

Kittitas County  
Public Health Office

**Agenda Staff Report**

**AGENDA DATE:**

12/6/2016

**ACTION REQUESTED:**

The Board of County Commissioners approves the Resolution Authorizing the Closure of the Kittitas County Public Health Department on December 16, 2016.

**BACKGROUND:**

The Kittitas County Public Health Department closes one day annually to conduct archiving in compliance with the records retention standards set in Chapter 40.14.

**INTERACTION:**

**RECOMMENDATION:**

The Board of County Commissioners approves the Resolution Authorizing the Closure of the Kittitas County Public Health Department on December 16, 2016.

**HANDLING:**

**LEAD STAFF:**

Candi Blackford