

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF KITTITAS  
STATE OF WASHINGTON**

**RESOLUTION**

**NO.: 2010-\_\_**

**A Resolution Adopting the Kittitas County Records Management Policy**

**WHEREAS:** Kittitas County officials and employees are responsible for capturing records that document the official work of the county and retaining them in accordance with retention schedules approved by the Washington State Archives' Local Records Committee; and

**WHEREAS:** The Records Management Workgroup has drafted a County policy to establish standards for appropriate retention and destruction of records within the departments of Kittitas County and to educate employees on various areas of records management; and

**WHEREAS:** The Management Team has reviewed the draft and recommended the Kittitas County Board of County Commissioners adopt the Records Management Policy; and

**WHEREAS:** The Records Management Workgroup and the Management Team propose the Kittitas County Board of County Commissioners allow time for procedures to be developed prior to the policy becoming effective.

**NOW, THEREFORE BE IT RESOLVED:** The Kittitas County Board of Commissioners hereby adopts the attached Records Management Policy effective the 1st of June 2010 in order for procedures to be drafted and directs Information Services to immediately place the attached policy on CAMAS, Kittitas County's intranet.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2010.

**BOARD OF COUNTY COMMISSIONERS**

**KITTITAS COUNTY, WASHINGTON**

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Mark McClain, Chairman

Paul Jewell, Vice-Chairman

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Alan Crankovich, Commissioner

ATTEST:  
CLERK OF THE BOARD

APPROVED AS TO FORM:

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Julie A. Kjorsvik

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Stephanie Happold, Deputy Prosecuting Attorney  
WSBA#38112