



## Legislation Text

---

**File #:** 21-5464, **Version:** 1

---

**Department:** Universal Services

**Department Head/Elected Official:**

MG Richard J. Noriega (Ret) Executive Director & CIO

**Regular or Supplemental RCA: Regular RCA**

**Type of Request:** Asset Management

**Project ID (if applicable):**

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

**MWDBE Participation (if applicable):**

**Request Summary (Agenda Caption):**

Request for approval to destroy certain records of Public Health Services and the Sheriff's Office that have met the retention period specified in the Harris County Records Control Schedule adopted December 10, 2019.

**Background and Discussion:**

The Harris County Records and Information Plan adopted December 10, 2019 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.

**Expected Impact:**

Ensures the satisfaction of legal obligations, regulatory requirements, and improve operational storage needs for Universal Services and the County-wide Records Program.

**Alternative Options:**

**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): Choose an item.

<b>Fiscal and Personnel Summary</b>				
Service Name		FY 21-22	Estimates	
			FY 22	Next 3 FYs
<b>Incremental Expenditures</b>				
Labor Expenditures		N/A	N/A	N/A
NonN/ALabor Expenditures		N/A	N/A	N/A
<b>Total Incremental Expenditures</b>		<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>Funding Sources</b> (General Fund, PIC Fund, Debt or CP, Grants, or Other - Please Specify)				
Existing Budget	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A
Total Current Budget		N/A	N/A	N/A
Additional Budget Requested	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A
Total Additional Budget Requested		N/A	N/A	N/A
<b>Total Funding Sources</b>		<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>Personnel</b> (Fill out section only if requesting new PCNs)				
Current Position Count for Service		N/A	N/A	N/A
Additional Positions Requested		N/A	N/A	N/A
<b>Total Personnel</b>		<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

**Anticipated Implementation Date:** October 12<sup>th</sup> 2021**Emergency/Disaster Recovery Note:** Not an emergency, disaster, or COVID-19 related item**Contact(s) name, title, department:**

Jeremy Brown, Manager Legislative &amp; Records Management

**Attachments (if applicable):**

Attached signoff by the Department Head, Records Management Officer, Records Management

Committee, and a list of records to be destroyed.