

# Kittitas County Commissioners

## Agenda Staff Report

**AGENDA DATE:**

4/19/2011

**ACTION REQUESTED:**

Request signature on Service Level Agreement for Document Preparation and Imaging Services between Office of the Secretary of State, Archives & Records Management Division and Kittitas County Board of Commissioners.

Request signature on Statement of Work #1 between Office of the Secretary of State, Archives & Records Management Division and Kittitas County Board of Commissioners.

**BACKGROUND:**

Agreement is for microfilming of essential records (BOCC Minutes, Ordinances, and Resolutions), archiving of which is required by Chapter 40.10 RCW.

Commissioners previously approved funds for this work on 02/14/2011 in a Monday morning department head meeting.

**INTERACTION:**

Kittitas County Prosecutor's Office: Contract was reviewed and approved by the Prosecutor's Office on April 12, 2011.

**RECOMMENDATION:**

Recommend Chairman's signature on Service Level Agreement and Statement of Work #1 for Document Preparation and Imaging Services between Archives and the Kittitas County Board of Commissioners.

**HANDLING:**

Two originals to the Clerk of the Board for signature. Both will be sent to Archives and Records Management Division for signature and one original returned to the County Commissioners office. One copy to Judy Pless/Kittitas County Auditor's Office.

**LEAD STAFF:**

Kristen Demory