



CITY OF KIRKLAND

City Manager's Office

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www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Anja Mullin, Deputy City Clerk

Date: April 11, 2012

Subject: "Records and Information Management Month" Proclamation

RECOMMENDATION:

Council authorizes the Mayor to proclaim April 2012 as Records and Information Management Month in Kirkland, Washington.

BACKGROUND DISCUSSION:

Since 1995, the Association of Information Management Professionals (ARMA) has designated April as Records and Information Management Month in appreciation of the importance of record and information management. ARMA International is a professional, not-for-profit organization whose primary purpose is education in the field of records and information management. Kirkland is a member of ARMA and Kirkland City Clerk, Kathi Anderson will be at the April 17th meeting to accept the proclamation.



A PROCLAMATION OF THE CITY OF KIRKLAND

Proclaiming April 2012 as "Records and Information Management Month" in the City of Kirkland, Washington

WHEREAS, Records and Information Management Month was first observed in 1995 as National Records and Information Management Day and was an effort initiated by the members of the Association of Records Managers and Administrators (ARMA) U. S. Government Relations Committee to bring attention to the cause of passing the renewal of the U. S. Paperwork Reduction Act; and

WHEREAS, the management of records and information is critical to every individual for protecting rights and privacy, to every business and organization for ensuring compliance and profitability and to every government agency for serving the best interest of those within its jurisdiction; and

WHEREAS, technologies are increasing the amounts of information and globalization is expanding the complexity of information, the proper management of information as an asset is essential; and

WHEREAS, control of records and information is necessary for reduction of risk and liability, as well as for compliance with global standards; and

WHEREAS, the City's records and information professionals are entrusted with responsibility for the careful management, disposition and provision of access to public records on behalf of the citizens of the City of Kirkland;

NOW THEREFORE, I, Joan McBride, Mayor of the City of Kirkland, do hereby proclaim the month of April 2012 as "Records and Information Management Month" in the City of Kirkland, Washington and encourage all citizens to recognize the City's efforts to effectively manage records and information.

Signed this 17th day of April, 2012

Joan McBride, Mayor