

CITY OF KIRKLAND

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**CITY MANAGER'S OFFICE
MEMORANDUM**

To: David Ramsay, City Manager

From: Marie Stake, Communications Program Manager

Date: March 13, 2008

Subject: Records and Information Management Month Proclamation

RECOMMENDATION:

Council authorizes the Mayor to sign the Records and Information Management Month Proclamation.

BACKGROUND DISCUSSION:

Tara Ramos, Treasurer of the Puget Sound Chapter of the Association of Information Management Professionals (ARMA), has asked the City to recognize April, 2008 as Records and Information Management Month. This month will help appreciate the importance of record and information management and was started in 1995 by ARMA International, 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 1st meeting to accept the proclamation.



A PROCLAMATION OF THE CITY OF KIRKLAND

Designating the month of April, 2008 as “Records and Information Management Month” in the City of Kirkland, Washington

WHEREAS, the management of records and information is critical to every business, organization and government agency in facing the complexities of competition, customer service and globalization; and

WHEREAS, technologies for storing information are expanding the amounts of information that can be acquired, with increased longevity; and

WHEREAS, the need to use information to create value and plan strategically is driving force in today's world; 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 citizens of Kirkland, Washington should recognize the important service performed by records and information professionals;

NOW, THEREFORE, I Mayor James L. Lauinger do hereby proclaim the month of April, 2008, as “*Records and Information Management Month*” in the City of Kirkland, Washington and I encourage all citizens to recognize this event.

Signed this 1st day of April, 2008

James L. Lauinger, Mayor