



King County

Dow Constantine

King County Executive

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www.kingcounty.gov

November 27, 2024

The Honorable Dave Upthegrove
Chair, King County Council
Room 1200
C O U R T H O U S E

Dear Councilmember Dave Upthegrove:

This letter transmits the report of King County records management policies, procedures, and practices called for by Ordinance 19791, Section 60, Proviso P1 and a proposed Motion that would, if enacted, acknowledge receipt of the report.

The report details the County's records collection and retention policies, procedures, and practices. It includes an assessment by an external consultant with expertise in records collection and retention best practices. Development of the report was informed report by participation from each County department or agency specified in the Proviso, including the executive branch, legislative branch, Department of Elections, Office of the Prosecuting Attorney, and Department of Assessments.

Thank you for your consideration of this report and propose Motion. The important work discussed in the report will help continue to advance King County goals towards accurate and accountable records management and retention.

If your staff have questions, please contact Kelsey Urban, Deputy Director, Office of Risk Management Services, Department of Executive Services, by phone at 206-263-1115 or by email at kurban@kingcounty.gov.

The Honorable Dave Upthegrove

November 27, 2024

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Sincerely,

A handwritten signature in black ink, appearing to read "Dow Constantine". The signature is written in a cursive style with a large, circular flourish at the end.

for

Dow Constantine

King County Executive

Enclosure

cc: King County Councilmembers

ATTN: Stephanie Cirkovich, Chief of Staff, King County Council

Melani Hay, Clerk of the Council

Karan Gill, Chief of Staff, Office of the Executive

Penny Lipsou, Council Relations Director, Office of the Executive

Lorraine Patterson-Harris, County Administrative Officer, Department of Executive Services (DES)

Christine Oh, Director, Office of Risk Management Services, DES

Norm Alberg, Director, Records and Licensing Services, DES