

**COMMISSIONERS' MINUTES
KITITITAS COUNTY, WASHINGTON
COMMISSIONERS CONFERENCE ROOM
SPECIAL MEETING**

TUESDAY

9:50 A.M.

JANUARY 18, 2011

Board members present: Chairman, Paul Jewell; Vice Chairman Alan Crankovich & Commissioner Obie O'Brien.

Others: Mandy Robinson, Deputy Clerk of the Board; Lisa Young, HR Director; Julie Kjorsvik, Clerk of the Board.

SPECIAL MEETING

DEPARTMENT HEAD

HUMAN RESOURCES

Lisa Young, HR Director indicated that she had been discussing with Clerk of the Board, Julie Kjorsvik a Countywide shredding contract. She explained that the discussion stemmed from a recent in-house training for records management. She reviewed the new SOP's and procedures that have come from the training as well as what type of documents qualify for shredding and the concerns that have been expressed about continuing use of recycling through Elmview. She questioned whether or not the Board was in support of a Countywide shredding contract or if the HR Department and BoCC Department should split the contract.


The Board determined they were not in agreement with the shredding procedures and would not be looking further into an agreement with any shredding agencies.

Ms. Young said she would forward the RCW/WAC relating to the disposal of documents.

DEPUTY CLERK OF THE BOARD


Mandy Robinson

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Paul Jewell, Commissioner