



Legislation Text

File #: 21-1876, Version: 1

To: Harris County Commissioners Court

Through: MG Richard J. Noriega (Ret), Interim Executive Directors & CIO

Prepared By: Jeremy Brown, Manager Legislative & Records Management, Universal Services

Subject: Authorization to Destroy Records for the Riverside Hospital

Project ID (If applicable):

Purpose and Request:

Request for authorization to destroy certain records from Riverside Hospital that have been damaged by mold in accordance with the records control schedule.

Background and Discussion:

The Harris County Records and Information Plan adopted December 10, 2019 specifies the formal destruction process which includes review by the Department Head and 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.

In accordance with the Harris County Records and Information Management Plan, adopted by Commissioners Court on December 17, 2019, Section II.A13, *the County Records Management Officer shall Act as the Records Custodian for those Records for which the office of origin cannot be determined, Records of defunct offices unless the Records have been transferred to the custody of another County office, Records that the County acquires coincidental to the acquisition of property unless those Records are required by a County department to maintain or administer the asset, and for existing offices for programs no longer overseen by the department head if the department head transfers them to the Records Management Officer.*

Fiscal Impact:

There is no cost to the county for this action

Fiscal Summary			
Expenditures	FY 20-21	FY 21-22 Projected	Future Years Projected [3 additional years]
Service Impacted: <i>[Please identify the division where expenditures will be incurred]</i>	N/A	N/A	N/A
Existing Budget	N/A	N/A	N/A
Additional Appropriation Requested	N/A	N/A	N/A
Total Expenditures	N/A	N/A	N/A
Funding Sources	N/A	N/A	N/A
Existing Department Budget	N/A	N/A	N/A
Please Identify Funding Sources (Special Revenue, Grant, etc.)	N/A	N/A	N/A
[INSERT FUNDING SOURCES]	N/A	N/A	N/A

Total Sources	N/A	N/A	N/A
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Alternatives: None

Alignment with Strategic Objective:

Improve Governance - Supporting our customers in maintaining compliance with applicable laws through the proper management and destruction of county records.

Attachments:

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