

Ordinance No. 120736

Council Bill No. 114101

The City of Seattle
Council Bill/Ordinance

Establishing the City Records Management Program within the City of Seattle; amending the Seattle Municipal Code by adding a new Section 3.42.050; and adding a new Chapter 3.123 "City Records Management Program."

CF No.

Date Introduced:	FEB 19 2002	
Date 1st Referred:	To: (committee)	FULL COUNCIL
Date Re - Referred:	FEB 19 2002	
Date Re - Referred:	To: (committee)	
Date Re - Referred:	To: (committee)	
Date of Final Passage:	Full Council Vote:	
2/25/02	9-0	
Date Presented to Mayor:	Date Approved:	
2/25/02	2/28/02	
Date Returned to City Clerk:	Date Published:	T.O. <input type="checkbox"/>
3/1/02	5PA	F.T. <input checked="" type="checkbox"/>
Date Vetoes by Mayor:	Date Veto Published:	
Date Passed Over Veto:	Veto Sustained:	

This file is complete and ready

Law Dept. Review

The City of Seattle - Legislative Department

Council Bill/Ordinance sponsored by: STEINBRUECK
Councilmember

Committee Action:

This file is complete and ready for presentation to Full Council. Committee: _____
(initial/date)

Handwritten: [Signature] Approved for Full Council
[Signature]

Law Dept. Review OMP Review City Clerk Review Electronic Copy Loaded Indexed

ORDINANCE 120736

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AN ORDINANCE establishing the City Records Management Program within the City of Seattle; amending the Seattle Municipal Code by adding a new section 3.42.050; and adding a new chapter 3.123 "City Records Management Program".

WHEREAS, records are required for government to carry out business activities, to document actions and decisions and to maintain continuity in governance; and

WHEREAS, records created in city government are public records and it is necessary to provide for efficient, economical and effective controls over the creation, distribution, organization, maintenance, use and disposition of all City records; and

WHEREAS, it is necessary to provide a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the State of Washington; and

WHEREAS, State laws and regulations govern the "Preservation and Destruction of Public Records" (RCW 40.14) and "Public Access to Agency Records" (RCW 42.17) and requirements for "Imaging Systems, Standards for Accuracy and Durability" (WAC 434-663); and

WHEREAS, the City Council and the Mayor support the establishment of a Citywide Records Management Program, Now Therefore

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. A new chapter 3.123 "City Records Management Program" is added to the Seattle Municipal Code as follows:

3.123.010: City Records Management Program Established.

There shall be established a City Records Management Program. The City Records Manager, in the Office of the City Clerk, Legislative Department, shall be responsible for the development and implementation of the City Records Management Program. The purpose of the City Records Management Program is to provide for efficient, economical



1 and effective controls over the public records created in the City. The City Records
2 Management Program will apply to all offices, departments, boards, commissions,
3 committees or similar entities of the City and records will be maintained and disposed of in
4 accordance with this program. For the purpose of this ordinance, all offices, departments,
5 boards, commissions and committees shall be referred to as "City agency".
6

7 **3.123.020: City Records.**

8 As defined in RCW 40.14, "Preservation and Destruction of Public Records" a public
9 record is: "any paper, correspondence, completed form, bound record book, photograph,
10 film, sound recording, map drawing, machine-readable material, compact disc meeting
11 current industry ISO specifications, or other document, regardless of physical form or
12 characteristics, and including such copies thereof, that have been made or received by any
13 agency of the state of Washington in connection with the transaction of public business, and
14 legislative records as described in RCW 40.14.100". All City records are declared to be the
15 property of the City and shall be managed in compliance with City Records Management
16 Program policies and procedures. At the expiration of an individual's appointment or
17 employment with the City, he/she shall inform the Records Coordinator of the location of all
18 public records recorded on any medium, created, kept or received in the transaction of
19 official business, for the City agency. The Records Coordinator, as defined in 3.123.050,
20 shall ensure the records will be maintained as per approved retention schedules.



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2 **3.123.030: Scope of the City Records Management Program.**

3 The scope of responsibility of the City Records Management Program may include, but is
4 not limited to:

- 5 a) Assisting with basic files management and records disposition policies, systems,
6 standards and procedures;
- 7 b) Preparing records retention schedules in cooperation with City agencies;
- 8 c) Defining and identifying vital records to ensure the availability of records for re-
9 establishing operations quickly and with minimum disruption and expense after disaster;
- 10 d) Reviewing records retention schedules on a biennial basis and updating or amending as
11 needed;
- 12 e) Providing records management advice and assistance to all City agencies via on-site
13 consultation;
- 14 f) Developing policies and procedures to administer records management issues;
- 15 g) Training City staff in the fundamentals of records management;
- 16 h) Working with City agencies in regard to micrographics and imaging to ensure
17 compliance with State law and standards;
- 18 i) Identifying issues and working with City staff on solutions for the management of
19 electronic records.



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3.123.040: City Records Manager

The City Records Manager is responsible for ensuring that records management policies and procedures provide for the efficient, economical and effective control over the creation, distribution, organization, maintenance, use and disposition of City records. The City Records Manager is also responsible for developing and revising the scope of the City Records Management Program as needed to include current technology. With the cooperation of the City agencies, the City Records Manager will: implement the scope of the City Records Management Program within the agency and conduct audits to ensure compliance with records management policies and procedures. The City Records Manager shall have final authority regarding the disposal of City records.

3.123.050: Responsibilities of the City agencies.

City agencies, with the assistance of the City Records Manager, will implement the scope of the City Records Management Program within their agency and assist with audits to ensure compliance with records management policies and procedures. To assist with the implementation, each City agency shall name a Records Coordinator to act as a liaison between the City Records Management Program and the personnel in the City agency to ensure that records management polices are implemented.




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Section 2. The Seattle Municipal Code Chapter 3.42 is amended by adding a new section 3.42.050 to read as follows:

SMC 3.42.050 City Records Management Program. There is a City Records Management Program established in the Office of the City Clerk, Legislative Department (See Seattle Municipal Code Chapter 3.123).

Section 3. This ordinance shall take effect and be in force thirty (30) days from and after its approval by the Mayor, but if not approved and returned by the Mayor within ten (10) days after presentation, it shall take effect as provided by Municipal Code Section 1.04.020.

Passed by the City Council the 25th day of February, 2002, and signed by me in open session in authentication of its passage this 25th day of February, 2002.



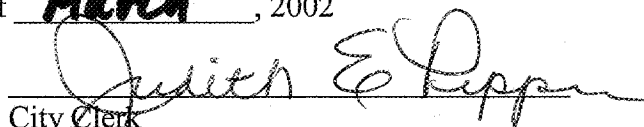
President _____ of the City Council

Approved by me this 28 day of February, 2002.



Gregory J. Nickels, Mayor

Filed by me this 1st day of March, 2002



City Clerk

(SEAL)





**Legislative Department
Office of City Clerk
Memorandum**

Date: February 5, 2002

To: Peter Steinbrueck, Council President

From: Jennifer Smith, City Records Manager *J. Smith*
Judith Pippin, City Clerk *J. Pippin*

Subject: AN ORDINANCE relating to the City Records Management Program

The City Records Management Program was approved and included in the annual budget beginning in 2001. The program ensures the City's compliance with Washington State public records laws as outlined in the Revised Code of Washington 40.14 and produces guidelines and standards that assist City Departments in the effective, efficient and economical management of their records.

Good records management practices allow City Departments to clear out valuable office space by disposing of records in a consistent manner and reduces the amount of time city staff spend on document management, allowing them to re-direct their attention towards other department functions.

The program is already in place. By passage of this ordinance, the requirements of the program can be included in the Seattle Municipal Code, for easy reference and direction.

Thank you for your consideration of the passage of this ordinance. If you have any questions, or would like an individual briefing on this matter, please call Jennifer Smith at 4-8154 or Judith Pippin at 4-8361.



STATE OF WASHINGTON – KING COUNTY

--SS.

142126
City of Seattle, Clerk's Office

No. ORDINANCE

Affidavit of Publication

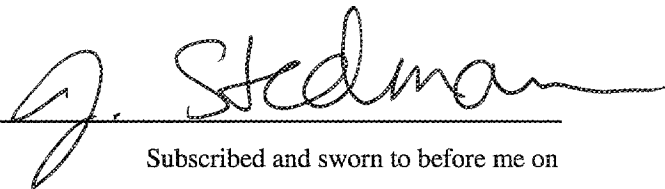
The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

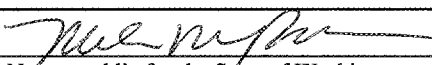
CT:120736

was published on

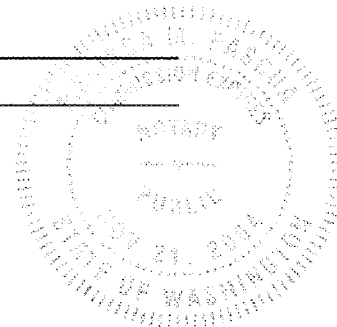
3/7/2002


Subscribed and sworn to before me on

3/7/2002


Notary public for the State of Washington,
residing in Seattle

Affidavit of Publication



State of Washington, King County
City of Seattle

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SECTION 1. A new chapter 3.123 "City Records Management Program" is added to the Seattle Municipal Code as follows:

3.123.010. CITY RECORDS MANAGEMENT PROGRAM ESTABLISHED.

There shall be established a City Records Management Program. The City Records Manager, in the office of the City Clerk, Legislative Department, shall be responsible for the development and implementation of the City Records Management Program. The purpose of the City Records Management Program is to provide for efficient, economical and effective controls over the public records created in the City. The City Records Management Program will apply to all offices, departments, boards, commissions, committees or similar entities of the City and records will be maintained and disposed of in accordance with this program. For the purpose of this ordinance, all offices, departments, boards, commissions and committees shall be referred to as "City agency".

3.123.020. CITY RECORDS.

As defined in RCW 40.14, "Preservation and Destruction of Public Records" a public record is: "any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies hereof, that have been made or received by any agency of the state of Washington in connection with the transaction of public business, and legislative records as described in RCW 40.14.100". All City records are declared to be the property of the City and shall be managed in compliance with City Records Management Program policies and procedures. At the expiration of an individual's appointment or employment with the City, he/she shall inform the Records Coordinator of the location of all public records recorded on any medium, created, kept or received in the transaction of official business, for the City agency. The Records Coordinator, as defined in 3.123.350, shall ensure the records will be maintained as per approved retention schedules.