

SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET

Date: May 29, 2008

Agenda Item #: A-7

SUBJECT: Records Management Grant Application

CONTACT PERSON: Donna Murphy Grants and Economic Development

ISSUE:

The issue before the City Council is to authorize the Mayor to accept the \$6,356 grant offered from the Secretary of State Records Management Grant Program to purchase metal file cabinets to properly store maps and plans currently stored above the Sultan Food Bank at 703 1st Street.

SUMMARY STATEMENT:

On July 12, 2007 the City of Sultan applied to the Secretary of State Records Management Grant Program for an Express Equipment Grant that provides a maximum of \$7,500 per application. The grant will pay to purchase metal file cabinets specifically designed to store maps and plans that must be retained in perpetuity.

Currently, the City of Sultan's archived maps and plans are stored rolled and stacked in card board boxes upstairs in the former City Hall above the Sultan Food Bank.

When the State Archivist made a site visit to Sultan in 2006, he 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.

There is no match requirement with this grant application.

RECOMMENDED MOTION: I move to authorize the Mayor to accept the \$6,356 grant offered from the Secretary of State Records Management Grant Program to purchase metal file cabinets to properly store maps and plans currently stored above the Sultan Food Bank at 703 1st Street.

Attachment A: Award Announcement Letter

**SECRETARY
of STATE**

Sam Reed



RECEIVED
MAY 15 2008

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May 7, 2008

Donna Murphy
Grants/Economic Development
City of Sultan
PO Box 1199
Sultan WA, 98294

Dear Donna,

Congratulations on your selection as one of the award recipients of the 2007-2009 Washington State Archives Local Records Grant Program! Supplemental funding for this biennium has allowed us to grant an additional \$1.5 million in awards to 53 new recipients and more funding to 39 current recipients who received only partial funding for their projects. The total awarded during the 2007-2009 biennium has reached \$2.3 million, with 146 total recipients.

After reviewing all 169 applications, the Archives Oversight Committee has recommended that your grant proposal receive \$6,356. Enclosed you will find an Award Determination form which details your proposal's funded items as well as any conditions or additional requirements. I encourage you to continue working with your Branch Archivist, Mike Saunders, who can answer any questions regarding your project.

Due to the volume of quality requests, we are not able to fully fund all of the worthy projects that were submitted during this grant cycle.

To accept your award, you will be required to sign a Grant Agreement between your agency and the Office of the Secretary of State. Grantees must adhere to local and state bid requirements where necessary. Please follow the directions on the Award Determination form regarding the enclosed Grant Agreements, Interlocal Agreements (to contract with Imaging Services), and the A-19 form, which is needed to initiate your first fund disbursement.

I am very pleased to make this award announcement to your agency, and I look forward to the successful completion of your very worthwhile project.

Sincerely,


SAM REED
Secretary of State

