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City Council

Approval of a Resolution Authorizing a Grant Agreement between the City and Washington State Archives for Imaging Services to Digitize Historic City Clerk Records

Agenda Date: 2/26/2019
Agenda Item Number: 4.H
File Number: 19-0146

Type: resolution **Version:** 1 **Status:** Passed

Title

Approval of a Resolution Authorizing a Grant Agreement between the City and Washington State Archives for Imaging Services to Digitize Historic City Clerk Records

Recommended Action

Committee Recommendation:

Not referred to a Committee.

City Manager Recommendation:

Move to approve the Resolution authorizing a grant agreement between the City of Olympia and Washington State Archives for imaging services to digitize historic City Clerk records.

Report

Issue:

Whether to approve a Resolution authorizing a grant agreement between the City and Washington State Archives for imaging services to digitize historic City Clerk records.

Staff Contact:

Debbie Sullivan, Administrative Services Director, 360.753.8499

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

In Fall 2018, the City of Olympia was awarded a grant to digitize the City Clerk's "City Files" from 1884 to late 1980's. The "City Files" document the history of Olympia and the surrounding area - including agreements established with The Evergreen State College, school districts, local improvement districts, early businesses and residents in Thurston County and the Port and Airport. The land records include the deeds and easements upon which the City's core infrastructure is built.

These files are regularly consulted by staff and requested by the public. These files are currently

available to staff on microfilm only.

Approving this grant will make these records readily accessible to everyone while saving staff time.

Neighborhood/Community Interests (if known):

None noted.

Options:

1. Move to approve the Resolution. The City will begin working with the State Archives to digitize these records.
2. Direct staff to make changes to the terms and conditions to the grant agreement. Staff will update the Resolution and return to Council at a future date.
3. Do not approve the Resolution. The City will not have the funding to digitize the records.

Financial Impact:

No grant funds will be disbursed to, or received by, the City; therefore, no budget adjustments are required. All grant funds will be held by the Washington State Office of the Secretary of State. The work supported by this grant, and performed on behalf of the City by the State's Division of Archives and Records Management, will not exceed \$17,500.

Attachments:

Resolution
Agreement