



MEMO TO: Members of the City Council

FROM: Mayor John Marchione

DATE: October 15, 2019

SUBJECT: Adoption of an Ordinance Codifying Redmond Municipal Code 1.03, City Records

I. RECOMMENDED ACTION

Adoption of an Ordinance Codifying Redmond Municipal Code 1.03, City Records, to create the City Records Program.

II. DEPARTMENT CONTACTS

Maxine Whattam, Chief Operating Officer	425-556-2310
Jonny Chambers, Technology and Information Services Director	425-556-2160
Cheryl Xanthos, City Clerk	425-556-2191
Charliann Cross, Records Management Program Coordinator	425-556-2194
Andrea Racine, Technology Project Manager	425-556-2192

III. DESCRIPTION/BACKGROUND

The City Records Program will create a comprehensive, consistent, citywide approach to managing records. The ordinance adopting this policy will show the city's commitment to managing records in compliance with laws and rules for records management laid out by the State of Washington and will set a tone of openness and transparency.

The City Records Program is governed by state regulations including:

RCW 40.14 contains regulations for the retention, preservation, and lawful destruction of public records. A public record is defined as either created, received or used by the city, in connection with the transaction of public business, and regardless of physical form or characteristics.

RCW 40.14.020, public records are the property of the State of Washington and do not belong to the individuals who create or receive them. These records must be kept, managed, and disposed of lawfully, in accordance with approved records retention schedules. Defined rules need to be established to help staff determine what constitutes a public record and the retention requirements in order to capture, manage, retain and dispose of records appropriately.

Adoption of the ordinance will add Chapter 1.03, City Records, to the City Code and will establish the City Records Program as a permanent rule of conduct. This program will include guidance for proper records management, roles and responsibilities, public access to records, disaster recovery, audit, and training for all City staff. The ordinance also requires the development of a strategic plan, policies, and procedures.

IV. PREVIOUS DISCUSSIONS HELD

Planning and Public Works Committee of the Whole – September 10, 2019
Study Session – September 24, 2019

V. IMPACT

A. Service/Delivery:

Create a City Records Program to manage all the records in the city.

B. Fiscal Note:

Adoption of this ordinance creates a foundation for proper citywide records management, and alone will not have a cost to the City. Future components of this program will be brought to the Council for review and approval, as applicable, and any costs for those components will be discussed at that time.

VI. ALTERNATIVES TO STAFF RECOMMENDATION

Choose to not create a citywide records program.

VII. TIME CONSTRAINTS

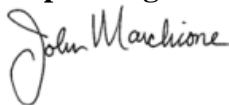
It is important that the city is in compliance with records management regulations, and the foundational pieces of the City Records Program need to be in place prior to the development of an Enterprise Content Management (ECM) software tool.

VIII. LIST OF ATTACHMENTS

A. Ordinance



Maxine Whattam, Chief Operating Officer



Approved for Agenda _____

John Marchione, Mayor