

15 DIGITIZATION GRANTS AWARDED

Adams County Public Works

What type of records do you want digitized? (Include DAN from Records Retention Schedule as part of your description.)

Archival county road establishment records (envelopes and plat books), road project flat files, and state plans for turn-back roads we acquired when I-90 was built. These fall under the following DANs:
GS55-05A-06: Capital Assets (real property) for portions of roads that were deeded to us during establishment;
GS2012-031: County Engineer Records;
GS2011-169: Contracts and Agreements.

What is the approximate date range of the records?

1883 through the early 1990's

What is the approximate volume of records?

31 cu ft

How will having these records digitized help your agency's management and public disclosure challenges?

A large portion of the engineering department's record requests are for road establishment information, including widths, lengths, and locations of road right-of-way as established. This requires these delicate, century-old records (in some cases) to be in heavy use and removed from storage on a frequent basis. Digitization of these records will give the public instant access without the need to handle them individually. Having these files in a format that meets permanent preservation requirements would allow us to then pursue transferring them to the safety of the state archives and free up storage space locally.

Amount funded: \$39,800

City of Benton City

What type of records do you want digitized? (Include DAN from Records Retention Schedule as part of your description.)

- 1) Official Council Meeting Minutes, GS50-05A-13, Rev. 2
- 2) Official Ordinances, GS50-05A-16, Rev. 1
- 3) Official Resolutions, GS50-051-16, Rev. 1
- 4) Official Board of Hearing Examiners Minutes, GS2011-173, Rev. 2
- 5) Official Planning Commission Agendas/Minutes, GS2011-174, Rev. 2

What is the approximate date range of these records?

- 1) 1996 thru 2011
- 2) 1996 thru 2011
- 3) 1996 thru 2011
- 4) 1977 thru 2002
- 5) 1952 thru 2011

What is the approximate volume of records?

4

How will having these records digitized help your agency's management and public disclosure challenges?

The City of Benton City is experiencing growing pains and City Council recently voted to remodel the building City Hall has been located for several decades. Unfortunately, the building was found to be structurally deficient and City Hall was relocated to a temporary office almost one-quarter the size of the original space. The City is now exploring other options to house City operations and City Hall will remain in the temporary office for longer than initially planned. Due to lack of suitable space, Staff was forced to leave records at the old City Hall location several blocks away. As a result, records storage will need to be consolidated as much as possible to accommodate for our future space. In the interim, having the bulk of our records located at in a separate building, creates an added difficulty to fulfilling public requests, and we realized our current records storage is less than ideal.

City Staff has been actively working on City archives and in 2014, Official Council Meeting Minutes, Resolutions and Ordinances thru December 1995 and Council Packets for 2004 through 2008, were digitalized and retained with Washington State Archives, and more than seventy-seven cubic feet of non-essential, non-archival records were inventoried and disposed of properly. The Digital Imaging Grant would allow the City to continue digitizing and archiving the remainder of these Archival/Essential records through 2011. The City would then be able to use its own resources to improve and secure the storage of essential records, and for disposal of those records exceeding their retention period. The Digital Imaging Grant would assist the City in providing better customer service for public requests through easier and more convenient access; increase office productivity by minimizing the number of records to be physically searched as well as employee time to search; provide secure records storage space; and minimize misplacement of crucial documents.

Amount funded: \$6,000

City of Bonney Lake

What type of records do you want digitized? (Include DAN from Records Retention Schedule as part of your description.)

Ordinances & Resolutions – GS50-05A-16

- Ordinance #1 to 400 (digitize existing microfilm)
- Ordinance #901 to 1600 (create microfilm from existing scanned copies)
- Resolutions #200 to 700A (digitize existing microfilm)
- Resolutions #951 to 2650 (create microfilm from existing scanned copies)

Meetings – Governing/Executive (City Council Minutes) - GS50-05A-13

- City Council Minutes dated 1949-1998 (digitize existing microfilm)
- City Council Minutes dated 1999-2007 (microfilm and PDF from paper records)

Meetings – Advisory (Planning Commission Minutes) - GS2012-027

- Planning Commission Minutes dated 1967-1993 (digitize existing microfilm)

The total volume proposed for digitization for this project includes several reels of microfilm records and 1 carton of paper records. The approximate equivalent volume of paper records is 21 cubic feet. The microfilm reels and box contain:

- 1,363 Ordinances
- 2,217 Resolutions
- Over 2,000 City Council and Planning Commission meetings over a span of nearly 60 years

We worked with staff at the Digital Archives to estimate total costs for this project. Based on the items presented the Digital Archives estimates the entire project will cost \$4,000 to digitize, create microfilm, and scan records as outlined above, including estimated Archives costs for staff labor and indexing of these records.

What is the approximate date range of the records?

From 1949 (when the city was incorporated) to present.

What is the approximate volume of records?

21

How will having these records digitized help your agency’s management and public disclosure challenges?

This records imaging and digitization project will provide residents, staff, and researchers with a more complete history of our city. It will increase public access to information and simplify the public disclosure process in several ways. First, it will help people find records through convenient, direct online access (rather than having to submit a public disclosure request). It will also help ensure complete and timely responses to records requests by improving our search tools and reducing the time needed to locate records. The project also provides assurance that our essential permanent records are secure and accessible for years to come.

The City of Bonney Lake is committed to increasing public access and ensuring the long-term preservation of our permanent public records. Part of our city’s mission is to “provide a high level of accountable, accessible, and efficient local government services” and we have worked toward that goal with projects (both in-house and with the help of the State Archives) to microfilm and digitize city records. These records are available to the public through the city website and/or the Digital Archives. Since 2008 all agendas, minutes, audio, resolutions, and ordinances have been digitized in-house and are available at no cost on the city website.

Bonney Lake is also one of the first local government agencies to transfer electronic records to the Washington State Digital Archives. Over the past several years we have transmitted over 30 GB of audio files from City Council and Planning Commission meetings. We are getting ready to send our first batch of PDF records to the Digital Archives later this year. We have added links to the Digital Archives holdings on our City Council pages to provide easy public access to these important resources.

Though the city has made considerable progress in providing electronic access to public records, we have several gaps in our digital and microfilm records. We do not have digital copies of Ordinances dated 1949-1974, Resolutions dated 1967-1994, City Council minutes dated 1949-2007, and Planning Commission minutes dated 1967-1993. In addition, we hold PDF copies but no microfilm security backup for more recent ordinances, resolutions, and minutes.

These gaps have a significant impact on staff and public access to records and information, and on our ability to respond fully and quickly to records requests. A thorough search of the city’s nearly 70-year history requires a cumbersome, multi-staged process (reviewing ordinance and resolution titles; searching available scanned records; sometimes hand-searching unofficial copies in storage; and if needed, checking microfiche copies or requesting the State Archives to pull and copy items for us). Older resolution and ordinance titles are sometimes vague or repetitive, resulting in many false hits and potentially missed items. For internal/staff research, it is not often worth the considerable staff time required to review records on microfiche or

physically held at the State Archives. But for public disclosure requests, we must complete this arduous process to ensure we have searched all possible locations to find responsive records.

We are eager to fill in these gaps in our historic records through a digitization and imaging project with the Washington State Archives. Thankfully, most of these items were previously microfilmed and the reels are readily available for conversion. [During the city's previous records grant project in 2007, several reels of microfilm were rejected for digitization as they did not meet the State's resolution standards at that time; it is our understanding from staff at the Digital Archives that those reels should be eligible for digital conversion now, since technology has greatly improved in the past decade.] The remainder are paper records (totaling one carton).

The digital records created through this project will be made available online via the Digital Archives and/or city website for easy access and research. This project will greatly improve access for the public and our own staff to research and learn from our past and make decisions for the future. It will help the City of Bonney Lake fulfill the mandates of the Public Records Act and our own mission to provide accountable, accessible, and efficient local government services.

Amount funded: \$4,000

City of Cashmere

What type of records do you want digitized? (Include DAN from Records Retention Schedule as part of your description.)

Ordinances and Resolutions - GS50-05A-16
Minutes and Agendas - GS50-05A-13

What is the approximate date range of the records?

2013-2017

What is the approximate volume of records?

1250

How will having these records digitized help your agency's management and public disclosure challenges?

Having these records digitized provides not only staff but also citizen's easily searchable access to the records, effectively reducing the number of public records requests and providing an avenue for staff to quickly access records.

Amount funded: \$900

City of Cheney

What type of records do you want digitized? (Include DAN from Records Retention Schedule as part of your description.)

The city has historical records that need to be digitized prior to releasing the records to the State Archives. Records include Ordinances, Resolutions, Council minutes, and Council Agenda Packets. I cannot find a retain

period before submitting to the State Archives for these records so I will keep the last 6 years, leaving the rest to be digitized and eventually submitted for permanent storage to the State Archives on a regular schedule.

What is the approximate date range of the records?

Ordinances - 1950 - 2011 (bound in books) Both Letter and Legal Size - typically from 1 - 10 pages each

Resolutions - 1980 - 2011 (bound in books) Both Letter and Legal Size - typically 1-3 pages each

Minutes - 1908 - 2011 (are bound in books) Both Letter and Legal Size - the older ones are run on and not separated by date, newer ones are approximately 2 - 4 pages each.

Council Agenda Packets - 1975 - 2011 (will be in boxes by year) Mostly letter size with some legal and color mixed in. The sample below was 124 pages after conversion. I was only able to attach one page. The agenda packets are anywhere from 10 - 200 pages each.

What is the approximate volume of records?

75

How will having these records digitized help your agency's management and public disclosure challenges?

After digitizing, the records will be searchable. Copies of the digitized records could be placed onto the City Website for public and City purposes.

Amount funded: \$33,000

City of Kenmore

What type of records do you want digitized? (Include DAN from Records Retention Schedule as part of your description.)

Land Division & Development Background/Reference Files - LU50-11-24 Rev 0

Land Division & Development Final Determination Files - LU50-11-11 Rev 0

Shoreline Substantial Development Permits - LU50-11-15 Rev 0

Building Construction and Modification Permit Files (Valid) - LU50-05 Rev 0

What is the approximate date range of the records?

Earliest Year: 1998

Latest Year: 2018

What is the approximate volume of records?

40 cubic feet

How will having these records digitized help your agency's management and public disclosure challenges?

The City of Kenmore incorporated in 1998 and then moved into a new City Hall in 2010. During this period of growth, the City of Kenmore had numerous long plat, short plat and building applications/projects, in addition to the inherited documents and boxes it received from King County. In 2015, 2016 and 2017 the City of Kenmore received 265, 385 and 380 public records requests respectively. This is an abundant amount for our small city's staff of 35 employees. Additionally, a majority of these request are for Development Services Department relating to land use and/or building construction. Having these records digitized would improve

the efficiency of locating them and responding to the requests more timely and effectively. Also digitizing reduces costs associated with storing paper, searching in multiple locations and reducing risk of damage, loss and/or theft. Once these documents have been digitized, we would have them assessed by Washington State Archives for appraisal and transferred for permanent retention (if required). The staff at the City of Kenmore strives to provide transparency and the best customer service possible. Having these records digitized will provide both and will be a huge benefit to our citizens.

Amount funded: \$4,800

City of Maple Valley

What type of records do you want digitized? (Include DAN from Records Retention Schedule as part of your description.)

(12 Boxes) Community Development Planning Projects Records Dan #LU50-11-24

(6 Boxes) Community Development Building Permits Dan #LU50-11-05

What is the approximate date range of the records?

Community Development Planning Project Records
2004-2006

Community Development Building Permits
2003-2009
2013-2017

What is the approximate volume of records?

21

How will having these records digitized help your agency's management and public disclosure challenges?

Having the records electronically will help us respond to the citizens in a timelier manner. We would be able to avoid the expense and time of having to request these boxes from AIM (off-site storage) and then returning them to AIM. Then what we do have budgeted for records, could be spent on digitizing additional record series.

For the year 2016 we had a total of 150 records requests. Out of the 150, 21 of the requests were for Building Permits records and 3 were for Planning Project records.

For the year 2017 we had a total of 143 records requests. Out of the 143, 60 of the requests were for Building Permits records and 17 were for Planning Project records.

Amount funded: \$15,000

City of Montesano

What type of records do you want digitized? (Include DAN from Records Retention Schedule as part of your description.)

Approved Ordinances and Resolutions GS50-05A-16

What is the approximate date range of the records?

January 2001 through December 2017

What is the approximate volume of records?

440

How will having these records digitized help your agency's management and public disclosure challenges?

Having digital access to records would enable faster response time to elected officials, employees and citizens making public records requests. If copies were digitized, no fees would be charged to requestors.

Amount funded: \$1,800

City of Orting

What type of records do you want digitized? (Include DAN from Records Retention Schedule as part of your description.)

Council Minutes Dan GS50-05A-13, Ordinances Dan GS50-05A-16, Resolutions Dan GS50-05A-16, Council Meeting Packets Dan GS50-05A-13, Civil Service Meeting Packets Dan GS50-05A-13, Planning Committee Packets Dan GS50-05A-13, Misc. Council Committee Packets Dan GS50-05A-13, Planning Commission Minutes Dan GS50-05A-13, Fire Department Annual Report Dan GS50-05A-04. Safety Committee Minutes Dan GS50-05A-13, Civil Service Minutes Dan GS50-05A-13.

What is the approximate date range of the records?

Council Minutes 2/91-present, Civil Service Minutes 1978-present, Planning Commission Minutes 1993-2003, 2" Notebook Safety Committee Minutes 1997-2005, 1" Notebook Fire Dept. Annual Report 2005, Misc. 1993-2014 (approx. 80 packets). Ordinances 1/1/39-8/9/90, Ordinances 12/10/07-present, Resolutions 1931-present

What is the approximate volume of records?

2500

How will having these records digitized help your agency's management and public disclosure challenges?

Currently we have to go to old boxes and notebooks to look up all the records because none of these documents were scanned into our records on the City server. We also face tremendous space challenges because we are in a building that we have outgrown and we are running out of room and storage space. We would like to have the ability to put some of our records on our website and it would be an impossible task to go back and scan each one in due to our limited staff. At the same time we are growing as a City and need to get up to speed with technology and the growing need to make our records accessible to the public. We are one of only 3 Cities who do not have a utility tax and as a result we have a smaller budget and it is a challenge to provide the level of services that our citizens want with our current budgetary constraints.

Amount funded: \$7,200

City of Port Angeles

What type of records do you want digitized? (Include DAN from Records Retention Schedule as part of your description.)

Box	Document Type	DAN#
1	Conditional Use Permits	LU50-16B-04
2	Conditional Use Permits	LU50-16B-04
3	Retail Stand Permits (CUPS)	LU50-16B-04
3	Rezones (Active)	LU50-16-01
3	Short Plat Subdivisions	LU50-11-24
3	Binding Site Improvement Plans	LU50-11-24
3	Board of Adjustment	GS2011-174 Rev. 2
4	Short Plat Subdivisions	LU50-11-24
4	Shoreline Substantial Development Permits	LU50-11-15
5	Shoreline Substantial Development Permits	LU50-11-15
5	Rezones (Active)	LU50-16-01
6	Shoreline Substantial Development Permits	LU50-11-15
7	Street Vacation Petitions	GS55-05A-06 Rev. 1
8	Short Plat Subdivisions	LU50-11-24
8	Conditional Use Permits	LU50-16B-04
9	Subdivisions	LU50-11-24
9	Retail Stand Permits	LU50-16B-04
10	Conditional Use Permits	LU50-16B-04
11	Building Permits	LU50-11-05
12	Building Permits	LU50-11-05
13	Building Permits	LU50-11-05
14	Building Permits	LU50-11-05
15	Building Permits	LU50-11-05
16	Building Permits	LU50-11-05

What is the approximate date range of the records?

Land Use Documents 1976-2013
Building Permits 2012-2017

What is the approximate volume of records?

16 cubic feet

How will having these records digitized help your agency's management and public disclosure challenges?

Approximately 10 years ago, the City of Port Angeles had its historical building and electrical permits scanned and stored into our Laserfiche Enterprise Content Management System. These permits were made available to the general public via the city's public-facing Laserfiche Weblink, accessed by the public through the city's website. After the bulk scanning, staff in the Building & Planning division continued to scan these records and store them in Laserfiche.

Unfortunately, in 2012 budget cutbacks led to the loss of a Planning Technician Position, the staff person who was responsible for scanning these records. As a result, the department fell behind and we now have a backlog

of building permits from 2012-2017. These records are only available in hard copy format, stored in the limited office space of our Building Inspector. Of course, this is less than ideal. These important records, with a retention value of “6 years after the life of the building” need to be scanned and stored in our Laserfiche repository not only for retention purposes, but also so that they can be made available to the public who requests them often. Digitizing these records will allow the City to again have more current building permits (in addition to the historic permits) available to the public. This will greatly decrease the demand on limited staff resources to provide these records through public records requests.

Other land use planning documents that are being submitted for grant consideration include Conditional Use Permits that are to be retained for the life of the agency, and Land Division and Development Background/Reference Files (DAN #LU50-11-24 Rev. 0) which staff uses regularly for research purposes. The rezoning files being submitting for consideration fall under Comprehensive Land Use Plan and Amendments (DAN #LU50-16-01) and have not been repealed or superseded. Digitizing these land use and planning records will increase efficiency by allowing staff searchable text access for research purposes. Once the records have been digitized and put into our Laserfiche repository, we would like to transfer them to the Washington State Archives for appraisal and/or permanent retention.

Amount funded: \$16,300

City of Shoreline

What type of records do you want digitized? (Include DAN from Records Retention Schedule as part of your description.)

On October 23, 2017, the City of Shoreline assumed responsibility for the management of public records at Ronald Wastewater District (RWD). RWD was established as a special purpose district in 1951 by the residents of the Shoreline area and now serves about 53,000 customers. The City of Shoreline, on behalf of the RWD board, now maintains and operates a wastewater collector and interceptor system consisting of 17 lift stations, 22 grinder pumps, and over 190 miles of sewer mains, and approximately 16,342 side sewer connections.

In March of 2017, the City performed an inventory of all RWD records and identified originals of sewer system documentation (as-builts), ULID maps, and other records that have significant and enduring value that need to be backed-up and preserved. Unfortunately, to date none of these records have been scanned or microfilmed, therefore, the City of Shoreline is requesting grant money to be able to have this work done. The records are under the following record series:

As-Built Drawings – Appraised and Not Selected for Archival Preservation, GS2012-035 Rev. 0

As-Built Drawings – Appraised and Selected for Archival Preservation, GS50-18-06 Rev. 1

What is the approximate date range of the records?

1960-2017

What is the approximate volume of records?

3,500 drawings

How will having these records digitized help your agency’s management and public disclosure challenges?

Infrastructure as-builts are an essential record that the City uses to perform its duties; these records need to be protected and we must have a security back-up in the event the hard-copy is damaged or destroyed.

Over half the public records requests received by the City are for permitting/utility records. Having the utility as-built drawings digital will save staff time locating hardcopy records and will eliminate the need to copy them for requestors which will create a more efficient disclosure process all around. Having these records digital will also provide wastewater staff the ability to perform research from their computer desktops which will improve the City's customer service for permit customers.

Amount funded: \$4,100

Mason County Commissioners

What type of records do you want digitized? (Include DAN from Records Retention Schedule as part of your description.)

Mason County Commission Meeting Minutes - DAN GS50-05A-13

What is the approximate date range of the records?

1986-2008

What is the approximate volume of records?

12000

How will having these records digitized help your agency's management and public disclosure challenges?

Commissioner minutes have a permanent retention designation and by digitizing the minutes they will be easily available to the public and other interested parties at no charge and with very little staff time. In 2017 Mason County digitized microfilmed Commission minutes for the period of 1858-1985 using WA State Archives services. For the period of 2009-2017 Mason County has a PDF version of signed Commission meeting minutes. By digitizing the 1986-2008 signed Commission meeting minutes, Mason County will have the majority of our minutes in a digital format. Mason County will then transfer our paper copies of these signed minutes to State Archives. This saves staff time for public disclosure and storage space.

Amount funded: \$7,000

Okanogan County Public Works

What type of records do you want digitized? (Include DAN from Records Retention Schedule as part of your description.)

We would like to digitize County Road files. These files include right of way deeds, road surveys, roadlogs, road approach permits, utility permits and project files. These are permanent records per RCW 36.80.040.

What is the approximate date range of the records?

The approximate date range for the County Road files is 1800's to current.

What is the approximate volume of records?

53 file drawers

How will having these records digitized help your agency's management and public disclosure challenges?

Having these records digitized will allow us to store all of the records in a single secure location. We will be able to fulfill Public Records Requests in a more effective manner and electronic format. This will also preserve our original documents by lessening the time that the files need to be opened and accessed. We are interested in pursuing a program that would allow the public to access these directly to possibly eliminate the public records request.

Amount funded: \$26,000

Port of Olympia

What type of records do you want digitized? (Include DAN from Records Retention Schedule as part of your description.)

Approximately 2,200 Large-Format Paper Documents of the following types:

DAN GS55-05A-06 Rev. 1 – Maps, Drawings, Photos documenting Real Property Infrastructure, Roadways, Improvements, Buildings, Leasehold Improvements.

GS50-18-10 Rev. 1 – Construction Project Files

GS2012-035 Rev. 9 – As-built Drawings (not yet appraised by Archives)

What is the approximate date range of the records?

1922 to 2017

What is the approximate volume of records?

20

How will having these records digitized help your agency's management and public disclosure challenges?

The Port of Olympia has a rich history in Olympia and Tumwater spanning almost 100 years. Over the nearly 100 years the Port has evolved from its maritime beginnings to become a multi-faceted public enterprise serving all of Thurston County with land ownership in Olympia, Tumwater and Lacey. Currently the Port's important historical and older project drawings, maps and aerial photographs exist only in paper form. Many are in fragile condition. Searching for specific records is a time consuming hunt through the existing drawers and cabinets, requiring manually handling the documents. Many are fragile and the handling results in tearing of already worn documents. Public records requests are at times delayed while the manual search is done, and delayed even further when large format fragile documents require taking off-site to reproduce for the requester. Additionally, many of the historical documents have a permanent retention period. Digitizing these large format paper documents will preserve them for the future. This process will also insure preservation in the event of a catastrophic event such as fire at the Port office.

This project has been contemplated by Port staff previously as we realize its importance, but we have not had the available staffing to complete it, nor the ability to scan the large format fragile documents. In addition to the process of digitizing the documents, the Port intends to hire a temporary staff person to index and apply metadata to the digitized documents making them quickly and easily searchable and retrievable for future reference and in responding to Public Records requests in a much timelier manner. The Port currently uses the Laserfiche records management system to store its electronic documents. The addition of these documents to

our records management system will help the Port fulfill its goal of capturing all records electronically. Over the coming years, the Port plans to create a public portal in Laserfiche that will allow for further public access to documents.

Amount funded: \$16,500

Snohomish County Airport

What type of records do you want digitized? (Include DAN from Records Retention Schedule as part of your description.)

As-Built Drawings, DAN = GS50-18-06, Rev. 1

Construction Projects, DAN = GS50-18-10, Rev. 1

Facility Systems/Equipment, DAN = GS50-06B-22, Rev. 1

Jurisdictional Reference – Maps and Drawings, DAN = GS50-18-38, Rev. 1

What is the approximate date range of the records?

1936 to 2016

What is the approximate volume of records?

7000

How will having these records digitized help your agency's management and public disclosure challenges?

Paine Field Airport is scheduled to begin accepting commercial flights late 2018. Since the acceptance of commercial air, Paine Field has had a significant increase in the number of construction projects and projected construction projects taking place on airport property. The project contractors in charge of the construction need to review the above referenced records. More often than not, they specifically require high resolution electronic copies so they can apply digital overlays. On the public records side of the issue, the airport has a few citizens who have been known to voice their concerns over potential airport environmental and noise related impacts in court. This inevitably leads to an increase in subpoenas and public records requests for many of the airport's drawings and increases our use of them in preparation for litigation. In addition to the time savings, there are also practical reasons for scanning these documents. At the moment the airport is growing faster than it is able to expand its office space. Until Paine Field is able to get approval for a new office building, the best option is to use space more efficiently in an attempt to fit more employees. Finally, many of the drawings are nearing a point where scanning them will no longer be an option due to degradation. We need to have them scanned and preserved for the future. Once the scanning process is finished, we would like to send our drawings to Washington State Archives for permanent retention.

Amount funded: \$16,100