

Bylaws of the Kittitas County Records Management Committee

Approved by the Records Management Committee on February 12, 2015

Adopted by the Board of County Commissioners on March 3, 2015

The Records Management Committee is an advisory committee to the Board of County Commissioners. It was created by the BOCC (February 13, 2013).

1 Purpose

The Records Management Committee (RMC) serves the Board of County Commissioners by providing the following functions:

- 1) Develop and recommend to the BOCC policy and procedures for county employees for the lifecycle of public records including creation, receipt, retention, management, disclosure, and disposition
- 2) Steward the use of Laserfiche
- 3) Steward the use of the DaRT program on CAMAS
- 4) The State Archives Central Branch will advise as needed
- 5) Meet as needed with an agenda set by the members and report to BOCC quarterly
- 6) Organize sub-committees as necessary

2 Membership

The RMC membership shall consist of one representative from each county department and office, as appointed by its Department Head/Elected Official. From the membership, one chair and vice-chair will be elected by the RMC.

The BOCC requires Department Heads or designee to attend the Records Management Committee meetings and strongly encourages Elected Officials to do the same. (Memo from Chairman Berndt dated February 3, 2015)

3 Duties of the chair and vice chair

The chair or vice chair shall preside at all meetings.

The chair or vice chair shall have the authority to call a special meeting.

The chair or vice chair shall make reports and recommendations to the Management Team and/or Board of County Commissioners. It shall be at the discretion of the chair or vice chair to have other members, or outside sources, make recommendations and/or reports to the Management Team and/or Board of County Commissioners.

4 Meetings

The RMC shall hold one regular meeting per month, during working hours, and may schedule additional special meetings as determined necessary by the committee chair or Board of County Commissioners. The RMC shall determine the date, hour and place of all meetings. Except by unanimous vote of the present RMC members, no meeting shall be prolonged over an hour and no other subject except records management related issues shall be discussed at the meetings.

All county employees are welcome to attend the meetings.

4.1 Quorum

Seven (7) members, including the chair or vice chair, are required to form a quorum.

4.2 Voting

Any action that needs the vote of the RMC at a regular or special meeting shall require a quorum. A simple majority of the voting members present is required for the vote to pass. Each member shall have one vote.

4.3 Meeting Records

An appointee shall keep a record of each meeting. The appointee shall make available minutes to the RMC members. The chair or vice chair will supply the RMC with a meeting agenda to insure an orderly meeting. It is the responsibility of each member and any attendees to not release information determined to be of a sensitive nature from committee discussions. Furthermore, it is the responsibility of each person presenting information to the RMC to identify information as “sensitive” when they believe the information they offer is sensitive in nature.

5 Bylaws

The Bylaws of the RMC may be amended by a majority vote of the members present at a regularly scheduled meeting, provided the proper notification of proposed changes is provided.

Members must receive a notice in writing from the chair or vice chair of proposed changes to the Bylaws at least 2 weeks in advance of the regularly scheduled meeting in which the proposed changes are to be considered.

The RMC, by unanimous vote of the quorum, may temporarily suspend any portion of the Bylaws.