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Clerk 5/11/2007

A MOTION approving the vision, guiding principles, goals, governance and management structure of the King County public records committee.

WHEREAS, King County is responsible for the management of a multitude of public records as defined in K.C.C. 2.12.005.A and 2.12.050.B in accordance with state and county law, and

WHEREAS, the task force was established in 1996 by the metropolitan King County council when it adopted Ordinance 12550 to assist the county in managing its electronic information as a countywide resource and in a manner that: is efficient and economical; promotes open government and an informed citizenry; protects individual privacy; and meets county record retention and disposition standards has not been in operation for some time, and

WHEREAS, the 2006 Strategic Technology Plan noted that King County has varying management systems and practices related to records management across county government and the lack of a standardized process is resulting in inefficiencies related to the management and long term accessibility of these records, and

WHEREAS, in 2004, the King County auditor found in its City-County Records Storage Operations Partnering Opportunities report that the King County records storage capacity for paper records is ninety-nine percent full and recommended developing a long-range plan to assess the county's future records storage requirements and available resources, and

WHEREAS, the 2006 budget appropriated funds to develop a countywide electronic records management system, and

WHEREAS, in January 2006, the chief information officer, created an electronic records and electronic

document subcommittee of the Business Management Council to serve in an advisory capacity to the electronic records management system project, and

WHEREAS, King County has not established consistent, countywide guidelines or policies related to all paper and electronic records that address issues such as privacy, access, charges and the display of records on county web sites, and

WHEREAS, there is a need to establish a public records committee to provide advice and guidance in the development of consistent policies and procedures for managing paper and electronic records for county agencies;

NOW, THEREFORE, BE IT MOVED by the Council of King County:

The vision, goals, governance and management structure of the public records committee, as delineated in Attachment A to this motion, is hereby approved.