

Kittitas County Information Services

Agenda Staff Report

AGENDA DATE:

5/18/2010

ACTION REQUESTED:

Approve resolution adopting Kittitas County Records Management Policy with effective date 1 January 2011

BACKGROUND:

The Board of County Commissioners passed Resolution 2010-14 adopting the Kittitas County Records Management Policy which gave an effective date of June 1st, 2010, for the Records Management Policy to allow time for the drafting of accompanying procedures, but due to the complexity of the subject, the Records Management Workgroup recommends the Board of County Commissioners allow another six months for the procedures to be developed prior to the policy becoming effective.

INTERACTION:

The Records Management Workgroup has recommended this extension for the effective date of the policy. Prosecutor, Management Team, and representatives of the Secretary of State Central Archives branch have assisted in developing and recommend adoption of the policy.

RECOMMENDATION:

That the Kittitas County Board of Commissioners adopt this resolution that extends the effective date of the Records Management Policy that is attached as part of Exhibit A to that of January 1st, 2011.

HANDLING:

Return copy of resolution to IS department head.

LEAD STAFF:

Duke Senter