



# Seattle Archives and Records Management Program Office of the City Clerk

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# Program Background

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- Municipal Archives est. in 1985
  - Identify and preserve records of long term value
  - Access to records
- Records Management Program est. 2001
  - Efficiency in control of public records
  - Compliance with records laws
- Digital Image Management Program est. 2005
  - Acquire digital photographs of City projects

# Archives and Records Management Merger

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- Address needs of complex organization
- City Clerk is responsible for records programs city-wide
- Merger leverages resources to meet mandate
- Part of division-wide reorganization:
  - Clarification of responsibilities
  - Program efficiencies
  - Enhanced training series

# Responsibilities Clarification

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- ARM program scope
  - Scheduling and disposition of records
  - Preservation and access
  - Training
- Responsibilities of City agencies
  - Proper handling of public records
  - Transfer of records with long-term value
  - Coordination with ARM



# Increase Efficiencies

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- Merges staff of the two programs:
  - Greater coordination of services
  - Opportunities for cross-training
  - Electronic records management



# Training

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Major focus of proposed Ordinance:

- City-wide records management training
  - Expand curriculum
  - Coordinate with Personnel Department
  - Agency responsibility to ensure staff training
- Archival research training
- Electronic records and digital asset training