



CITY OF KIRKLAND
Finance and Administration
123 Fifth Avenue, Kirkland, WA 98033
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MEMORANDUM

To: Kurt Triplett, City Manager

From: Michael Olson, Director
Kathi Anderson, City Clerk

Date: 04/14/2021

Subject: Records and Information Management Month Proclamation

RECOMMENDATION:

It is recommended that the City Council proclaim April as Records and Information Management Month. Public records requests and proper records management are an integral part of a well-functioning and transparent government. By accepting this proclamation, the City Council highlights and acknowledges the hard work City staff do to maintain a high standard in regard to all things public records, data and management related.

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 records 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.

Federal and state-mandated program requirements, changes in growth and development patterns, expanded service needs, the use of computers and other technologies for creating and using information, and the proliferation of copies in various formats, have all contributed to this enormous accumulation of records. The City of Kirkland has approximately 450 TB of data stored on our servers and over 4,000 boxes of records stored offsite, in addition to the records created and used in our City facilities every day. Every city employee has a role and responsibility in the care and management of the City's records through the lifespan of those records.

Like every organization, the City of Kirkland creates and maintain large quantities of records. These records are not only not only critical to the employees in order for them to do their jobs successfully, but also are essential to community members. The City of Kirkland processes an average of 4,000 public records requests every year; these can be accident reports, historic building plans, or correspondence and email requests.

By proclaiming the month of April 2021 as Records and Information Management Month in Kirkland all community members are invited to celebrate and reflect on the efforts of all City Staff in being responsible custodians of the records of the City of Kirkland.

Attachments:
Attachment 1 – Proclamation



A PROCLAMATION OF THE CITY OF KIRKLAND

Proclaiming Records and Information Management Month April 2021 in Kirkland

- Whereas:** the City of Kirkland's records are valuable assets essential to the effective operation of city government and held as a public trust, critical to protecting the rights and interests of the constituents of the City of Kirkland; and
- Whereas:** the management of public records, information and data is critical to every government agency for effective and efficient operations and in support of an open, transparent and accountable government; and
- Whereas:** the management of public records, information and data 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 for creating and storing records, information and data continue to expand the amounts of information that can be created and acquired; and
- Whereas:** professional control and governance of records, information and data is necessary for the effective operation of modern government, as well as the reduction of risk, liability and associated costs and compliance with global standards and practices; and
- Whereas:** the Kirkland community experiences high quality public services supported by the important role and functions provided by records and information professionals; and
- Whereas:** the City of Kirkland has been recognized with national and state awards for the successes of the highly trained and dedicated employees entrusted with responsibility for the careful management, disposition and provision of access to public records on behalf of the constituents of the City of Kirkland;

NOW, THEREFORE, I, Penny Sweet, Mayor of Kirkland, on behalf of the Kirkland City Council, do hereby proclaim April as the Records and Information Month, and with this proclamation extend our gratitude and thanks to the records and management team with the City of Kirkland.

Signed this 20th day of April, 2021

Penny Sweet, Mayor