

**KITTITAS COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA STAFF REPORT**

AGENDA DATE: August 19, 2014

ACTION REQUESTED: Request to Approve an Agreement between Kittitas County & State of Washington, Office of the Secretary of State, Archives & Records Management Division

BACKGROUND: The Board of County Commissioners office has the minutes, Resolutions and Ordinances from 2003 and 2004 ready for microfilming and to be indexed in accordance with Digital Archives Standards.

INTERACTION: Brandi Greene, Records Clerk has worked with the State Archives & Records Management Division, for an agreement to provide microfilming services as well as to provide a microfilm roll to be placed in the Auditor's office. Neil Caulkins, Deputy Prosecutor has reviewed and approved the Agreement and Statement of Work. Judy Pless, Budget & Finance Manager has also verified that the funding is available from the Commissioners Historical Document Archiving Fund.

RECOMMENDATION: Approve and authorize the Chair to sign a Service Level Agreement for Document Preparation and Imaging Services & Statement of Work.

HANDLING: 2 originals to State for signature.
State to return 1 fully executed original to Clerk of the Board. Upon receipt BOCC Staff to forward to Judy Pless, Budget & Finance Manager.

ATTACHMENTS: Service Level Agreement & Statement of Work.

LEAD STAFF: Julie Kjorsvik, Clerk of the Board
Brandi Greene, Records Clerk