

File

R E S O L U T I O N

Moved by *Bishop* Seconded by *Rasmussen*

that the following Resolution be adopted:

WHEREAS, the Polk County Board of Supervisors did create on a pilot project basis a Records Management Program and did provide staffing for same in the General Services Department; and

WHEREAS, the Polk County Board of Supervisors did further create a Records Management Committee composed of two representatives of the Polk County Board of Supervisors, the Recorder, Auditor and County Attorney, whose responsibilities include the provision of administrative direction and oversight of the pilot Records Management Program; and

WHEREAS, said Committee has reviewed and does recommend approval of the Records Management Standards and Procedures (Attachment A) and Records Management Objectives (Attachment B); and

WHEREAS, said Committee does further recommend that the pilot project status of the Records Management Program be withdrawn and said Program be established on a permanent basis with appropriate staffing levels to be audited by the Personnel Department; and

NOW, THEREFORE, BE IT RESOLVED, that the pilot project status of the Records Management Program is herein withdrawn and said program is hereby established on a permanent basis with appropriate staffing levels to be audited by the Personnel Department; and

BE IT FURTHER RESOLVED, that the attached Records Management Standards and Procedures (Attachment A) and Program Objectives (Attachment B) are herein adopted and shall be implemented by the General Services Department, Records Management Division, under the auspices of the Polk County Records Management Committee and proposed Records Technical Advisory Committee which is created hereto.

Signed and dated this 28th day of June, 1988.

POLK COUNTY BOARD OF SUPERVISORS

Martha Willits
Chairperson

SUBMITTED BY:

Jack Bishop
Jack Bishop, Chair
Records Management Committee

FISCAL NOTE: Salary and benefits for Administrative Analyst I position estimated to total \$26,832 in FY 88/89 with funding derived from the operating budget of the General Services Department.

ROLL CALL FOR ALLOWANCE	
JUN 28 '88	
Jack Bishop	Yes Nay
Ray Stephens	Yes Nay
Richard Brennan	Yes Nay
Clark R. Rasmussen	Yes Nay
Martha Willits	Yes Nay
Yes <u>5</u>	Nay <u>0</u>
Above Resolution made by <u>Martha Willits</u>	
ALLOWED BY ABOVE VOTE OF BOARD	
<u>Martha Willits</u> CHAIRPERSON	