



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

(Revised: 6/9/2014)

## Board Clerk Use Only

**Meeting Date:** 9/25/14  
**Agenda Item #:** R.2  
**Est. Start Time:** 9:40 am  
**Date Submitted:** 9/16/14

**Agenda Title:** **First Reading and Public Hearing of ORDINANCE Amending MCC Chapter 8 – County Assets**

*Note: Title should not be more than 2 lines but sufficient to describe the action requested. Title on APR must match title on Ordinance, Resolution, Order or Proclamation.*

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** 15 minutes

**Department:** Department of County Assets **Division:** Records and Archives Management Program

**Contact(s):** Jenny Mundy and Garret Vanderzanden

**Phone:** 988-3741 **Ext.:** \_\_\_\_\_ **I/O Address:** 425/1/Jenny Mundy

**Presenter Name(s) & Title(s):** Garret Vanderzanden, Manager and Jenny Mundy, County Records Officer

## General Information

### 1. What action are you requesting from the Board?

We are asking the Board to approve this ordinance which amends the description of the Department of County Assets to define archival and county records, requires the County to maintain a professional Archives and Records Management Program, authorizes this program to make administrative rules to manage county records, and makes the County Archives and Records Management Program the custodian of all county archives.

### 2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

Public records are vital to organizational efficiency and accountability, upholding citizens' rights, and providing historical context to our current lives.

The County has had a centralized records management program since the mid 1970's. It has built a suite of services over time, adding retention scheduling in 1998, archives management in 2001, and digital records management in 2010.

This proposed code revision is needed to provide continuity and uniformity in the management of county records, including county archives. It will underpin the consolidation of records services within a professionally staffed program and will also ensure that the county's archives are maintained and managed as a central and complete record of the county's actions and history.

**3. Explain the fiscal impact (current year and ongoing).**

There is no fiscal impact attached to this action.

**4. Explain any legal and/or policy issues involved.**

Public records management is prescribed for executive branch agencies (including political subdivisions) by the Oregon State Archives under ORS 192 and OAR 166. This revision aligns the county's records and archives management program with public records policy and law.

**5. Explain any citizen and/or other government participation that has or will take place.**

There are only three professionally staffed public records and archives programs in Oregon: the Oregon State Archives, Portland Archives and Records Center, and the Multnomah Records and Archives Management Program. This revision aligns the authority and structure of the latter with the former two.

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**Required Signature**

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**Elected  
Official or  
Department  
Director:**

Sherry Swackhamer

**Date:**

9/16/14

*Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please insert date approved.*