

Kittitas County Information Services

Agenda Staff Report

AGENDA DATE:

2/16/2010

ACTION REQUESTED:

Approve resolution adopting Kittitas County Records Management Policy with effective date 1 June 2010

BACKGROUND:

The Records Management Workgroup has developed this policy with input from Scott Sackett of WA Secretary of State Archives, representation and approval of the Prosecutor's office, and recommendation of approval of the County Management Team which includes the members of the County Policy Committee.

INTERACTION:

The Records Management Workgroup has created this policy that includes representatives from several county departments and the secretary of state archivist.

Scott Sackett assisted in developing the policy and ensured that state law was followed.

Prosecutor review and approval has been obtained.

Management Team has recommended approval by the BOCC.

RECOMMENDATION:

Recommend approval of the attached policy with effective date of 01 June 2010 by adopting the attached resolution.

HANDLING:

Return copy of resolution to IS department head.

LEAD STAFF:

Duke Senter