

ORDINANCE No. 111782

COUNCIL BILL No. 104327

Law Department
UP

The City of

AN ORDINANCE relating to the Comptroller's Office; initiating a Municipal Archives Program within The City of Seattle and designating the City Clerk custodian of the City's archival records.

Honorable President:

Your Committee on City

to which was referred the within Council report that we have considered the same

MR D. Pass

COMPTROLLER FILE No. _____

Introduced: JUN 4 1984	By: EXECUTIVE REQUEST # <i>City Comptroller</i>
Referred: JUN 4 1984	To: <i>City Operations</i>
Referred:	To:
Referred:	To:
Reported: JUL 9 1984	Second Reading: JUL 9 1984
Third Reading: JUL 9 1984	Signed: JUN 9 1984
Presented to Mayor: JUL 10 1984	Approved: JUL 13 1984
Returned to City Clerk: JUL 13 1984	Published:
Vetoed by Mayor:	Veto Published:
Passed over Veto:	Veto Sustained: OK

Ch

Department

The City of Seattle--Legislative Department

REPORT OF COMMITTEE

Date Reported
and Adopted

President:

Committee on

City Operations

was referred the within Council Bill No. 104327

we have considered the same and respectfully recommend that the same:

Do Pass 

Juanita Williams

Committee Chair

ORD. 111782 -AMENDMENTS & RE TO ...

ORD. 112070 -Establishes Archivist position in the 1985 Budget of the Comptroller's Office.

ORDINANCE 111782

AN ORDINANCE relating to the Comptroller's Office; initiating a Municipal Archives Program within The City of Seattle and designating the City Clerk custodian of the City's archival records.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. There is hereby established a City of Seattle Municipal Archives Program. This program and all archival facilities connected with it shall be administered by the City Clerk.

Section 2. General Purpose. The purpose of The City of Seattle Municipal Archives is to preserve the documented history of The City of Seattle, its municipal government, and of the towns and cities incorporated into the City, for the benefit of posterity, scholarly research, legal research, and public relations, as well as the daily administration of City government.

Section 3. Scope of collection. Material accepted for permanent retention in the Municipal Archives will be characterized by one or more of the following attributes:

- (1) Documents the creation (including public planning, policy making, political movements, etc.), development, and organization of The City of Seattle.
- (2) Documents or provides substantive evidence of the City's activities and consequences of those activities.
- (3) Is not current (i.e., it has served the administrative purpose for which it was created).
- (4) Answers technical questions regarding the City's operations.
- (5) Is potential resource material for scholarly research.
- (6) Contains marginal notes of consequence by City officials.
- (7) Has continuing legal or operational use to the City.
- (8) Is so old (generally 1900 and earlier) that it has gained archival value through lack of other documentation or because of the social and cultural climate reflected.

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Section 4. This ordinance shall apply to City departments, offices, boards, and other agencies with records which have been designated "archival," "potentially archival," or "selected files potentially archival" by the State Archivist on the City's records retention schedules; or City departments, offices, boards, or other agencies with records of historical or informational value, or more specifically containing evidence of how the agency came into being, how it developed, its organization, and the scope and history of its activities. These agencies shall notify the City Clerk of the existence of such records so that they may be appraised for potential inclusion in the Municipal Archives once the records have served the administrative purposes for which they were created.

Section 5. The City Clerk shall review all potentially archival records for the purpose of determining their suitability for permanent retention. Records deemed archival shall be arranged, described, and indexed so that they are readily accessible to scholarly researchers, City officials, and the public.

Section 6. The City Clerk shall actively solicit inactive archival records located within City agencies. In addition, efforts may be made to recover those archival records held by non-City agencies which would be more appropriately administered by the Municipal Archives.

Section 7. Records and manuscripts accessioned into the Municipal Archives will be available to the originating agency for reference purposes but may not be permanently removed from the Archives.

Section 8. Archival records may be housed in facilities maintained by the City, with the University of Washington Manuscripts Collection, or with the State Archives, as determined by the City Clerk and the State Archivist.

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(To be used for all Ordinances except Emergency.)

Section...9... This ordinance shall take effect and be in force thirty days from and after its passage and approval, if approved by the Mayor; otherwise it shall take effect at the time it shall become a law under the provisions of the city charter.

Passed by the City Council the 9th day of July, 1984,
and signed by me in open session in authentication of its passage this 9th day of
July, 1984. *Norman B. Rice*

President.....of the City Council.

Approved by me this 13th day of July, 1984. *Charles P. Royer*
Mayor.

Filed by me this 13th day of July, 1984.

Attest: *Jim Hill*
City Comptroller and City Clerk.

(SEAL)

Published.....

By *Ed Delle*
Deputy Clerk.

Office of the Comptroller
City of Seattle



Tim Hill, Comptroller

May 18, 1984

Honorable Norman B. Rice, President
City Council
City of Seattle

926525

Dear Councilmember Rice:

The attached Council Bill initiates a Municipal Archives Program and designates the City Clerk custodian of the City's archival records. This letter requests your favorable consideration of this proposed legislation.

Seattle has had a colorful and eventful past dating from its incorporation on December 2, 1869. Much of the City's history is preserved in the official documents and papers generated during the regular routine of City business. These historically valuable documents and papers are currently scattered throughout the City. Inaccessible to either City officials or the public, these records are often in danger of loss or destruction. There is a growing concern about the state of the City's historical records among historians, archivists, and members of the community. City Council itself stated in Resolution 26394 that "many records of ... historical value within the City are misplaced or destroyed through neglect or carelessness." The State Archivist, through the records retention scheduling process, has designated various City records as archival. By law these records must be maintained indefinitely by the City or transferred to the State Archive. Therefore, it is appropriate that there be a City Archivist with authority to preserve these important documents. The City Charter assigns custody of "public records ... and such other records, as are not required to be deposited with any other officer" to the City Clerk.

Departments with historical records currently face a number of options. The first is to keep the records in the department. This is not cost effective. Centralized storage space is less expensive to rent, can be better utilized and frees space and equipment in departmental offices. Furthermore, records stored in departmental offices run the risk of loss or destruction with each change of administration. Second, the Department of Administrative Services maintains a records center for inactive records. However, these facilities are not optimal for records which have fulfilled their administrative purpose yet retain a permanent historic value. This is because storage of the records will continue to be an expense to the originating department, the facilities are not temperature or humidity controlled, there is no one with archival expertise available to arrange and describe the records, and finding aids or guides will be limited to the Transmittal list. Third, records may be donated to the Seattle Public Library, but this agency does not as a

Honorable Norman B. Rice
May 18, 1984
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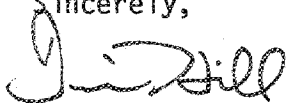
rule accept manuscript material unless it fits into an existing collection. Material which is rejected is either returned to the department or forwarded to the University of Washington or State Libraries. Finally, the department may give the records to an agency outside of the City such as the University of Washington or the State Archive. Both of these institutions have extensive collections of City records, and, until the City has a facility of its own, may be the best option available. Even so, removal of records from the City should be controlled and coordinated by a single City agency. Departments need assistance when making the decision of what to do with historic records, just as members of the public need assistance to locate archival documents. Both Ronald Dubberly, City Librarian, and George Pernsteiner, Director of Administrative Services, agree that the City Clerk is the logical choice to perform this function and support the establishment of a formal archival program.

The City Clerk's Office has limited resources for housing archival records. However, by working closely with the State Archive and the University of Washington we will ensure that all historic records are adequately housed. The City Clerk's Office is submitting a grant proposal to the National Historic Publications and Records Commission in June to request the additional resources necessary to survey the City's archival records, negotiate submittal of records to the Clerk, adequately arrange and describe the material, and place it with the appropriate agency. In addition, the office will submit a grant to the Washington Commission for the Humanities for funding to prepare a promotional display to encourage public interest in City archival records. Once the initial backlog of records has been processed through the assistance of a grant funded position, continued maintenance of the system will be possible with current staff.

While a permanent archival facility remains a long range goal, I believe it is important to take immediate action to establish The City of Seattle's commitment to preserving its historic records. The City Clerk's Office is the logical choice within the City to coordinate efforts to preserve the City's past by acting as a central clearinghouse both for the records themselves and for information about archival management and the value of the records the City maintains.

Please call me if you have any questions.

Sincerely,



Tim Hill
City Comptroller and City Clerk

05/VM039LNR2
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cc: All Councilmembers
Gary Zarker, Budget Director
George Pernsteiner, DAS
Ronald Dubberly, City Librarian

MEMORANDUM OF UNDERSTANDING
BETWEEN THE COMPTROLLER'S OFFICE AND
THE DEPARTMENT OF ADMINISTRATIVE SERVICES
RELATING TO ARCHIVES AND RECORDS MANAGEMENT

WHEREAS, Resolution 26394 acknowledges the City's need for a city-wide Records Management Program, including an Archival Program; and

WHEREAS, since 1975 the Department of Administrative Services, and its predecessor General Services, has assumed responsibility for certain records management functions, which the Seattle Municipal Code, Chapter 13.18.030, and DAS Rule #84-1 further clarify as "general office services to City departments, including storage of records, microfilming, and disposal of records; . . ."; and

WHEREAS, the Comptroller's Office is submitting a draft ordinance to City Council initiating a Municipal Archives Program within the City of Seattle and designating the City Clerk as custodian; and

WHEREAS, a successful Archives Program is greatly dependent upon a strong records management program to identify and preserve records at their inception or during their active existence;

Therefore, the City Comptroller and the Department of Administrative Services have agreed to enter into this Memorandum of Understanding in order to clarify the functions to be performed by each party, and to promote cooperation between departments and a coordinated approach to promoting both records management and archival management within the City.

FUNCTIONS PERFORMED BY ADMINISTRATIVE SERVICES

The Department of Administrative Services is responsible for ensuring that records necessary for the daily operation of city government are created, stored, and eventually destroyed in a timely, efficient, and cost-effective manner. D.A.S services records of current administrative value to the City by providing facilities for the following:

1. Record reproduction (copy machines and print shop),
2. Coordinating the creation and maintenance of department retention schedules to determine which records should be maintained and for how long,
3. Storing records awaiting disposition, and destroying records which have fulfilled their retention requirements.

FUNCTIONS TO BE PERFORMED BY THE COMPTROLLER'S OFFICE

Whereas D.A.S. preserves records for their administrative and operating value, the City Comptroller's Archival Program will be established to preserve archival records for future use. An archival record is one that has served its primary purpose but continues to be retained for secondary purposes, such as research or history. When records cease to retain any administrative or operating value D.A.S., in keeping with its records management role, may assign the records for destruction, or, working with the Comptroller's Office and approved retention schedules, determine that the records have archival value and should be turned over to the City Clerk. It will be the City Clerk's function to:

1. Identify and locate all archival or potentially archival records within the City.
2. Identify and locate archival records which have passed out of the City's control.
3. Arrange and describe archival records for easy access and control.
4. Create indexes and bibliographies to facilitate use of the records.
5. Coordinate with D.A.S. to ensure that all archival records are identified on retention schedules.
6. Educate City employees so that they are aware of their archival holdings.

AREAS OF MUTUAL INTEREST TO BOTH THE DEPARTMENT OF ADMINISTRATIVE SERVICES AND THE COMPTROLLER'S OFFICE

Retention Schedules - Current retention schedules are essential for:

1. The management of active records
2. The destruction of inactive records
3. The identification and preservation of archival records.

While remaining the primary responsibility of D.A.S., the Comptroller's Office will actively encourage departments to update their retention schedules to include records not previously identified as archival or potentially archival. In addition, D.A.S. should consult with the Comptroller's Office when new or revised schedules are received so that the City Clerk can review them for potential archival material.

AREAS OF MUTUAL INTEREST TO BOTH THE DEPARTMENT OF ADMINISTRATIVE SERVICES
AND THE COMPTROLLER'S OFFICE (Continued)

Educational Programs/Department Outreach - To locate and identify existing archival records and to assess whether they should remain in the department or be removed to an archival repository, the Comptroller's Office plans to visit and develop a working relationship with each city department. Departments will be educated as to the archival role performed by the City Clerk, and to the proper handling of the archival records they retain. D.A.S. may wish to join forces with the Comptroller's Office to educate departments as to their records management services and to encourage the proper maintenance of active and semi-active department records. A joint educational program will ensure that archival records survive their active life and, upon completion of their primary function, are transferred automatically to the Archival Program.

Storage Facilities - D.A.S. currently maintains a storage facility for semi-active records which must still be retained by the City. The City Comptroller's proposal does not include an archival facility, although it is hoped that one will eventually be added. The logical time to consider such an addition would be during relocation of the D.A.S. records center to a new facility. Locating the two storage facilities together would make transfer of records from one location to the other easier and would promote greater efficiency through cooperation and sharing of resources (as pick-up and retrieval).

Quality Control - To ensure that certain records, especially non-paper records, maintained on microfilm and magnetic media, are of sufficient quality to be readable and easily retrievable for the retention period required by law, or, if archival, permanently, both Administrative Services and Comptroller's Office must actively work with the departments to ensure proper quality control. Departments must be encouraged to consider the legal and long-term implications of the non-paper media they choose for records storage.

Disaster Planning - Records of vital importance to the operation of the City and those of known legal and archival value should be stored and maintained to ensure their survival in the case of a flood, fire, or other disaster. Administrative Services and the Comptroller's Office should combine forces to work with the departments to identify these records and recommend the most appropriate means of ensuring their preservation.

MEMORANDUM OF UNDERSTANDING

May 14, 1984


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While this Memorandum of Understanding may not cover all areas of mutual concern which may arise at some future time, both the Department of Administrative Services and the Comptroller's Office recognize the importance of records management and archival management, and pledge to support each other and to work together toward the accomplishment of their mutual goals and the individual work programs for accomplishing those goals.

APPROVED:



Tim Hill, Comptroller and City Clerk
City of Seattle

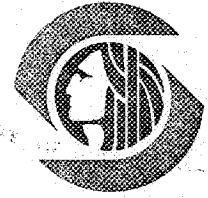


George Pernsteiner, Director of Administrative
Services
City of Seattle

City of Seattle

Executive Department-Office of Management and Budget

Gary Zarker, Director
Charles Royer, Mayor



May 23, 1984

The Honorable Douglas Jewett
City Attorney
City of Seattle

*Okay
with modifications
Sent 6/3/84*

Dear Mr. Jewett:

The Mayor is proposing to the City Council that the enclosed legislation be adopted.

REQUESTING
DEPARTMENT: Comptroller

SUBJECT: An ordinance relating to the Comptroller's Office initiating a Municipal Archives Program within The City of Seattle and designating the City Clerk custodian of the City's archival records.

Pursuant to the City Council's S.O.P. 100-014, the Executive Department is forwarding this request for legislation directly to your office for review and drafting.

After reviewing this request and drafting appropriate legislation:

- (X) File the legislation with the City Clerk for formal introduction to the City Council as an Executive Request.
- () Do not file with City Council but return the proposed legislation to OMB for our review. Return to _____.

Sincerely,

Charles Royer
Mayor

By *Gary Zarker*
for

GARY ZARKER
Budget Director

GZ/ce/lba

Enclosure

cc: City Comptroller