

KITTITAS COUNTY
Board of County Commissioners

AGENDA STAFF REPORT

AGENDA DATE: April 15, 2015

ACTION REQUESTED: Acknowledge County Auditor's signature on Service Level Agreement and Statement of Work #1 with the Office of Secretary of State, Archives & Records Management Division for document preparation and imaging services.

BACKGROUND: This is the renewal of the agreement with the Office of Secretary of State, Archives & Records Management Division for imaging services to create a preserve documents recorded with the County Auditor.

INTERACTION: The Prosecutors office has reviewed this agreement and statement of work with no suggested revisions to the document.

RECOMMENDATION: Acknowledge County Auditor's signature on Service Level Agreement and Statement of Work #1 with the Office of Secretary of State, Archives & Records Management Division for document preparation and imaging services.

HANDLING: Original – Clerk of the Board
Copy – Auditor

ATTACHMENTS: Service Level Agreement with the Office of Secretary of State
Statement of Work #1

LEAD STAFF: Jerry Pettit, County Auditor

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