

**CITY COUNCIL REGULAR SESSION**

Resolution authorizing execution of general services agreement with Access Information Protected for professional records storage and destruction services related to offsite storage and maintenance of the City's inactive records, in an amount not to exceed \$375,000, plus all applicable taxes.

Kyle Stannert, Assistant City Manager, 452-6021

Danelle Court, Records Management Program Manager, 452-7899

*City Clerk's Office*

**EXECUTIVE SUMMARY**

This agreement will provide for professional records storage and destruction services related to offsite storage and maintenance of the City's inactive records.

**RECOMMENDATION**

Move to adopt Resolution No. 9489

If approved, effective date: 01/01/2019

**BACKGROUND/ANALYSIS**

The City of Bellevue has contracted for offsite storage services for approximately 20 years as a cost-effective means of managing inactive records for their approved legal retention period. Approximately 15,000 boxes are stored offsite under the current vendor agreement, with a majority of boxes containing financial documentation required for auditing purposes and building construction files containing documentation related to buildings and infrastructure. The City has contracted with Datasite (which was acquired by Access Information Protected in 2015) since 2008.

The City Clerk's Office has taken steps to ensure cost savings throughout the duration of the contract by negotiating costs tied to usage rather than a fixed cost, monitoring destruction of boxes that have met their required retention periods, and supporting electronic records management processes which will reduce the number of boxes stored offsite over time.

**POLICY & FISCAL IMPACTS****State Law**

RCW 40.14 – Preservation and Destruction of Public Records defines public records, the relationship between the Washington State Archives and local government agencies and outlines the process for establishing policy on the proper retention and disposal of records.

WAC 434-626 – Local Records Committee (LRC) describes the duty and composition of the LRC and their ability to approve specific retention policies in the form of Records Retention Schedules.

WAC 44-14-030(3) – Organization of Records requires that agencies maintain their records in a reasonably organized manner and take reasonable actions to protect records from damage and disorganization.

**Bellevue City Code**

BCC 4.28 provides for the fair and equitable treatment of all persons involved in the purchasing process. Council approval is required for contracts greater than \$90,000.

**Fiscal Impact**

This action will obligate the City to an amount of approximately \$93,000 per year over a four-year period for a total not to exceed \$375,000, plus applicable taxes. Sufficient funds are requested in the City Clerk's Office 2019-2020 preliminary General Fund budget to fund this service. Funds for the latter two years of the contract will be requested as part of the 2021-2022 biennial budget process.

**OPTIONS**

1. Adopt the Resolution authorizing execution of general services agreement with Access Information Protected for professional records storage and destruction services related to offsite storage and maintenance of the City's inactive records, in an amount not to exceed \$375,000, plus all applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

**ATTACHMENTS & AVAILABLE DOCUMENTS**

Proposed Resolution No. 9489.

**AVAILABLE IN COUNCIL LIBRARY**

General Services Agreement