

10/12/92

INTRODUCED BY LARRY PHILLIPS

PROPOSED NO. 92-726

ORDINANCE NO. 10698

AN ORDINANCE relating to archives and records management, amending Ordinance 659, Section 2 and K.C.C. 2.12.020; Ordinance 3606, Section 4 and K.C.C. 2.12.060; repealing and substituting for Ordinance ⁶⁹⁵ 659, Section 3 and K.C.C. 2.12.030; repealing Ordinance ⁶⁹⁵ 659, Section 4 and K.C.C. 2.12.040; and adding a new section.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Ordinance 659, Section 2, as amended, and K.C.C. 2.12.020 are hereby amended to read as follows:

~~((A. The responsibility for storage and retrieval of the records, including the records of the King County council, has been established by the 1971 Appropriations Ordinance, and this chapter with the executive branch in the records and elections division. --B.))~~

All records of the King County council and records of the King County commissioners, prior to the establishment of the Home Rule Charter, other than office files and memoranda shall be either photographed, microphotographed, photostated or reproduced on film by the records and elections division.

NEW SECTION SECTION 2. A new section is hereby added to Chapter 2.12 K.C.C.:

An archives and records management program is hereby established in the records and elections division. The archives and records management program shall be responsible for:

A. Maintaining a facility for storage of inactive and archival records.

B. Establishing standards for records storage media to ensure continued public access to public records during their legal retention period and for preservation of archival information.

C. Maintaining a directory to current records of county agencies, which shall serve as a public disclosure index as set

1 forth in RCW 42.17. A directory of historical, noncurrent or
2 obsolete records designated archival shall serve as an index to
3 King County administrative history, as provided by RCW 40.14.

4 D. Preserving and providing public access to the archival
5 records of King County.

6 SECTION 3. Ordinance 659, Section 3 and K.C.C. 2.12.030
7 are each hereby repealed, and the following is substituted:

8 Definitions. A. "County records" means any document
9 including any paper, correspondence, completed form, bound
10 records book, photograph, film, sound or video recording, map,
11 drawing, machine-readable material, or other document,
12 regardless of physical form or characteristics, and including
13 copies thereof, that have been made by or received by any agency
14 of King County in connection with the transaction of public
15 business.

16 B. "Archival records" are those designated as having
17 continuing historical value by the Washington State Archives or
18 King County Archivist.

19 SECTION 4. Ordinance 659, Section 4 and K.C.C. 2.12.040
20 are each hereby repealed.

21 SECTION 5. Ordinance 3606, Section 4 and K.C.C. 2.12.060
22 are amended to read as follows:

23 Retention of records. Retention of all county records,
24 both public and official records, shall be in accordance with
25 approved records retention schedules established pursuant to RCW
26 40.14.070. ((Active-records, those records utilized by an
27 agency in its daily operations, shall be maintained by that
28 agency; -- Inactive or semiaactive records at least two years old
29 and not required by an agency in its daily operations, but which
30 must be retained for a longer period of time in accordance with
31 approved retention schedules, may be stored in the county
32 archives maintained by the records and elections division.))
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1 The archives and records management program shall provide for
2 the legal retention and disposition policy for county records,
3 including identification of archival records.

4 INTRODUCED AND READ for the first time this 4th day of

5 January, 1993.

6 PASSED this 11th day of January, 1993.

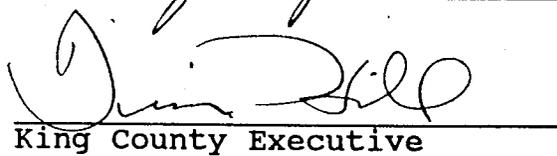
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8 KING COUNTY COUNCIL
9 KING COUNTY, WASHINGTON

10 
11 Chair

12 ATTEST:

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14 **DEPUTY** Clerk of the Council

15 APPROVED this 22nd day of January, 1993.

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17 King County Executive
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