

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