

Kittitas County Auditor

Agenda Staff Report

AGENDA DATE:

3/15/2011

ACTION REQUESTED:

Acknowledge County Auditor's signature on Document Preparation and Imaging Services Agreement between Office of Secretary of State, Archives & Records Management Division and Kittitas County Auditor

BACKGROUND:

This is the annual contract to provide for microfilm archive of our recorded documents. State statute establishes microfilm as the archival form for documents. This also provides for secondary archival preparation of additional microfilm copies that are stored at State Archives. There are no changes in this agreement from the previous one.

INTERACTION:

Kittitas County Prosecutor's Office

RECOMMENDATION:

Acknowledge County Auditor's signature on Document Preparation and Imaging Services Agreement between Office of Secretary of State, Archives & Records Management Division and Kittitas County Auditor.

HANDLING:

Prosecutor's Office, Auditor's Office

LEAD STAFF:

Jerry Pettit