

SULTAN CITY COUNCIL

AGENDA ITEM COVER SHEET

Date: July 12, 2007

Agenda Item #: C - 10

SUBJECT: Records Management Grant Application

CONTACT PERSON: Donna Murphy Grants and Economic Development

SUMMARY STATEMENT:

The issue before the City Council is the Washington State Archives grant opportunity for a Records Management Grant to purchase metal file cabinets to properly store maps and plans currently stored above the Sultan Food Bank at 703 1st Street.

The Express Equipment Grant provides a maximum of \$7,500 per application. There is no match requirement with this grant application. If funded the City will purchase metal file cabinets specifically designed to store maps and plans that must be retained in perpetuity.

Currently, the City of Sultan's maps and plans are stored upstairs in the former City Hall. The building is leased by the Sultan Food Bank. The maps and plans are rolled and stacked in card board boxes.

When the State Archivist was here in 2006, they observed the storage conditions for the City's maps and plans and encouraged the City to apply for the Express Equipment Grant. The grant will preserve these documents which are deteriorating without proper storage.

STAFF RECOMMENDATION: Staff recommends that Council authorize staff to prepare and submit a grant application for a Records Management Grant to purchase metal file cabinets for proper storage of maps and plans.

RECOMMENDATION: Approval of this is part of the Consent Agenda.

COUNCIL ACTION:
Action Date: