



Legislation Text

File #: 23-0256, **Version:** 1

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 NOT write values in thousands or millions)			
Labor Expenditures	\$	\$	\$
Non-Labor Expenditures	\$	\$	\$
Total Incremental Expenditures	\$	\$	\$
Funding Sources (do NOT 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	\$	\$	\$
Total Funding Sources	\$	\$	\$
Personnel (Fill out section only if requesting new PCNs)			
Current Position Count for Service	-	-	-

Additional Positions Requested	-	-	-
Total Personnel	-	-	-

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.