022 **In control:** Commissioners Court  
**On agenda:** 1/10/2023 **Final action:** 1/10/2023  
**Title:** Request for approval to destroy certain records of the Institute of Forensic Sciences, Constable of Precinct 5, Constable of Precinct 8, and the Juvenile Probation Department that have met the retention period specified in the Harris County Records Control Schedule adopted December 14, 2021.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 23-0256 Auth to Destroy Records, IFS, PCT5, PCT8, JPD

Date	Ver.	Action By	Action	Result
1/10/2023	1	Commissioners Court		

**Department:** Universal Services

**Department Head/Elected Official:** MG Richard J. Noriega (Ret) Executive Director

**Regular or Supplemental RCA:** Regular RCA

**Type of Request:** Asset Management

**Project ID (if applicable):** N/A

**Vendor/Entity Legal Name (if applicable):** N/A

**MWDBE Contracted Goal (if applicable):** N/A

**MWDBE Current Participation (if applicable):** N/A

**Justification for 0% MWDBE Participation Goal:** N/A - Goal not applicable to request

### Request Summary (Agenda Caption):

Request for approval to destroy certain records of the Institute of Forensic Sciences, Constable of Precinct 5, Constable of Precinct 8, and the Juvenile Probation Department that have met the retention period specified in the Harris County Records Control Schedule adopted December 14, 2021.

### Background and Discussion:

The Harris County Records and Information Plan adopted December 14, 2021 specifies the formal destruction process which includes reviews by the Department Head, the Records Management Officer, the Records Management Committee (representatives for the County Attorney, District Attorney, and County Auditor) finalized by affirmative authorization of Commissioners Court.

Request by Universal Services for authorization to destroy records for the following:

Luis A. Sanchez, M.D., Institute of Forensic Sciences  
Ted Heap, Constable Precinct 5  
Phil Sandlin, Constable Precinct 8  
Henry Gonzalez, Juvenile Probation Department

**Expected Impact:**

Ensures the satisfaction of legal obligations, regulatory requirements, and improve operational storage needs for Universal Services and the County-wide Records Program. Currently, the Records Management Center is at 73% capacity. Upon the destruction of these records, the Records Management Center will be at 72% capacity.

**Alternative Options:** N/A

**Alignment with Goal(s):**

- ☐ Justice and Safety
- ☐ Economic Opportunity
- ☐ Housing
- ☐ Public Health
- ☐ Transportation
- ☐ Flooding
- ☐ Environment
- ☒ Governance and Customer Service

**Prior Court Action (if any):**

Date	Agenda Item #	Action Taken

**Location:**

Address (if applicable):

Precinct(s): Countywide

Fiscal and Personnel Summary			
Service Name			
	FY 23	FY 24	Next 3 FYs
Incremental Expenditures (do <b>NOT</b> write values in thousands or millions)			
Labor Expenditures	\$	\$	\$
Non-Labor Expenditures	\$	\$	\$
<b>Total Incremental Expenditures</b>	\$	\$	\$
Funding Sources (do <b>NOT</b> write values in thousands or millions)			
Existing Budget			
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$

Total Current Budget	\$	\$	\$
Additional Budget Requested			
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Total Additional Budget Requested	\$	\$	\$
<b>Total Funding Sources</b>	\$	\$	\$
<b>Personnel</b> (Fill out section only if requesting new PCNs)			
Current Position Count for Service	-	-	-
Additional Positions Requested	-	-	-
<b>Total Personnel</b>	-	-	-

**Anticipated Court Date:** January 10, 2023

**Anticipated Implementation Date (if different from Court date):**

**Emergency/Disaster Recovery Note:** Not an emergency, disaster, or COVID-19 related item

**Contact(s) name,title, department:** Jeremy Brown, Director of Regulatory and Records Compliance

**Attachments (if applicable):**

Attached signoff by the Department Head, Records Management Officer, Records Management Committee, and a list of records to be destroyed.