

FISCAL NOTE FOR NON-CAPITAL PROJECTS

Department:	Contact Person/Phone:	CBO Analyst/Phone:
Legislative	Scott Cline, 4-8353 Monica Simmons, 4-8361	

Legislation Title:

AN ORDINANCE relating to the City of Seattle archives and records management activities; combining the duties and responsibilities for archives and records management in one division of the Office of the City Clerk; creating a Seattle Archives and Records Management Program; amending Seattle Municipal Code (SMC) Chapter 3.122; repealing SMC Chapter 3.123; amending SMC Chapter 3.42.040; repealing SMC Chapter 3.42.050; and amending SMC Chapter 3.125.

Summary of the Legislation:

This legislation merges the Seattle Municipal Archives (SMA) and the City Records Management Program (CRMP) and creates the Seattle Archives and Records Management Program (ARM). It repeals SMC 3.122 and 3.123, and repurposes chapter 3.122 to establish ARM. The legislation defines the scope of the program providing ARM with authority to regulate the management of City records from creation through disposition, including the selection of certain records for preservation in the Archives. ARM may establish standards, policies, and procedures related to records consonant with state records law as defined in RCW 40.14. The legislation also establishes the scope of responsibilities of all City agencies in the care and management of their records.

Background:

The SMA and CRMP have been programs of the City Clerk since 1985 (Ordinance 111782) and 2002 (Ordinance 120736), respectively. They were created as City-wide programs. SMA is responsible for the identification, preservation, and access to the City's records of enduring value; and CRMP is responsible for ensuring the proper management and disposition of City records after the end of their legal retention period. The two programs have worked independently, though cooperatively, to ensure that the City is in compliance with state records law. The scope of the legislation does not affect the practical application of records law nor the responsibility to manage records and preserve the archival record; its purpose is specifically to merge the two existing program in order to provide greater efficiency and coordination in the management of the City's documentary heritage.

Please check one of the following:

 X **This legislation does not have any financial implications.**

_____ This legislation has financial implications.

Other Implications:

a) Does the legislation have indirect financial implications, or long-term implications?

No

b) What is the financial cost of not implementing the legislation?

N/A

c) Does this legislation affect any departments besides the originating department?

ARM is a City-wide program that touches all departments, but the legislation does not change any of the legal or operational responsibilities that agencies have for the care of their records.

d) What are the possible alternatives to the legislation that could achieve the same or similar objectives?

N/A

e) Is a public hearing required for this legislation?

No

f) Is publication of notice with *The Daily Journal of Commerce* and/or *The Seattle Times* required for this legislation?

No

g) Does this legislation affect a piece of property?

No

h) Other Issues: None