

Kittitas County Clerk

Agenda Staff Report

AGENDA DATE:

4/5/2016

ACTION REQUESTED:

Request to approve an agreement to allow Modus Technology, Inc. to perform scanning and microfilming for the Clerk's Office.

BACKGROUND:

A review of the files in the Clerk's possession revealed that multiple years of records have not been scanned and/or microfilmed. Given the volume of records, the Auditor's office was consulted prior to and during the 2016 budget cycle. The Auditor's office budget for 2016 includes the approval of up to \$20,000 for this project from the O&M fund.

The Washington State Archives Office of the Secretary of State has set requirements for the destruction of non-archival paper records after imaging. In addition to the State Archives requirements, limited space is also a contributing factor to be able to house the files. Therefore we seek to destroy the paper copies once steps are completed.

INTERACTION:

The Prosecutor's office had reviewed a proposed agreement from Modus Technology, Inc. and rejected their Agreement in favor of the attached Agreement authored by the Prosecutor's office.

Modus Technology, Inc. has reviewed and agreed to the Agreement authored by the Prosecutor's office. Their signature is affixed to the attached Agreement.

The Secretary of State's Central Washington archivist has been consulted and is prepared to do an archival review to ensure that only 'non-archival' records are included for this project.

RECOMMENDATION:

Approve the Professional Services Agreement.

HANDLING:

Original - Clerk of the Board

Copy - Auditor

Copy - Clerk's Office

LEAD STAFF:

Val Barschaw