

## SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

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**ITEM #:** Discussion D 2

**DATE:** April 10, 2008

**SUBJECT:** Records Management – Destruction of Records

**CONTACT PERSON:** Laura Koenig, Clerk/Deputy Finance Director

**ISSUE:**

The issue before the Council is to authorize staff to compile a list of documents for destruction in accordance with the State Records Management Guidelines and General Records Retention Schedule.

**SUMMARY STATEMENT:**

The City has files and financial records in storage that date back to 1905. Some of the records have historic and archival value, however, most are considered to be non essential records that could be disposed of in accordance with the General Records Retention schedule provided by the Secretary of State. One of the goals set by the Clerk's office is create a Records Management Program and to organize the City's files. The web site for the Secretary of State Division of Archives and Records Management is <http://www.secstate.wa.gov/archives>.

The retention period for most documents is 3 to 6 years depending on the type of record. The proposal is to dispose of non-essential records that were created prior to the year 1995. These documents would include utility billing stubs, utility account information and accounts payable. Applications for employment and personnel files would also be destroyed in accordance with the retention schedule.

Coastal Community Bank will provide document shredding services during the City Cleanup event on April 26, 2008. Staff is seeking direction and authorization from the Council to prepare a listing of records for destruction of non-essential records during that event. The list will be provided to the Council for final approval at the April 24, 2008 Council meeting.

The City should develop a Records Management Program and adopt Policy and Procedures for the program. This program will be presented to the Council later this year.

**ALTERNATIVES**

- 1) Direct staff to provide a detailed list of obsolete records for destruction in accordance with the State Records Management Guidelines and General Records Retention Schedule.
- 2) Do not direct staff to prepare detailed listing of obsolete records for destruction.

**RECOMMENDATION:**

Staff recommends that the Council allow the destruction of non essential records in accordance with the State Records Management Guidelines and General Records Retention Schedule and a resolution be prepared for the April 24, 2008 meeting providing detail on the documents recommended for disposal.