

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

AGENDA DATE: March 7, 2017

ACTION REQUESTED: Approve and authorize the Chair's signature on a Statement of Work No. 1 and Service Level Agreement No. 818K-1402 between the Kittitas County Commissioners and the State of Washington, Office of the Secretary of State, Archives & Records Management Division.

BACKGROUND: According to the Local Government Common Records Retention Schedule (GS50-05A-16) the Kittitas County Board of Commissioners Ordinances and Resolutions must be retained until no longer needed for agency business and then transferred to the Washington State Archives for permanent retention (microfilm). Commissioner meeting minutes are to be retained for 6 years after the end of the calendar year and then transferred to the State archives for permanent retention (microfilm). The Records Clerk has scanned in all of the Minutes, Resolutions and Ordinances from 2005 – 2008 and converted them to TIF files. They are now ready to be sent electronically to the State Archives where they will be microfilmed for permanent retention. They will also be available to view electronically on the State website as well as the County website. The original documents will be transferred to the Central Washington Archives.

INTERACTION: Deputy Prosecutor Neil Caulkins has reviewed and approved the Statement of Work No. 1 and Service Level Agreement for Document Preparation and Imaging Services. Judy Pless, Budget & Finance Manager has also reviewed and approved the budget amount to be taken out of the Historical Document Fund.

RECOMMENDATION: Approve and authorize Chair's signature on the Statement of Work No. 1 and Service Level Agreement No. 818K-1402 between the Kittitas County Commissioners and the State of Washington, Office of the Secretary of State, Archives & Records Management Division.

HANDLING: BOCC Staff to send originals to State for signature. State to return 1 fully executed original to Clerk of the Board.

ATTACHMENTS: Statement of Work No. 1 Service Level Agreement No. 818K-1402 & Service Level Agreement for Document Preparation and Imaging Services

LEAD STAFF: Julie Kjorsvik, Clerk of the Board

