jv/cab
Legs
May 8, 2007
Version #6

# ORDINANCE 122415

AN ORDINANCE establishing a Digital Image Management Program within the Seattle Municipal Archives; requiring the documentation therein of capital improvement projects of the City; authorizing the City Archivist to administer the program and to promulgate regulations pertaining to the capture and submission of digital photography by city agencies; and adding a new chapter to Title 3, Subtitle VI of the Seattle Municipal Code.

WHEREAS, it is vital to Seattle's history, heritage, and business to preserve records of the city's progress and achievements; and

WHEREAS, State laws and regulations contained in RCW 40.14 govern the Preservation and Destruction of Public Records; and

WHEREAS, in Ordinance 111782 the Seattle City Council initiated a Municipal Archives program within the City of Seattle and designated the City Clerk as custodian of the City's archival records; and

WHEREAS, the Seattle City Council has dedicated finances and budgets to preserving records in the archives as a resource for the City and Seattle's citizens; and

WHEREAS, the City has determined that it is necessary for the Municipal Archives to provide for efficient, economic and effective controls over the creation, collection, management, preservation, distribution, use and disposition of all City records, and

WHEREAS, the Seattle City Council has determined that a digital image management program is a necessary addition to the Municipal Archives and has provided funding for such a program; NOW, THEREFORE,

**BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:**

Section 1. A new Chapter is added to Title 3, Subtitle VI, of the Seattle Municipal Code as follows:

## CHAPTER 3.125 Digital Image Management Program



CITY CLERK

**SMC 3.125.010 Established**

There is hereby established a Digital Image Management Program within the Seattle Municipal Archives. The City Archivist, in the Office of the City Clerk, shall have the authority under the direction of the City Clerk to develop and administer the Digital Image Management Program.

**SMC 3.125.020 General Purpose**

The purpose of the Digital Image Management Program is to ensure that digital images of City Department capital improvement projects as defined in SMC Section 3.58.020, but not limited thereto, are preserved as historical and vital records.

**SMC 3.125.030 Scope of Collection**

The records to be included in the Digital Image Management Program shall include images stored in binary form and divided into a matrix of pixels (digital images), each consisting of one or more bits of information that represent the image at that point and will be created, collected, and maintained in such formats and in accordance with such standards as established by the City Archivist.

**SMC 3.125.040 Applicability**

All City Departments and Offices, including all City Boards, Commissions, and Committees shall provide digital images of capital projects as defined in SMC Section 3.58.20 and such other projects as may be selected for inclusion in the program by the City Archivist.



bns CITY CLERK

**SMC 3.125.050 Authority**

The City Archivist in the Office of the City Clerk shall have authority to develop and to administer the Digital Image Management Program. Such authority shall include, but not be limited to:

a. Identification and implementation of standards and procedures for the operation of the program;

b. Documentation of capital improvement and other projects;

c. Establishment and management of a pool of consultant photographers from which City Departments and Offices can select firms or individuals to document projects subject to this ordinance;

d. Provision of advice and assistance to City Departments and Offices including training employees responsible for complying with the Digital Image Management Program requirements.

e. Establishment of administrative rules and regulations consistent with this Chapter for the purpose of enforcing and carrying out the provisions thereof. Such rules and regulations shall be established pursuant to the requirements of the Administrative Code (Ordinance 102228) as now or hereafter amended.

Section 2. 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.



CITY CLERK

Passed by the City Council the 11th day of June, 2007, and signed by me in open session in authentication of its passage this 11th day of June, 2007.

President _____ of the City Council

Approved by me this 21st day of June, 2007.

Gregory J. Nickels, Mayor

Filed by me this 25th day of June, 2007.

City Clerk

(Seal)



CITY CLERK

Julie Viggiano/cab
Digital Image Management Program
May 9,2007
Version #1

Form revised December 4, 2006

# FISCAL NOTE FOR NON-CAPITAL PROJECTS

| Department: | Contact Person/Phone: | DOF Analyst/Phone: |
|---|---|---|
| Legislative | Julie Viggiano 3-5160 | |

**Legislation Title:** An Ordinance establishing a Digital Image Management Program within the Seattle Municipal Archives; requiring the documentation therein of capital improvement projects of the City; authorizing the City Archivist to administer the program and to promulgate regulations pertaining to the capture and submission of digital photography by city agencies; and adding a new chapter to Title 3, Subtitle VI of the Seattle Municipal Code.

- **Summary of the Legislation:**

The purpose of this legislation is to establish within the Seattle Municipal Archives a Digital Image Management Program through which the City can facilitate and ensure the adequate capture, storage, and provision of access to digital photographic records which are vital to the history, heritage, and business of the City of Seattle. This legislation provides authority to the City Archivist to implement standards and procedures to document capital improvement projects and other projects; establish and manage a pool of contract photographers and other archives approved photographers; provide assistance and training to city employees; and establish administrative rules and regulations. This legislation will ensure that the visual record of Seattle will be complete and capable of providing documentation as necessary to managing risk as well as support the legal and engineering interests of the City. It will also allow the development of tools to monitor departments' compliance and provide resources for long term preservation of the digital photograph collection.

- **Background:** *(Include brief description of the purpose and context of legislation and include record of previous legislation and funding history, if applicable):*

Official City photos provide critical records of the changing infrastructure of the City for documentation in legal cases, for risk management, for use as points of reference for building, transportation, and utility initiatives, and as pictorial records of civic leaders and employees. There is significant historic and research value to these records.

In 1996, the City photographic services unit was transferred from the Engineering Department to the Fleets and Facilities Department (FFD). Limited organizational support and direction had been provided to the program thus diluting the program's original purpose. The program had increasing difficulty meeting the overall objective of photographing the City's major projects, due primarily to FFD's implementation of a fee-for-service funding model, which created disincentive for City departments to use the services of the program for visual documentation of their works and capital projects. The fee-for-service approach and the proliferation of digital cameras reduced the amount of photographic resources available to the City and ultimately the historic record.



CITY CLERK

Then in 2004, the photography unit was removed from the Fleets and Facilities Department and all funding suspended. Since then, the City has relied on individual departments to take or contract out their own photography which has resulted in inconsistency with regard to photographic priorities and vulnerability in the pictorial record of the City of Seattle.

When the City photography unit was removed from the Fleets and Facilities Department a budget action was also taken to transfer the existing catalog of digital photography, known as Image Bank, from FFD to the Legislative Department. This budget action included a recommendation that the Council pass legislation that would require departments' compliance with established photographic standards and the provisions of a Digital Image Management program.

With the transfer of Image Bank, the Office of the City Clerk embarked on developing a visual documentation services program, the mission of which is closely aligned with that of the City Clerk, to make documentation accessible for widespread use. Since 2004, this program has developed standards for capture, description, and storage of digital photographs, established a city-wide training program to ensure that those City employee's responsible for digital photographs have the information necessary for working with the Archives, created a pool of 10 contract photographers able to service City department's at varying price points, and has established an InWeb presence containing the tools and information departments need to comply with this legislation.

The new Digital Image Management Program will support the ongoing work of the City, especially capital improvements, and will supply important resources for the City's current and future legal and engineering work, as well as supply publications and agencies within and outside the City with current and historic images of public works projects, infrastructure, significant events, and public figures.

- *Please check one of the following:*

__x__ **<u>This legislation does not have any financial implications.</u>** (*Stop here and delete the remainder of this document prior to saving and printing.*) **No additional appropriations are needed to implement the program.**



CITY CLERK

# STATE OF WASHINGTON – KING COUNTY

--ss.

212839 No.
CITY OF SEATTLE,CLERKS OFFICE

## 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:122415 ORDINANCE

was published on

06/27/07

The amount of the fee charged for the foregoing publication is the sum of $ 188.33, which amount has been paid in full.

Subscribed and sworn to before me on

06/27/07

Notary public for the State of Washington,
residing in Seattle

JENNIFER A. PATZER
COMMISSION EXPIRES
NOTARY
PUBLIC
STATE OF WASHINGTON

# State of Washington, King County

## City of Seattle

**ORDINANCE 122415**

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Section 2. 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 11th day of June, 2007, and signed by me in open session in authentication of its passage this 11th day of June, 2007.

Nick Licata

President of the City Council

Approved by me this 21st day of June, 2007.

Gregory J. Nickels, Mayor

Filed by me this 22nd day of June, 2007.

(Seal) Judith Pippin

City Clerk

Publication ordered by JUDITH PIPPIN, City Clerk

Date of publication in the Seattle Daily Journal of Commerce, June 27, 2007.

6/27(212839)

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