

# Kittitas County Information Services

## Agenda Staff Report

**AGENDA DATE:**

12/7/2010

**ACTION REQUESTED:**

Approve resolution adopting Kittitas County Records Management Policy (revised) and Procedures with effective date 1 January 2011.

**BACKGROUND:**

The Board of County Commissioners passed Resolution 2010-14 adopting the Kittitas County Records Management Policy (effective date of June 1st, 2010) and Resolution 2010-058 to extend the effective date to 1 January 2011. The Records Management Group has made small changes to the policy to refer to “records with minimal retention value” rather than “non-records”. The group has also completed procedures to align with the policy and with current state law and county need.

**INTERACTION:**

The Records Management Workgroup has recommended the revised policy and new procedures. Prosecutor, Management Team, and representatives of the Secretary of State Central Archives branch have assisted in developing and recommend adoption of the policy and procedures.

**RECOMMENDATION:**

That the Kittitas County Board of Commissioners adopts this resolution setting records management policy and procedures, attached to the resolution, effective 1 January 2011.

**HANDLING:**

Return copy of resolution to IS department head.

**LEAD STAFF:**

Duke Senter